

Householder and Listed Building Consent Validation Checklist

All plans should include a scale bar, the scale and the paper size.

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 excluding non-material amendments and variation of conditions
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

Proposed Site 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, neighbouring properties and other existing buildings on the site. 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

Design and Access Statement

When required?	All Applications
What information is required?	A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.

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 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 level is proposed eg 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.

Parking Plan– Scale 1:100

When required?	When the proposals involve the conversion of a garage to living space or building over a parking space
What information is required?	Drawing showing proposed parking arrangements.

Structural survey

When required?	When the proposal involves substantial or complete demolition of a listed building.
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Heritage Statement

When required?	All Applications
What information is required?	A Heritage Statement is required, identifying the significance of the heritage asset and impact of proposals in accordance with the advice in NPPF including any archaeological impacts, and listing details of property. This can be included within a design and access statement.

