

Householder Application for Planning Permission and Listed Building Consent

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

<p>Application Form</p> <ul style="list-style-type: none"> • Householder Application for Planning Permission and Listed Building Consent <p>NB – Only required if the building in question is a Listed Building. If the property is not listed then you only need to complete the householder planning application form</p>	<input type="checkbox"/>
<p>Application Fee</p> <ul style="list-style-type: none"> • You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
<p>Location Plan</p> <p>All applications must include a location plan which should:</p> <ul style="list-style-type: none"> • Be at a scale of 1:1250 or 1:2500; • Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear • Show the application site outlined in red, which includes all land necessary to carry out the proposed development • Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. 	<input type="checkbox"/>
<p>Site Plan</p> <p>All applications must be submitted with a site plan (sometimes called a block plan) which should:</p> <ul style="list-style-type: none"> • Be at a scale of 1:500 or 1:200; and 	<input type="checkbox"/>

<p>Application Form</p> <ul style="list-style-type: none"> Householder Application for Planning Permission and Listed Building Consent <p>NB – Only required if the building in question is a Listed Building. If the property is not listed then you only need to complete the householder planning application form</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries. <p>The site plan should also include the following, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> All buildings, roads and footpaths on land adjoining the site including access arrangements; All public rights of way crossing or adjoining the site; The position of all trees on the site and those on adjacent land; The extent and type of any hard surfacing; and The type and height of any boundary treatment including walls or fencing where proposed. 	
<p>Design and Access Statement</p> <p>Required for</p> <ul style="list-style-type: none"> All Listed Buildings Consent Applications Where the provision of one or more dwelling houses is in a conservation area Development which is major development (10 or more dwellings) or where the floor space to be built is 1,000 square metres or more or where the site area is 1 hectare or more The provision of a building or buildings where the floor space created by the development is 100 square metres or more within a conservation area. <p>Further information can be obtained here - See Design and Access Guidance Note</p>	<input type="checkbox"/>

Local Application Requirements

<p>Any other plans, drawings and information necessary to describe the development which is the subject of the application</p> <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).</p> <ul style="list-style-type: none"> • Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type • Landscaping if required - Plans showing details of the proposed landscaping scheme • Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development • Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level • Cross-section – for advertisement applications clearly showing method of illumination 	<input type="checkbox"/>
<p>Archaeological Assessment</p> <ul style="list-style-type: none"> • When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement) 	<input type="checkbox"/>
<p>CIL Form</p> <ul style="list-style-type: none"> • All full applications creating over 100sqm of new floorspace, 100sqm of change of use floorspace or a new dwelling 	<input type="checkbox"/>
<p>Daylight/ Sunlight Assessment</p> <ul style="list-style-type: none"> • Any application where there is potential adverse impact upon the current levels of sunlight/daylight within the habitable rooms of adjacent residential buildings and those of the proposed building(s) 	<input type="checkbox"/>
<p>Heritage Statement</p> <ul style="list-style-type: none"> • When the development affects a listed building 	<input type="checkbox"/>
<p>Parking Management Plan/ Strategy</p> <ul style="list-style-type: none"> • All applications where parking is proposed. 	<input type="checkbox"/>
<p>Photographs and Photomontages</p> <ul style="list-style-type: none"> • Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building and all telecommunication mast applications. 	<input type="checkbox"/>
<p>Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity)</p> <ul style="list-style-type: none"> • All developments creating new dwellings including changes of use and conversions. 	<input type="checkbox"/>
<p>Structural Survey</p>	<input type="checkbox"/>

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<ul style="list-style-type: none"> • Required if you are demolishing a listed building • Required if you are converting a listed building. 	
<p>Tree survey / Arboricultural statement</p> <ul style="list-style-type: none"> • All planning applications where the application involves works that may affect any trees on or adjacent to the site 	<input type="checkbox"/>
<p>Works to Trees - Specification of Works and Photographic Evidence</p> <ul style="list-style-type: none"> • Where works are required to a protected tree (TPO or tree in Conservation Area) 	<input type="checkbox"/>

Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government’s aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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