



## HOUSEHOLDER PLANNING APPLICATION VALIDATION REQUIREMENTS

Please see the [Full Validation checklist for more detail – ie the Master Document](#)

This document provides guidance on what documents are usually required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application may be delayed until it is provided.

The case officer may request other information after the application has been registered

### DRAWING REQUIREMENTS

All drawings should meet the following:

- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall include a scale bar and key dimensions;
- All drawings shall specify the printing page size for which the scale applies
- All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- Plans should not contain the phrase 'Do not scale'.
- All drawings shall be correctly orientated for on-screen display
- Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.
- Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf."

INFORMATION REQUIRED	WHEN REQUIRED	Information Provided (tick as appropriate)
Application Form	Always	<input type="checkbox"/>
Ownership Certificate	Always	<input type="checkbox"/>
Correct Fee	Always	<input type="checkbox"/>
Location Plan	Always	<input type="checkbox"/>
Existing Site Plan	Where increase in bedrooms or works take away existing parking; New Access or Boundary Treatments	<input type="checkbox"/>
Existing Floor Plans	Extension or conversion works	<input type="checkbox"/>
Existing Roof Plan	Complex Roof Design and Extension Proposed	<input type="checkbox"/>
Existing Elevations	Extension; External Alterations; Boundary Treatments	<input type="checkbox"/>
Proposed Site Plan	Where increase in bedrooms or works take away existing parking; New Access or Boundary Treatments	<input type="checkbox"/>

Proposed Floor Plans	Extension or conversion works	<input type="checkbox"/>
Proposed Roof Plan	Complex Roof Design and Extension Proposed	<input type="checkbox"/>
Proposed Elevations	Extension; External Alterations; Boundary Treatments	<input type="checkbox"/>
Existing/Proposed Levels and Sections	Building/Engineering Operations and there is a Change in Grounds Levels or it's on a Sloping Site	<input type="checkbox"/>
Ecological Survey	Where site within 250m of a pond and no other development between - RAMS Statement Acceptable	<input type="checkbox"/>
Flood Risk Assessment	Site in Flood Zones 2 or 3 – For extensions under 250sq.m follow Environment Agency Standing Advice - <a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions</a>	<input type="checkbox"/>
Heritage Statement	Listed Building or Conservation Area	<input type="checkbox"/>
Photographs and Photomontages	Conservation Area/Listed Building/Green Belt or Open Countryside	<input type="checkbox"/>
Planning Statement	In Green Belt	<input type="checkbox"/>
Tree Survey	All Apps where there are trees on or adjacent to the site	<input type="checkbox"/>