

Householder Application Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information. Failure to provide all relevant information may result in delays in validating your application.

This Checklist covers the needs of most Householder Planning Applications. Further information may be required in some instances. If this is the case you will be notified in writing by a Planning Officer.

Definition

Householder Planning Applications are defined as the alteration, improvement and / or enlargement of an existing dwelling or the construction of an additional dwelling.

Please refer to the Department of Communities and Local Government information booklet *A guide for Householders* at www.communities.gov.uk/publications/planningandbuilding/planning-guide

Checklist

DOCUMENTATION REQUIREMENTS	REQUIRED	PROVIDED
To assist with application process it would help if the application containing all forms, plans and documents were to be submitted on compact disc (CD).	✓	

NATIONAL REQUIREMENTS	REQUIRED	PROVIDED
Three (3) copies of all forms, plans and documents, where the application is not submitted via Planning Portal (National Requirement)	✓	
Completed Application Form The completed planning application forms, signed and dated.	✓	
Ownership Certificate (A, B, C or D – as applicable) A completed Ownership Certificate - A, B, C or D as applicable, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest where the unexpired term is not less than 7 years.	✓	
Published Notice Where Ownership Certificates B, C or D are completed – Notice(s) must be given and/or published in accordance with Article 6 of the Town and Country Planning (General Development Procedure) Order 1995.	✓	

<p>Appropriate Fee The correct fee as outlined in The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005.</p>	✓	
<p>Location Plan Based on an up-to-date map and scaled at 1:1250 or 1:2500 and accurately showing, wherever possible, show at least two named roads and surrounding buildings. The properties shown are numbered or named to ensure that the exact location of the development site is clear.</p> <p>The development site is edged with a red line and includes all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.</p> <p>A blue line is drawn around any other land owned by the applicant, close to or adjoining the application site.</p>	✓	
<p>Existing and Proposed Block Plan of the Site Scaled at 1:100 or 1:200 and accurately showing -</p> <ol style="list-style-type: none"> site boundaries; the type and height of boundary treatment including walls, fences and the like; all the buildings, roads and footpaths on land adjoining the site including access arrangements; the position of any building or structure on the other side of such boundaries. 	✓	
<p>Existing and Proposed Elevations Scaled at 1:50 or 1:100 and accurately showing -</p> <ol style="list-style-type: none"> the development in relation to what is already there; elevations taken from all sides of the development; the proposed building materials, and the style, materials and finish of windows and doors; blank elevations, if only to show that this is in fact the case. <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings clearly shows –</p> <ol style="list-style-type: none"> the relationship between the buildings; details the positions of openings on each property. 	✓	

<p>Existing and Proposed Floor Plans Scaled at 1:50 or 1:100 and accurately explaining the proposal in detail, including -</p> <ul style="list-style-type: none"> a. where existing buildings or walls will be demolished; b. details of the existing building(s) as well as those of the proposed development; c. new buildings shown in context with adjacent buildings and including property numbers, where applicable. 	✓	
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels Scaled at 1:50 or 1:100 and accurately showing –</p> <ul style="list-style-type: none"> a. cross section(s) through the proposed building(s), that demonstrate how proposed buildings relate to existing site levels and neighbouring development.; b. where a proposal involves a change in ground levels, illustrative drawings detail existing and finished levels that include details of foundations and eaves, and how encroachment on adjoining land is avoided; c. site levels and finished floor levels, based on a fixed off-site datum point; d. the proposal in relation to adjoining buildings. <p>Note - Information provided in the Design and Access Statements will relate to the levels detailed in this plan.</p>	✓	
<p>Roof Plans Scaled at 1:50 or 1:100 and accurately showing –</p> <ul style="list-style-type: none"> a. shape of the roof; b. roofing material and if more than one material, the location of the various materials. 	✓	
<p>Design and Access Statement if required A Design and Access Statement is a report supporting a planning application that seeks to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. www.hackney.gov.uk/designandaccessstatements</p>	✓	

LOCAL REQUIREMENTS	REQUIRED	PROVIDED
<p>The following documents may be required by the Council, please seek advice before submitting your application on 020 8356 8062</p>		
<p>Drawing Confirmation All plans and drawings should include: correct scale; key dimensions; key to scale as well as a drawing numbers.</p>	✓	
<p>Flood Risk Assessment (FRA) - required for applications in Environment Agency Flood Zone relating to basement or ground floor extensions</p> <p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>		
<p>Tree survey/ Arboricultural Implications – required for applications where building works is within distance of 12x trunk diameter taken at height of 1.5m</p> <p>Please mark on a scaled plan the position of all trees and hedges on your own property and those on adjoining land which are within falling distance of the boundary (i.e. the distance from the boundary to the trees and hedges is less than (or equal to) their height).</p>		

OPTIONAL LOCAL REQUIREMENTS	REQUIRED	PROVIDED
<p>The following requirements are optional and at the applicant's discretion</p>		
<p>Planning Statement A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate Statement on Community Involvement may also be appropriate.</p>		
<p>Photographs and Photomontages These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.</p>		

Submitting a Planning Application via the Planning Portal

It is recommended that Householder Planning Applications be submitted using the Planning Portal. In this instance, there requirements for file formats and sizes, these are outlined below.

File Type for all documentation -

- Preferred file format -.pdf (**Adobe Acrobat**).
- Other acceptable file formats -.jpg, .doc and .xls
- Unacceptable file formats - .tif, .dwg or similar CAD files.

File Size

- The maximum size of all attachments is less than 25MB. If the total file size of attachments for any one planning application is greater than 25MB the application will not be accepted by the Planning Portal.
- The maximum size of any one attachment is less than 5MB
- All drawings submitted are based on an A3 or A4 page size.

For files larger than 5MB, or where the plans on larger than A3, submit these separately direct to Hackney Planning Service on CD.

Electronic Plan Information Requirements

All drawings and plans include the following information -

- The print (paper) size;
- The relevant scale at that print size, such as 1:50, 1:1000 or the like.
- A scale bar showing the length of one metre and ten metres
- Key dimensions.