

# HOUSEHOLDER PLANNING APPLICATION VALIDATION CHECKLIST

Application Reference

Case Officer

Address

Admin Officer

## Guidance and Instructions

The next page lists a number of different development types. This has been provided to assist applicants and developers to know what information is required to be submitted in order to provide a valid application.

In order to submit a valid planning application, please follow the guidance below:

1. Determine which development type your proposal falls within – this will give you a letter, for example, a two storey extension will give a 'B', a satellite dish an 'H' and so forth.
2. The first column of the checklist provides the information which might need to be submitted with your planning application. Included within this column is the relevant page number of the glossary, where further information may be found. Please refer to the glossary prior to submitting your application.
3. The development types and thresholds column then lists when the information is required. For example, an application for a proposed wall or fence, would be code H, but is not listed under proposed roof plans, therefore roof plans are not required.
4. A number of 1APP forms have 'joint' application types, for example householder permission and listed building consent or full planning permission and advertisement consent. In these instances, the validation checklist for both application types would need to be reviewed to ensure all information required is submitted.
5. Should the local list detail that information is required, but you do not consider that it is appropriate and/or necessary, please include a short written statement of why it is considered unnecessary. With this statement, there is a stronger likelihood that the application will be validated by the planning support team. However, the case officer dealing with the application may consider it is necessary in order to process the application, in which case you will be contacted in due course.
6. Please note that at Hertsmere Borough Council, we only require **ONE COPY** of any plans or documents to be submitted. When submitted electronically, further paper copies are not required. Please ensure that any drawings or documents submitted do not have 'confidential' information embedded, such as signatures (with the exception of the application form and ownership certificate), personal telephone numbers or email addresses etc. or 'do not scale'.
7. We offer and encourage all applicants and developers to request clarification of the information required prior to the submission of an application to assist with providing a valid application.
8. Please note that policy documents including reference numbers are subject to change.

## Key

- A single storey extension (including conservatory)
- B two storey extension
- C roof alterations
- D all other extensions
- E detached shed / outbuilding
- F porch
- G satellite dish
- H wall / fence
- I window(s)
- J hard surfacing
- K all other householder applications

## NATIONAL REQUIREMENTS

Planning application requirement and glossary page number	Development types and threshold	Submitted OR short statement enclosed why not required?
Completed form	All development types	
Location plan (1:2500 or 1:1250)	All development types	
<b>Site / Block Plan</b> (1:1250 or 1:500)	Applicable to A, B, C, D, E, F and K  J – Existing and Proposed plans to be submitted showing extent of works  H – Existing and proposed plans - if existing location of proposed development comprises soft landscaping (excluding grass) otherwise just proposed	
Completed Ownership Certificate (A, B, C or D – as applicable)	All development types	
Agricultural Holdings Certificate	All development types	
Appropriate fee	All development types	
Design and Access Statement	Applicable to all developments within Conservation Area or requiring Listed Building consent	

## LOCAL REQUIREMENTS

Planning application requirement and glossary page number	Development types and threshold	Submitted OR short statement enclosed why not required?
Encourage plans to have a drawing number, details of paper size and horizontal & vertical scale bar  Plans must <b>NOT</b> say 'Do Not Scale'	All development types	
Existing elevations (e.g. at a scale of 1:50 or 1:100)	Required for B and C.  Only required for A, D, F and K if works involve partial or removal of existing elements of the property and / or existing extensions  E and H if existing buildings are present and proposed for full or partial demolition	
Proposed elevations (e.g. at a scale of 1:50 or 1:100)	All development types with the exception of J	
Existing floor plans (e.g. at a scale of 1:50 or 1:100)	Required for B and C.  Only required for A, D, F and K if works involve partial or removal of existing elements of the property and / or existing extensions  E and H if existing buildings are present and proposed for full or partial demolition	

Proposed floor plans (e.g. at a scale of 1:50 or 1:100)	Required for A, B, C, D, E, F, I and K	
Existing site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	All development types (exception of G) where levels are to be altered due to the works given that the site is sloping	
Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	All development types (exception of G) where levels are to be altered due to the works given that the site is sloping	
Existing Roof plans (e.g. at a scale of 1:50 or 1:100)	Required for A, B, C, D and K if works involve altering the existing roof  E (if existing building is to be demolished) and G (if not clear from proposed plan, the existing roof details)	
Proposed Roof plans (e.g. at a scale of 1:50 or 1:100)	Required for A, B, C, D, E, F, G (when dish sited on roof or chimney) and K	
Biodiversity Checklist	All development types (excluding G and I) if within a wildlife site or an identified area that has protected species.	
Biodiversity Survey and Report	All Development types (excluding G and I) if potentially affecting a wildlife site or protected species.	
Daylight/Sunlight assessment	A, B, C, D, E, H and K	
Flood risk assessment	A, B, D, E, F, H, J and K if within a flood zone.	
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All development types. Required when within or adjacent to a listing building or archaeological area	
Landscaping details	Required for H and J	
Parking provision	Applicable to all developments which increase the number of bedrooms or results in the loss of existing parking provision	
Photographs / Photomontages	Beneficial although not a statutory requirement	
Planning Statement	All development types. Particularly relevant to those in Green Belt locations and other designations as indicated on the adopted Map	
Street scene	Beneficial although not a statutory requirement	
Tree survey / Arboricultural Statement	Required for all development types except C, G and I whereby existing TPO trees are to be removed and or affected by the development	