# Householder planning application & Listed building consent for works or extension to a dwelling Validation Checklist

## National Requirements - Plans

<table>
<thead>
<tr>
<th>Location Plan</th>
<th>Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scale</strong></td>
<td>1:2500 or 1:1250</td>
</tr>
<tr>
<td><strong>When required</strong></td>
<td>All applications</td>
</tr>
<tr>
<td><strong>What information is required?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway</td>
<td>- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</td>
</tr>
<tr>
<td>- The direction of north should be shown.</td>
<td>- Written dimensions, including those to the boundary, should be shown.</td>
</tr>
<tr>
<td>- The plan must cover a large enough area to enable the location to be easily found.</td>
<td>- Any trees or public rights of way affected by the development should be shown.</td>
</tr>
<tr>
<td>- Any new boundary walls or fencing proposed as part of the development</td>
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</tr>
</tbody>
</table>

### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: [Communities and government validation guidance](#)

## Other Documents

<table>
<thead>
<tr>
<th>Application Form</th>
<th>Ownership Certificate</th>
</tr>
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<tbody>
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<td><strong>When required</strong></td>
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<tr>
<td><strong>What information is required?</strong></td>
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</tr>
<tr>
<td>Completion of the forms, further guidance is available to download <a href="#">Householder &amp; listed building consent</a></td>
<td>Completed Certificate stating the ownership of the application site</td>
</tr>
</tbody>
</table>

### Where to look for further assistance

The Certificate is part of the planning application form and details on how to complete it are included in the [application forms and guidance notes](#) available on the Council's web site.

### What information is required?

Where a third party own all or part of the application site, Notice of the application must be given to them. You can download a copy of the [notice under article 6](#) on the Council’s website

## Fee

<table>
<thead>
<tr>
<th><strong>When required</strong></th>
<th>Planning applications incur a fee</th>
<th><strong>What information is required?</strong> The correct fee</th>
</tr>
</thead>
</table>

### Planning Policy and Where to look for further assistance

Full details can be found on the [Council's web site](#) or in Government Circular 04/2008
Design & Access Statement
When required
All applications
What information is required?
A written statement which explains the design principles and concepts that have been applied to the works and the policy adopted as to access to the building, and who these take account of the following:
- The special architectural or historic importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building’s setting.
The written statement should include an assessment of the impact of the proposed works on the significance of the building and those areas affected by the works, including any steps that are to be taken to avoid or minimise any adverse impacts. (Specialist input may be required to aid understanding of the building where features of special interest are affected.)

Planning Policy and Where to look for further assistance

Local Requirements – Plans
All plans must include a scale bar
Plans for alterations to a Listed Building should usually be drawn to a scale of 1:50. It is rare that plans will be accepted at a smaller scale as it becomes difficult to illustrate architectural features. However in the case of very simple localised works, plans on a smaller scale of 1:100 may be acceptable.

Proposed Elevations
Scale 1:50 (see note above for when 1:100 may be acceptable)
When required
For all new buildings and for all proposals where extensions or alterations to an existing building are proposed
What information is required?
These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors.
Planning Policy and Where to look for further assistance

Existing Elevations
Scale 1:50 (see note above for when 1:100 may be acceptable)
When required
Where alterations and/or extensions to an existing building are proposed
What information is required?
Drawings that clearly show the existing appearance of the building
Planning Policy and Where to look for further assistance
**Existing & Proposed Floor Plans**

**Scale** 1:50 (see note above for when 1:100 may be acceptable)

**When required**
For all new buildings and for all proposals where extensions are proposed

**What information is required?**
These should highlight any walls to be demolished and show the uses of the any proposed new rooms

**Planning Policy and Where to look for further assistance**

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**Existing & Proposed Roof Plans**

**Scale** 1:50 (see note above for when 1:100 may be acceptable)

**When required**
Where any roof is being altered and the change cannot be adequately shown on the elevation plans

**What information is required?**
The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

**Planning Policy and Where to look for further assistance**

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**Site Sections**

**Scale** 1:100 or 1:50

**When required**
When a change in level is proposed eg on a sloping site

**What information is required?**
These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

**Planning Policy and Where to look for further assistance**
 Communities and Local Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](http://www.historictownsforum.org/node/1259)

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**Parking Plan**

**Scale** 1:100

**When required**
Only when the proposals involve the conversion of a garage to living space or building over a parking space

**What information is required?**
Drawing showing proposed parking arrangements

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**Detailed drawings of new windows, doors, mouldings etc**

**Scale** Minimum of 1:20 to provide general view. Where architectural details form the main focus of an application large scale drawings of individual architectural details will be required e.g. joinery at 1:5 elevations with 1:2 sections

**When required**
Where new doors or windows or features are proposed

**What information is required?**
Detailed scale drawings showing sections, mouldings, profiles and materials

**Planning Policy and Where to look for further assistance**
Historic Environment Planning Practice Guide
<table>
<thead>
<tr>
<th><strong>Flood Risk Assessment</strong></th>
<th><strong>Structural survey</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When required</strong></td>
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</tr>
<tr>
<td>When the development is within Environment Agency Flood Zone areas Areas 2 or 3</td>
<td>Where structural changes to a listed building are proposed, such as alterations to the roof; cutting of beams</td>
</tr>
<tr>
<td><strong>What information is required?</strong></td>
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</tr>
<tr>
<td>Proportionate Flood Risk Assessment</td>
<td>A professional structural survey that demonstrates that the alterations proposed will not adversely affect the structural stability of the listed building</td>
</tr>
<tr>
<td><strong>Planning Policy and Where to look for further assistance</strong></td>
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<tr>
<td>The site also shows flood risk areas</td>
<td>National Planning Policy Framework paragraphs 100 to 104</td>
</tr>
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<thead>
<tr>
<th><strong>Protected Species survey</strong></th>
<th><strong>Schedule of works and/or specification of repairs</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>When required</strong></td>
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<tr>
<td>Where a roof of a building is being demolished or replaced</td>
<td>Mainly required for complicated or larger scale proposals including a number of different elements</td>
</tr>
<tr>
<td><strong>What information is required?</strong></td>
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</tr>
<tr>
<td>Likely to focus on Bats/breeding birds</td>
<td>May take the form of a written schedule or annotations to the proposal drawings</td>
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<td><strong>Planning Policy and Where to look for further assistance</strong></td>
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<td>Advice on Protected Species surveys can be found on the Council's web site here: <a href="http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm">http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm</a></td>
<td>Historic Environment Practice Guide paragraph 68</td>
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