

Householder Validation Checklist

All plans should include an accurate scale bar, the scale and the paper size, site address and drawing number.

We would recommend a maximum print size of any document or drawing not to exceed A1 size.

Application Form

When required?	All applications – guidance is available to download on our website
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Ownership Certificate

When required?	All applications – completed certificate stating the ownership of the application site
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Fee

When required?	Planning applications incur a fee
What information is required?	The correct fee – full details can be found on the Council’s website

Location Plan – Scale 1:1250 or 1:2500

When required?	All applications
What information is required?	<ul style="list-style-type: none"> • Up to date map with site edged clearly with a red line • The direction of north should be shown • Where practicable at least two road names should be shown • The plan must cover a large enough area to enable the location to be easily found • A blue line should be drawn around any other land on the plan owned by the applicant

Proposed Site/Block Plan – Scale 1:500 or 1:200

When required?	All applications other than alterations to roof or fenestration
What information is required?	The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site and neighbouring properties, proposed parking arrangements etc. Any trees or public rights of way affected by the development should be shown together with any boundary walls or fencing proposed as part of the development

Existing Elevations – Scale 1:100 or 1:50

When required?	Where alterations and/or extensions to an existing building are proposed.
What information is required?	Drawings that clearly and accurately show the existing appearance of the building with all elevations clearly labelled.

Proposed Elevations – Scale 1:100 or 1:50

When required?	Where alterations and/or extensions to an existing building are proposed, when new buildings, such as garages/outbuildings are proposed or where new boundary treatments are proposed.
What information is required?	Drawings that clearly and accurately show any elevations that would be created or altered by the development; with all elevations clearly labelled.

Existing and Proposed Floor Plans – Scale 1:100 or 1:50

When required?	Where alterations and/or extensions to an existing building are proposed.
What information is required?	Drawings that clearly and accurately show any floorplans that would be created or altered by the development; These should highlight any walls to be demolished and show the uses of any proposed new rooms.

Existing and Proposed Roof Plans – Scale 1:100 or 1:50

When required?	Where any roof is being altered.
What information is required?	The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating.

Site Sections– Scale 1:100 or 1:50

When required?	When a change in existing land level or excavation is proposed e.g. on a sloping site
What information is required?	These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point.

Contaminated Land Report

When required?	When the development is known to be contaminated land
What information is required?	Contaminated Land Preliminary Risk Assessment

Tree Report/Survey

When required?	When the development will affect any trees covered by a Tree Preservation Order or within a Conservation Area, or if the proposal is likely to affect trees within the application site or adjacent to the site including street trees.
What information is required?	A full tree survey which includes a plan showing the location of the tree.