

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

3. Householder application for planning permission for works or extension to a dwelling and listed building consent

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 any site boundaries
 - 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 side 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](#)

○ 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

LOCAL REQUIREMENTS

Conditional documents required	Document type	Circumstances when document should be submitted	Reason not included/if included, please indicate where it is located, i.e., part of supporting planning statement or design and access statement.
○	Flood Risk Assessment	Planning applications for development proposal on 1 hectare or greater in Flood Zone 1 and all proposals for new development in Flood Zones 2 and 3, follow link http://www.environment-agency.gov.uk/	
○	Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)	Where archaeological or historical features or remains (e.g. listed buildings, ancient monuments) may be affected and for major developments in conservation areas.	
○	Nature Conservation/Biodiversity /Ecological/Natural Beauty assessment	Wherever presence of protected species is suspected or where the development is within or close to a SSSI or SINC. 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, HCC Hampshire Parking Strategy and Standards	
○	Structural Survey	Where the structural integrity of the building is affected, ie 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	

Additional mandatory documents 	Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals	
--	--	--

	Ordnance Survey licence number if applicable	This must be provided for all Ordnance Survey based location plans and block plans	
---	--	--	--

Please submit this form with your application

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

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



SCHEDULE 2

PART 1

Town and Country Planning (General Development Procedure) Order 1995

NOTICE UNDER ARTICLE 6 OF APPLICATION FOR PLANNING PERMISSION

(to be published in a newspaper or to be served on an owner* or a tenant*)

Proposed development at (a)

I give notice that (b)

is applying to the (c)Council

for planning permission to (d)

Any owner* of the land or tenant* who wishes to make representations about this application

should write to the Council at (e)

By (f)

* 'owner' means a person having a freehold interest or a leasehold interest, the unexpired term of which is not less than seven years, or, in the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

** 'tenant' means a tenant of an agricultural holding any part of which is comprised in the land

Signed

On behalf

Date

Statement of owners' rights

The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or in a lease.

Statement of agricultural tenants' rights

The grant of planning permission for non-agricultural development may affect may affect agricultural tenants' security of tenure.

Delete where appropriate

Insert

- (a) address or location of the proposed development
- (b) applicant's name
- (c) name of Council
- (d) description of the proposed development
- (e) address of the Council
- (f) date giving a period of 21 days beginning with the date of service, or 14 days beginning with the date of publication, of the notice (as the case may be)

Ordnance Survey Plans

COPYRIGHT WARNING

When submitting planning applications, it is important that site location and block plans are accurately drawn. Copyright legislation however, allows us only to accept plans which are based either on a site survey or using Ordnance Survey information.

Site survey plans drawn by a surveyor must carry a statement to that effect and confirming that Ordnance Survey information has not been used.

Ordnance Survey plans and any drawing or plan based upon Ordnance Survey material **MUST** bear a valid license number, the license having been issued by the Ordnance Survey and allowing the applicant/agent for the application to use that information.

You MUST supply a valid license number with any submitted Ordnance Survey plan or drawing/plan based upon Ordnance Survey material otherwise your application will NOT be accepted by the Council. A failure to provide the correct license number will delay your application.

Appropriate licensed plans can be obtained from:

- Ordnance Survey – www.ordnancesurvey.co.uk
- Authorised suppliers – see local telephone directory
- East Hampshire District Council – 01730 234246/234248

If you have any questions please contact:
Ordnance Survey Customer Services: 08456 050505

Non-compliance with Ordnance Survey Copyright legislation can also lead to legal proceedings and a fine.



Local Ordnance Survey Stockists

Repropoint, Portsmouth

website: <http://www.plans-direct.co.uk/>

e-mail: plans-directportsmouth@repropoint.com

tel: 023 9236 4900

Dome Map Services, Guildford

website: <http://www.domeuk.co.uk>

e-mail: sales@domeuk.co.uk

tel: 01483 536000/579616

Kall Kwick, Chichester

website: <http://www.chichester.kallkwik.co.uk>

e-mail: kallkwikchisales@btconnect.com

tel: 01243 778711

The Copying Centre, Winchester

website: <http://www.copyman-online.co.uk>

e-mail: repro@copyman-online.co.uk

tel: 01962 863105

Gormans Southampton Map Centre

website: <http://www.mapcentre.co.uk>

e-mail: sales@mapcentre.co.uk

tel: 023 8022 1488

DESIGN AND ACCESS STATEMENTS FOR LISTED BUILDING APPLICATIONS

From 10 August 2006 all applications for Listed Building Consent will require a Design and Access Statement. The statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal (information on use, amount and landscaping is not required for listed building consent design and access statements that do not also accompany a planning application). Otherwise, scale, layout and appearance are broadly the same as outlined in the information sheet for planning applications.

As well as the broad approach in drawing up the design and access statement in relation to applications for planning permission, a design and access statement relating to listed building consent should include a brief explanation of how the design has taken account of paragraph 3.5 of PPG15 (Planning and the Historic Environment), and in particular:

- the historic and special architectural importance of the building.
- the particular physical features of the building that justify its designation as a listed building.
- the building's setting.

You will need to explain and justify the approach to ensuring that the listed building preserves its special historic and architectural importance. Where there is potentially an aspect of design that will impact on this, the statement should explain why this is necessary and what measures within the approach to design have been taken to minimise its impact.

Similarly, the access component is broadly the same as for design and access statements accompanying applications for planning permission, but with reference to the special considerations set out above. The statement should make clear how the approach to access has balanced the duties imposed by the Disability Discrimination Act where the proposal is subject to those and the particular historical and architectural significance of the building (as judged by the aspects set out in paragraph 3.5 of PPG15).

It should also include any specific issues, particularly with regard to the fact that the building is listed, the range of options considered and where inclusive design has not been provided, an explanation should be given. In alterations to existing buildings where the fabric of the structure restricts the ability to meet minimum levels of accessibility details should be provided of the solutions to be put in place to minimise the impact on disabled people and to ensure that any services provided within the building are made available in other ways.

Please ensure that you submit four copies of the required statement with Listed Building Consent applications made on and after 10 August 2006 as failure to do so will result in your application being classed as invalid. Where a planning application is submitted with an application for listed building consent, a single, combined statement should address the elements in relation to a planning application in the normal way and the additional requirements in relation to listed building consent. In this instance you will need to provide four copies of the statement for each application.

The Design and Access Statement requirements for planning applications can be found on a separate advice note.

www.easthants.gov.uk

planningdev@easthants.gov.uk

Remember:

you can now submit applications to us online through the Planning Portal

at

www.planningportal.gov.uk

