

## 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**

---

### **2. Householder application for planning permission for works or extension to a dwelling and conservation area consent for demolition in a conservation area**

#### **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
- The 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- [Design and Access Statement](#)

[The appropriate fee](#)

Where plans are being supplied electronically, a scale bar attached to ALL plans

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

<b>Additional mandatory documents</b>  <input type="radio"/>	Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals  Supporting Planning Statement	
--	---	--

## 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 supporting planning statement or design and access statement.
<input type="radio"/>	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 <b>critical drainage</b> problems. Follow link to <a href="#">Environment Agency</a> website.</p> <p>For further information on Critical Drainage Areas ring the Environment Agency on <b>08708 506 506</b> to speak to a member of their Development Control team for this district.</p>	
<input type="radio"/>	Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)	<a href="#">Where archaeological or historical features or remains (e.g. listed buildings, ancient monuments) may be affected</a> and for major developments in conservation areas.	
<input type="radio"/>	Nature Conservation/Biodiversity /Ecological/Natural Beauty assessment	<a href="#">Wherever presence of protected species is suspected or where the development is within or close to a SSSI or SINC.</a>	

		For all major development in the countryside that effects areas designated for landscape and scenic beauty.	
○	Parking provision (details of existing and proposed car parking arrangements)	In circumstances where floor area increases and/or existing car parking arrangements are changing. <a href="#">HCC Hampshire Parking Strategy and Standards</a>	
○	Structural Survey	Where the structural integrity of the building is affected, I e barn conversions or reuse of other buildings, if the condition is questionable.	
○	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	

○	Ordnance survey licence number if applicable	This must be provided for all <a href="#">Ordnance Survey based</a> location and block plans.	
---	--	---	--

Please submit this form with your application

Additional information on the local requirements can be found in Part II of the [Planning Application Requirements \(Local\)](#)

Applications can be easily submitted online through the [Planning Portal](#)

