

Validation Checklist:

C10 - Householder Planning Application

3 copies of all documents, plus the originals, must be supplied unless the application is submitted electronically.

Your application must include the following:

Site Address

Please include the Site Address.

Section A

National Requirements:

- The completed planning application forms, signed and dated: C10/1
- The Article 7 Certificate (Agricultural Holdings), signed and dated: C10/2
- The completed, signed and dated Ownership Certificate (A, B, C or D): C10/3
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be edged clearly with a red line and a blue line should be drawn around any other land owned by the applicant: C10/4
- The correct fee: C10/5
- The existing and proposed elevations to a scale 1:20 1:50 or 1:100*: C10/6
- Existing and proposed site sections and finished floor levels at a scale of 1:50 or 1:100: C10/7
- Existing and proposed floor plans at a scale of 1:20, 1:50 or 1:100*: C10/8
- A block plan of the site at a scale of 1:200 or 1:500 showing all site boundaries: C10/9

*Please note that applications for development relating to Listed Buildings or new development within Conservation Areas must be accompanied by elevations and floor plans at 1:20 or 1:50 scale.

Local Requirements

- All drawings must be numbered and dated, and with the scale and paper size stated. Electronic copies should be submitted in .pdf format: C10/10
- The block plan must indicate all existing and proposed site features and structures, and minimum dimensions between the proposal and each site boundary must be provided: C10/11
- A list of all documents submitted: C10/12

- The existing and proposed elevations and floor plans should show the proposal in relation to the whole original building and with site boundaries clearly marked: C10/13
- Waste Minimisation Statement: C10/14

Section B: the following additional information will be required in some cases:

Sites in Conservation Areas and Areas of Outstanding Natural Beauty only

- Design and access statement required in all cases in these areas: C10/15

On sloping sites or where changes to site levels are proposed

- Existing and proposed sections showing site and floor levels at a scale of not less than 1:100 - the position of the section should be clearly marked on the block plan: C10/16

Replacement window/door applications (e.g. on flats)

- Drawing details of each window at a large scale (e.g. 1:10) with frame widths shown and dimensioned, and existing/proposed materials and finishes clearly stated: C10/17
- Sections through a whole window unit for each window type, and a section through each external door - at 1:2 or 1:5 outside of Conservation Areas. The position in relation to the external wall should be shown: C10/18
- Photographs showing the window unit on the building may be acceptable in these cases instead of elevation drawings - each window on the photographs should be clearly cross-referenced to the relevant window detail and section: C10/19

Where trees or hedgerows are on site:

- The trees should be accurately plotted (including tree canopies and species type) on the site layout plans: C10/20

Ecology information

- Where the proposal is significant in scale - e.g. a detached double garage or large outbuilding, a brief initial ecology assessment by an ecologist may be required: C10/21

Flood Risk Areas

- Where the property is in a flood risk area a flood risk assessment is needed - visit the [Environment Agency website](#) for more information: C10/22

Archaeology

- Archaeological desk based assessment report including mitigation measures and/or restoration scheme (required where the proposal involves breaking the ground and there is a record of archaeological remains on site or in the immediate vicinity): C10/23