

Planning Application Validation Checklist

Please indicate with a tick in the that you have submitted the information or state the reason why it has not been submitted

1. Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

- Completed form (1 original + 3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates, drawn to a scale of 1:1250 or 1:2500 and showing the direction of North (4 sets to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 sets to be supplied unless the application is submitted electronically) including:
 - Block plan of the site at a scale of 1:200 or 1:500 showing the proposed work with dimensions, including those to boundaries, clearly stated, (in line with government requirements dated 6 April 2010)
 - Existing and proposed elevations at a scale of 1:50 or 1:100
 - Existing and proposed floor plans at a scale of 1:50 or 1:100
 - Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100
 - Roof plans at a scale of 1:50 or 1:100
- A completed Ownership Certificate (A,B,C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- [Design and Access Statement](#) if required (if site is in a conservation area, the AONB or SSSI)
- [The appropriate fee](#)

○ In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Conditional documents required	Document type	Circumstances when document should be submitted	Reason not included or if included, please indicate where it is located, i.e., part of planning statement or design and access statement.
○	Flood Risk Assessment	<p>Planning applications for development proposals on 1 hectare or greater in Flood Zone 1 and all proposals for new development in Flood Zones 2 and 3, also for sites that are less than 1ha in Flood Zone 1 and are in an area identified as having critical drainage problems. Follow link to Environment Agency website.</p> <p>For further information on Critical Drainage Areas ring the Environment Agency on 08708 506 506 to speak to a member of their Development Control team for this district.</p>	
○	Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)	<p>Where archaeological or historical features or remains (e.g. listed buildings, ancient monuments) may be affected and for major developments in conservation areas.</p>	
○	Nature Conservation/Biodiversity /Ecological/Natural Beauty assessment	<p>Wherever presence of protected species is suspected or where the development is within or close to a SSSI or SINC.</p> <p>For all major development in the countryside that effects areas designated for landscape and scenic beauty.</p>	
○	Parking Provision (details of existing and proposed car parking arrangements)	<p>In circumstances where floor area increases and/or existing car parking arrangements are changing HCC Hampshire Parking Strategy and Standards</p>	
○	Streetscene elevations	<p>Where it is necessary to show new building work in context with adjacent buildings</p>	

O	Tree survey/arboricultural implications	When the proposed development is adjacent to or involves the loss of trees which are covered by a tree preservation order or are within a conservation area	
O	Ordnance Survey licence number if applicable	This must be provided for all Ordnance Survey based location and block plans	
O	Scale bar	Where plans are being supplied electronically, a scale bar attached to ALL plans	