

Validation Checklist

Application for Householder Planning Permission

Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the planning application. These are the top reasons for invalidity:

Invalid reason	Definition
Drawing discrepancies	<ul style="list-style-type: none"> Missing or incorrect sizes of doors and windows. Inconsistent measurements when comparing plans. Drawings do not have scale bars on them. Drawings are not to scale. Drawings have not been provided in a metric scale. Missing chimneys.
Missing plans	<ul style="list-style-type: none"> Site location plan at 1:1250 or 1:2500. Scaled existing and proposed block plan 1:200 or 1:500. Existing and proposed full floor plans and elevations. Works within the curtilage should be included.
Missing CIL Form	<ul style="list-style-type: none"> CIL forms are required if the proposed works create 100m² of floorspace or more, or where a residential annex is proposed.
Incorrect or missing form	<ul style="list-style-type: none"> Every application type needs an application form in order to meet national requirements. Householder applications exclude flats or a dwelling still under construction, this would be a Full Planning application form. Ensuring the correct certificate has been signed.

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

Forms, plans and documents	Yes
Application form Fully completed including description of development, declaration and applicant details. <i>For further information is available on the Planning Portal</i>	<input type="checkbox"/>
Certificate of ownership Completion of certificate A, B, C or D.	<input type="checkbox"/>
The appropriate fee: <i>View the Council's planning application fees.</i>	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> Set to scale of 1:1250 or 1:2500 with the application site clearly marked in red and any other owned land marked in blue. Direction of north indication. Relationship to neighbouring properties or sites to enable the application site to be located. 	<input type="checkbox"/>
Site/Block Plan Must include: <ul style="list-style-type: none"> 1:200 or 1:500 scale, with matching scale bar. 	<input type="checkbox"/>

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Forms, plans and documents	Yes
<p>Changes in footprint of the building(s). Relationship to the site boundaries and other existing buildings on the site. The existing and proposed parking arrangements, details of the access to the highway (with visibility splays) where relevant to proposed works. See Kent County Council's Design Guide for more information. Any changes to the boundaries and landscaping of the site.</p>	
<p>Floor Plans Existing and proposed plans required when any alterations, including for the fenestration and roof, along with where any extensions or new buildings are proposed. Floor plans also required for buildings proposed to be demolished.</p> <p>Plans to include:</p> <ul style="list-style-type: none"> • Set to 1:50 or 1:100 scale with scale bar to match. • Clearly showing all windows, doors and rooflights to match elevations. • Any subterranean works 	<input type="checkbox"/>
<p>Elevations Existing and proposed plans showing any external alterations, including fenestrations and roof openings, boundaries and enclosures, and any other structures i.e. renewable energy sources. All relevant elevations should be shown.</p> <p>Same parameters as section above.</p>	<input type="checkbox"/>
<p>Roof Plans Where any roof is being altered and the change cannot be adequately shown on the elevation plans. Must include:</p> <ul style="list-style-type: none"> • 1:50 or 1:100 scale and matching scale bar. 	<input type="checkbox"/>
<p>Site Sections: Required where development results in changes to the site topography, or where there are existing significant level changes. Sections to also show any excavation/below ground works, and any patios, raised platforms and decking.</p> <p>Must include</p> <ul style="list-style-type: none"> • 1:50 or 1:100 scale and matching scale bar. 	<input type="checkbox"/>

LOCAL REQUIREMENTS

Note – the following documents and information are required at a local level to validate the application where they are relevant to the proposal.

Forms and documents	Yes	N/A
<p>Arboricultural assessment Arboricultural Assessment report that conforms with British Standard BS:5837 required where proposals are likely to affect trees that are covered by a TPO or located within a Conservation Area. 'Likely to affect' includes where trees are adjacent to or within the development area, or where foundations and trenches are proposed within the RPA (Root Protection Area) or falling distance of trees</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>(i.e. where the distance to the trees is less than (or equal to) their height). Details of any necessary tree protection measures are also required within the report.</p> <p>Arboricultural assessment report also required where development effects veteran trees or is within 15m of Ancient Woodland. <i>For further information, see the Government's tree guidance, Ancient Woodland Guidance and the Arboricultural Association website.</i></p>		
<p>CIL (Community Infrastructure Levy) additional information form All applications where the proposal increases the gross internal floor space by 100m² or more. Any residential annexe whether ancillary or self-contained.</p> <p><i>For more information see the Council's CIL guidance.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ecology reports Preliminary Ecology Appraisal (PEA) and further surveys if PEA recommends. For habitat specific guidance i.e. timber framed buildings, ponds, or rough grassland see Natural England guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Flood Risk Assessment (FRA) When the application site is located within Flood Zone 2 or 3, or Flood Zone 1 if development site is greater than 1 hectare. Refer to national flood risk information. <i>Further information on the necessary information to support a planning application required can be found within the National Guidance for Flood Risk Assessments.</i></p> <p>Where development is at risk from other flooding i.e. surface water, a site specific FRA will be required, in particular where more vulnerable uses are introduced in accordance with Annexe 3 of the NPPF. <i>Check the long term flood risk website for information on other sources of flooding.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Green Belt plans/information Any application for works to a dwelling (or an outbuilding with 5m of the dwelling) within the Green Belt must include existing and proposed floor plans and elevations, including basement details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Heritage Statement Required for proposals relating to a statutory or locally listed building and where the site is located within the setting of a scheduled monument.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Noise Assessment Required when the site is located in close proximity to commercial or industrial uses. Also required for air source heat pumps, air conditioning units or other similar plant/equipment.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Technical or Manufacture specifications Technical documentation for plant and equipment i.e. Air source Heat Pumps, Solar panels, Air Conditioning units.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional information that may be required for the application, subject to site constraints

Note - the following might not be requested to make the application valid, though it may be helpful to submit additional information to address issues that may arise during the course of the application - where they are relevant to the proposal.

Forms and documents	Yes	N/A
Daylight/Sunlight Assessment Where the development will clearly impact a neighbouring property.	<input type="checkbox"/>	<input type="checkbox"/>
Structural survey For conversions of existing buildings, particularly those of some age or that are in a visually poor condition.	<input type="checkbox"/>	<input type="checkbox"/>