

Appendix 1 - Sample Validation Checklist for Householder Applications

Householder Planning Applications Validation Checklist

National Requirement List - These MUST be provided to make your application valid	MUST BE INCLUDED ✓
Completed standard application form	✓
Location Plan (scale of 1:1250 or 1:2500) showing 2 street names and north point	✓
Site Plan/Block Plan/Plans & Elevations (scale of 1:100, 1:200)	✓
Completed Ownership/Agricultural Holdings Certificate	✓
The appropriate fee	✓

Local Requirement List - These MAY be required depending on the circumstances of your site	Included ✓	If not included - Why? Use extra sheet if needed
☐ Biodiversity survey & ecological reports	✓	
☐ Daylight/Sunlight assessment		No impact in daylight/sunlight
☐ Heritage Statement		Not a heritage asset/in cons. area
☐ Tree surveys	✓	
☐ Levels survey information	✓	
☐ Materials details	✓	
☐ Vehicle Parking	✓	
☐ Householder Planning Statement	✓	

Please include a completed copy of a completed checklist (see example below) with your application

FURTHER INFORMATION

Biodiversity survey & ecological reports

You can check if your property lies in or close to an area designated as being of ecological value on our Proposals Map on our website. Also, if your proposal involves demolition of buildings or changes to the roof you may be need to have your property surveyed by a specialist ecologist qualified to carry out this work to confirm if bats are present. **See here for more information: [Bats: surveys and mitigation for development projects - GOV.UK](#)**

Daylight/Sunlight assessment

In most cases it will be sufficient, by showing where north lies on the block plan and using a 45 degree angle drawn on the proposed plan, to indicate if your project will lead to a loss of daylight for your neighbours. Where the 45 degree line is broken significantly it is possible to carry out a “daylight, vertical sky component, sunlight availability and shadow study”. Refer to “**Site layout planning for daylight and sunlight: a guide to good practice (BR209)**” (<http://www.bre.co.uk/>) to assess the impact on adjacent properties. This might allow you to suggest ways to reduce the expected impact of the proposed development.

Heritage Statement

Needed for applications which affect a statutory listed building (Historic England’s List is online), a locally listed building or for proposals in conservation areas or in the setting of these heritage assets. This document should describe the history, character and significance of the building, site or area