

Validation Checklist - Householder Application

Paper Copies - 1 copy of form, 2 copies of every other document

Application Form - Householder			
Accurate Development Description			
Application Address or Description if there is no address			
Name and address of applicant and any agent			
Land Ownership Certificate			
Correct fee	£202		
Application form signed - if paper copy			

Correct licence attached to Ordnance Survey Maps			
All plans to be metric and to recognised scale			

Location Plan			
North point - Orientated Correctly			
Scale Bar			
At a scale that can identify site in relation to surroundings 1:1250 or 1:2500			
Red line boundary - solid - showing full property boundary - matching site plan			
Other land owned or in control in blue			
Property & Road names & numbers			
(Supplementary location plan if needed depending on scale & surroundings) 1:5000, 1:10000, 1:25000			

Existing Site Plan - showing existing state of site			
North Point - Orientated Correctly			
Scale Bar			
Scale 1:100, 1:200, 1:500			
Red line boundary – solid - showing full property boundary - matching location plan			
Blue line for any other land in control or owned			
All land & buildings within 20m radius around site boundary identified(*See Note*			
Footprint of all existing buildings & structures within site – annotation to identify them			

Proposed Site Plan Check if any obvious change of use of land			
North Point – Orientated Correctly			
Scale Bar			
Scale 1:100, 1:200, 1:500			
Red line boundary – solid – showing full property boundary – matching location plan			
Blue line for any other land in control or owned			
All land & buildings within 20m radius around site boundary identified			
Accurate footprint of all existing and proposed buildings & structures within site with annotation to identify them			
A written dimension showing distance from proposal to any part of site boundary (if multiple buildings or structures, will require dimension from each)			
Access Track			
Parking – 2 spaces up to 3 bed; 3 spaces 4+ bed			
Turning – 7.6 x 7.6m or standard hammerhead (where applicable)			
Extent & type of hardsurfacing to parking, turning, access track etc (where proposed)			
Hard & Soft Landscaping Defined			
Surface Water Soakaway & connection (connection point must be in red line boundary			
Septic Tank & connection – OR – connection to sewer (connection point must be in red line development boundary)			
Boundary Treatment – inc height and type (only where proposed)			
Decking (if applicable)			
ASHP (if applicable)			

Top Tip *If purchasing plans online from emapsite/UKPlanningMaps/getmapping please purchase your Site Plan at A3 and 1:500 as we need to see a full 20M out from your redline boundary-which is a validation requirement.

Extensions or other alterations to dwellinghouse:

Existing Elevations			
Scale Bar			
Scale 1:50 or 1:100			
Dimensions - inc lengths, height to eaves & ridge			
Showing all sides which will appear different following proposed development			
Labelled Correctly NESW			
Existing External Finishes			
Existing Ground Profile & Visible Underbuild			
Proposed Elevations			
Scale Bar			
Scale 1:50 or 1:100			
Dimensions - inc lengths, height to eaves & ridge			
Show all elevations affected by proposal in context to existing building			
Labelled Correctly NESW			
External Finishes			
Ground Profile & Underbuild			
ASHP & Spec (if applicable)			
Decking (if applicable)			
Existing Floor Plans (can be part floor plans covering area affected by proposal)			
North Point - Orientated Correctly			
Scale Bar			
1:50 or 1:100			
Rooms Labelled			
Show Windows & Doors			
Proposed Floor Plans (can be part floor plans covering area affected by proposal)			
North Point - Orientated Correctly			
Scale Bar			
1:50 or 1:100			
Rooms Labelled			
Show Windows & Doors			
Extent of any proposed demolition (if applicable)			
Decking (if applicable)			
ASHP (if applicable)			

Detached Structures within Garden Grounds:

Proposed Elevations			
Scale Bar			
Scale 1:50 or 1:100			
Dimensions - inc lengths, height to eaves & ridge			
Showing all elevations			
Labelled Correctly NESW			
External Finishes			
Ground Profile & Underbuild			
Proposed Floor Plans (can be part floor plans covering area affected by proposal)			
North Point - Orientated Correctly			
Scale Bar			
1:50 or 1:100			
Rooms Labelled			
Show Windows & Doors			
Extent of any proposed demolition (if applicable)			

No National Scenic Area Design Statement needed for Householder Developments