

HOUSEHOLDER DEVELOPMENT PROPOSALS REQUIRING PLANNING PERMISSION ONLY

Introduction

In order to ensure the efficient validation and processing of householder planning applications it is necessary that the correct information is submitted. The purpose of the Householder Validation List is to make clear to Applicants what information is required to meet National requirements and what information is required to meet Local requirements as set out below.

Boxes must be ticked to indicate information being provided

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing must be a metric scale (e.g. 1:100, 1:200).
- Indicate the direction of North on location plan

3 copies of all documentation relating to the application should be submitted **EXCEPT** if the application is submitted electronically when a single copy is sufficient.

NATIONAL REQUIREMENTS

Documents that must be included with your application:

ITEM	YES	NO
Correct Fee	✓	
Application Form, signed (unless submitted electronically) and dated	✓	
Ownership Certificate: (see A-D below)		
A (included in Application Form: the applicant owns the land) OR	✓	
B the applicant does not own the land but has served certificate of notice on owner) OR		
C the applicant does not own the land, is unable to issue certificate but has notified owners) OR		
D the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)		

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Location Plan 1:1250 in urban area 1:2500 if necessary in rural areas (Plans should show two named roads and surrounding buildings. The application site must be edged with a red line including all land necessary for the development. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site)	✓	
Block Plan scale 1:500 or 1:200 and should show a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals. c) all the buildings, one named road and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing and provision of drainage g) boundary treatment including walls or fencing where this is proposed	✓	
Existing & Proposed Elevations scale 1:50 or 1:100 Existing elevations must be provided. Proposed works should be clearly shown in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings	✓	
Existing & Proposed Floor Plans scale 1:50 or 1:100 Existing floor plans must be provided. Proposed works should be shown in relation to what is already there. Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.	✓	
Existing & Proposed Sections & Finished Floor levels 1:50 or 1:100 Cross sections are to be provided where there is a change in ground levels. Drawings should include details of existing and finished levels and where applicable the relationship with neighbouring development.	✓	
Existing & Proposed roof plan 1:50 or 1:100	✓	

LOCAL REQUIREMENT

You need to check whether you require this. If you need it and fail to provide it your application will be invalid and cannot be processed:

Flood Risk Assessment (FRA) Is your property located in Flood Zone 2 or 3? The Environment Agency has produced a map called Flood risk map for rivers and sea to identify the flood zones. This can be found at this link http://www.environment-agency.gov.uk/research/planning/93498.aspx	NOT APPLICABLE	
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If you are located in Flood Zone 2 or 3 you will need to provide a Flood Risk Assessment and further information on what is required can be found on the useful table in the link below http://www.environment-agency.gov.uk/research/planning/93498.aspx	NOT APPLICABLE	
Lidsey Foul Water Treatment Catchment Area Does the development fall within the Lidsey Foul Water Treatment Catchment Area? Check by clicking on this link http://www.arun.gov.uk/documentHandler.cfm?dId=20889&pflag=docm93jii4n20889 If the development is in the Lidsey Foul Water Treatment Catchment Area, please confirm in writing whether or not you are connecting to mains drainage. If you are not connecting to the mains, you will need to provide a full environmental assessment in accordance with Circular 03/99 as agreed at Full Council on 11 January 2012. All applications or development proposals involving non mains foul water drainage will be held invalid unless they are accompanied by a full environmental assessment.	NOT APPLICABLE	

Other items to consider when making your application (failure to provide this information will not make your application invalid but it is likely that the Council will not have enough information to determine your application, which may mean your application would have to be withdrawn or refused):

Will your proposal involve building, excavation, movement of vehicles or storage of materials within 5 metres of the crown spread of any tree? If yes, please provide a plan (Scale 1:200), accurately showing the position of the tree(s) in relation to the proposed works and an assessment of the implications for the work on the tree(s).		✓
Is your proposal for a wind turbine(s) and/or solar panel(s)? If yes, please provide the manufacturer's specification (including noise levels measured in decibels for wind turbines).		✓
Does the proposal involve the formation of a new vehicular access? If yes, please provide a plan (Scale 1:100 or 1:200) showing the dimensions and the position of the new access and a plan (Scale 1:100 or 1:200) showing the dimensions and the visibility splays of the new access.		✓
Does the proposal involve the provision of new car parking? If yes, please provide a plan (Scale 1:200) of the parking layout, including the number of spaces.		✓

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Listed Building Local Validation List

INCLUDED

1. Heritage Statement

This is required for any proposal affecting the historic environment. Essentially, the statement identifies the significance of the listed building, describes the proposed works and assesses the impact of the proposed works on the listed building, including the provision of a mitigation strategy (where necessary).

Please note that where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents the application may not be validated. Further information regarding this is provided with a separate guidance note.

2. Historical features /Archaeological Assessment

NOT NECESSARY

If a proposed development is likely to take place within a well-known area of historical interest, the LPA will expect an initial archaeological appraisal of the site and surrounding area to be undertaken. As a result of the initial appraisal, it may be necessary to commission a full archaeological investigation, the results of which would accompany the planning application.

Important existing historic features that may exist on, or adjacent to the application site, should also be recorded and presented as part of the application. This can be provided as part of the plans or a separate statement.

Further information is available from the County Archaeologist at West Sussex County Council.

3. Structural Survey

NOT NECESSARY

For all applications involving demolition, partial demolition or works of a structural nature (such as alterations to the roof; cutting of beams new openings in historic fabric etc.), a recent survey (not more than 12 months old) will be required.

4. Detailed drawings of new/replacement windows, doors, mouldings etc.

TO BE SUBJECT OF CONDITION

Plans should be provided to a scale of not less than 1:20 to show all new or replacement doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details etc. This will enable a thorough assessment of the works. Information regarding existing features will be required as part of point 9. If this information is not provided as part of the application, the information will be requested as part of a discharge of condition application.

5. Street Scene

NOT NECESSARY

Street scene elevations are required to show the proposal in its context if it is considered to have a large-scale impact on the street scene or neighbouring listed buildings. This should identify the context with surrounding buildings.

6. Section Drawings

INCLUDED

Section drawings are required where there is an unusual floor pattern, the property is on many levels or to identify works of a structural nature such as the removal of an internal wall. These should:

- Be drawn to a recognised metric scale preferably at 1:50 or 1:100
- Show a cross section through the proposed building(s) and finished floor and site levels/other relevant details.

7. Other plans/information:

Other plans and drawings or information considered necessary to describe the subject of the application in sufficient detail for the case officer to determine the application. Further plans/information may be identified as part of the informal listed building pre-application process with the Conservation Officer/Historic Buildings Advisor.

8. Schedule of materials:

INCLUDED IN APPLICATION FORM

A detailed list of all the materials proposed as part of the proposal should be provided.

9. Photographs

INCLUDED IN DESIGN + ACCESS/
HERITAGE STATEMENT

These provide useful background information. Applications should include photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals (internal or external). Photographs should be cross-referenced to corresponding drawings/plans.

10. Schedule of Works:

INCLUDED IN DESIGN + ACCESS/
HERITAGE STATEMENT

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

11. Method Statement:

NOT NECESSARY

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.