

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	YES	
Application Form, signed (unless submitted electronically) and dated	YES	
Ownership Certificate: (see A-D below)	YES	
A (included in Application Form: the applicant owns the land) OR	YES	
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)		

1 December 2013

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	N/A	
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?dld=20889&pflag=docm93jijm4n20889 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.	N/A	

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).	NO	
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).	NO	
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.	NO	
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.	NO	

1 December 2013