



VALIDATION REQUIREMENTS FOR HOUSEHOLDER PLANNING PERMISSION

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. If you are making a joint householder and listed building application, you will also need to refer to the Validation Requirements List for Listed Building Consent.

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

2 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 <i>SPOKE TO ADVISOR HAVE TO WAIT FOR Email link to pay Fee.</i>	✓	
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		

Householder Validation List 30/01/20

- iii) A revised application for display of an advertisement relating to the same site and description, by the same applicant within 12 months of:
- a) the date of refusal of an earlier application;
 - b) the date of submission of an earlier application which was withdrawn before a notice of decision was issued.

Provided that;

- The correct fee was paid in respect of the earlier application;
- If the earlier application was in full then the revised application is also in full and likewise for outline;
- The revised application includes no additional land (other than may be necessary to provide alternative means of access).

Other applications not attracting a fee:

- Listed Building Consent
- Planning applications for demolition of unlisted buildings in conservation areas where the application relates solely to development which is relevant demolition (within the meaning of section 196D of the Town & Country Planning Act 1990)
- Applications to lop, top or fell trees sited in a Conservation Area or subject to a Tree Preservation Order.
- Hedgerow Removal Notice under the Environmental Act 1995 and Hedgerow regulations 1997.

Area Measurements

0.1 Hectare = 1,000 sq metres
1 Hectare = 10,000 sq metres

Conversion Table

Hectares to Acres = x 2.471 (i.e. 0.1 of a hectare = 0.2471 acres or 1000m²)
Square metres to square feet = x 10.76 (i.e. 40m² = 430.4ft²)