

Householder Application Validation Checklist

Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This Validation Checklist covers most Householder applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

Definition

Householder Planning applications are broadly defined as the alteration, improvement and/or enlargement of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse. It does not include:

1. An application for a change of use; or
2. An application to change the number of dwellings in a building.

Checklist

Documentation Requirements

Submitting an Application via the Planning Portal

It is recommended that Householder Planning Applications be submitted using the Planning Portal. In this instance, the following requirements for file formats and sizes should be met.

File Type:

- All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.
- Other file types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size:

- The maximum size of any single attachment must be no more than 10MB.
- In the case of much larger documents like Design & Access Statements, Transport Assessments, Flood Risk Assessments etc, where it proves difficult to create the entire document in less than 10mb, the document should be broken down into sections, labelled accordingly and sized at no more than 10mb.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- Drawing name;
- The relevant scale at that print size (e.g.: 1:50, 1:100);
- A scale bar showing the length of one metre and ten metres; and

- Key dimensions.

National Requirements

The Town and Country Planning (Development Management Order) 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Tower Hamlets requires an original plus two (2) copies of all plans, forms and documents where the application is not submitted via Planning Portal.

Completed Application Form

The form needs to be completed in full, signed and dated

Ownership Certificate (A, B, C or D as applicable)

The completed Ownership Certificate (A, B, C or D as applicable) as required by Part 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

For this purpose, an owner is anyone with a freehold interest, or leasehold interest where the unexpired term is not less than 7 years.

Agricultural Holdings Certificate

Agricultural Holdings Certificate as required by Part 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

The Fee

The correct fee as outlined in the planning fees practice guidance, 17th October 2014.

Location Plan

- All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and should identify all the land to which the application relates. The original plus two copies (unless submitted electronically) should be submitted. Plans should identify a buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The Site Plan

A site plan should be submitted, to a stated metric scale, showing:

- the direction of North;
- the development in relation to the site boundaries and other existing buildings on the site;
- all buildings, roads and footpaths on land adjoining the site, including access arrangements (where affected by the proposal);
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land (where affected by the proposal);
- the extent and type of hard surfacing (where affected by the proposal); and
- boundary treatment including walls or fencing where this is proposed.

Local Requirements

Existing and Proposed Elevations (at a 1:50 or 1:100 scale)

These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Required

Existing and Proposed Floor Plans (at a 1:50 or 1:100 scale)

Required

<p>These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable.</p>	
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the</p>	Required
<p>Roof Plans (at a 1:50 or 1:100 scale) A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.</p>	Required
<p>Heritage Assessment A statement which considers the special significance of heritage assets, and the harm or impacts caused by the development proposal. For Listed Buildings, the assessment should include a schedule of works to the listed building (s). An analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings maybe required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p>	Required where the application impacts on the setting of heritage assets, listed buildings or conservation areas or involve demolition in listed building or conservation areas or involve disturbance of ground within an Area of Archaeological Potential
<p>Daylight/Sunlight Assessment Sunlight and daylight studies shall assess the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings. The study shall be in accordance with the guidelines set out in the 1991 Building Research Establishment Ltd (BRE) publication "Site layout planning for daylight and sunlight – a guide to good practice" by P.J. Littlefair. The study shall also assess how the proposed scheme accords with internal daylight levels set out in the BRE guide.</p>	Required of the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses
<p>Flood Risk Assessment (FRA) The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should</p>	Required for applications in Environment Agency Flood Zone relating to basement or ground floor

<p>include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>extensions.</p>
<p>Photographs and Photomontages</p> <p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>	<p>Required where the proposal involves demolition or development affecting a conservation area or listed building.</p>
<p>Tree Survey / Arboricultural Implications</p> <p>A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of BS5837: 2005 Trees in Relation To Construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>	<p>Where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation. Also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area.</p>
<p>Biodiversity Survey and Report</p> <p>Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981 or the Conservation (Natural Habitats etc) Regulations 1994.</p> <p>The details of ways in which a development will protect and enhance biodiversity through on-site measures, including green roofs and walls, planting and artificial nesting sites, should be set out. Enhancements should contribute to objectives in the Local Biodiversity Action Plan.</p> <p>Further guidance on the detailed validation requirements for biodiversity is available from the Council.</p>	<p>Required if proposal is likely to have an impact on wildlife and biodiversity. Applications that may trigger the requirement for a protected species survey include:</p> <ul style="list-style-type: none"> - if within 50m of woodland, water, lines of trees or Sites of Importance for Nature Conservation; - if affecting any buildings, structures, features or locations where protected species are known to be present; - if involving lighting of churches, listed buildings and open spaces; - if affecting trees (especially old or

	large trees), woodland and hedgerows; - if involving demolition or affecting the roof void of old (pre- 1914) buildings; - if affecting derelict land, allotments, railway land, bridges tunnels, cellars and similar underground structures.
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Further Information

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Either face to face or via telephone: Monday to Friday 9am–1pm;
0207 364 5009