

## Householder Permission Validation Checklist - V1

Please provide two sets of all documentation relating to the application (an original plus a copy) **except** if the application is submitted via the Planning Portal, or if the application is a joint application i.e. Listed building or Conservation Area Consent when three sets are required (an original plus two copies).

### National Requirements

#### Application form

- When required:**  
*All applications completed, together with a full description of the proposed works.*

**Where to look for further assistance:**

Apply online at [www.planningportal.co.uk](http://www.planningportal.co.uk). There are guidance notes and help text available on this website to assist you to complete the application form.

#### Certificate of ownership / Agricultural holdings certificate

- Please ensure **ONE** of either Certificate A, B, C or D is completed signed and dated within the **21 days** prior to submission

#### Declaration

- Please ensure this is completed signed and dated within the **21 days** prior to submission

#### Fees

- Correct fee**  
Exemptions and reductions may apply in certain cases. Full details can be found on:  
[www.sevenoaks.gov.uk/planningfees](http://www.sevenoaks.gov.uk/planningfees) or telephone the Validation Team on **01732 227000**.

#### Drawings

**Policy Drivers:**

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

#### Site Location Plan

**When required:**  All applications

**Scale:** 1:2500 or 1:1250

**What information is required?**

- Up to date map with site edged clearly with a red line, and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be found easily.

## Site Plan / Block Plan

**When required:**  All applications

**Scale:** 1:500, 1:200, 1:100

### What information is required?

- The proposed development in relation to the site boundaries and other existing buildings on the site.
- The existing and proposed parking arrangements and details of the access to the highway.
- If a new vehicular access is proposed show the dimensions & visibility splays of the new access.
- Any trees or hedges on your own property or on adjoining properties which are within falling distance of the proposed development.

## Floor Plans & Elevations

### When required:

- Where alterations and/or extensions to an existing building are proposed.
- When new outbuildings are proposed, all elevations of the new outbuilding are required.
- Where any development is proposed below ground level.

Yes  No

**Scale:** 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

### What information is required?

- The existing and proposed floor plans and elevations of the development. Extent of basements to be shown as a dotted line.
- If the application site falls within the Metropolitan Green Belt (MGB) then full floor plans of the existing dwelling and outbuildings within 5 metres of the dwelling will be required.
- If extension to/replacement of /erection of outbuilding in Green Belt & Area of Outstanding Natural Beauty (AONB) then floor plans and elevations of any outbuilding to be demolished and proposed outbuildings are required, and a clear block plan showing all existing & proposed structures on site.

## Existing & Proposed Roof Plans

### When required:

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

Yes  No

**Scale:** 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

### What information is required?

- The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating.

## Site Sections / Cross Sections

### When required:

- Where the development is on a steep incline/decline.
- Where a new vehicular access is proposed.
- Where any development is proposed below ground level.

Yes  No

**Scale:** 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

### What information is required?

- The existing and proposed site levels, and finished floor levels, with levels related to a defined datum point.
- If proposing a new vehicular access please include a cross section with the dimensions and visibility splays of the new access shown.

## Local Requirements

### Flood Risk Assessment

#### When required:

- When the development is within Flood Zone 2 or 3 (with certain limited exceptions) and if your proposal meets the criteria set out in the Environment Agency Flood Risk Standing advice.

Yes  No

#### What information is required?

- Proportionate flood risk assessment:  
[www.gov.uk/guidance/flood-risk-assessment-for-planning-applications](http://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications)

#### Policy Drivers:

National Planning Policy Framework

#### Where to look for further assistance:

Detailed Guidance and the Flood Risk Standing Advice can be found at:

[www.gov.uk/guidance/flood-risk-assessment-standing-advice](http://www.gov.uk/guidance/flood-risk-assessment-standing-advice) or [www.planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/](http://www.planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/)

## Community Infrastructure Levy

### When required:

- Any proposal which includes extensions or outbuilding(s) to an existing dwelling that in total would be 100 square metres or more.
- Any proposal that includes a residential annex. For the purposes of CIL a development is normally a residential annex if it is wholly within the curtilage of the main dwelling and can be used as self contained living accommodation, but it can be used ancillary to the main dwelling.

Yes  No

### What information is required?

A completed 'Community Infrastructure Levy (CIL), a determining whether Development may be CIL liable. Planning application Additional Information Requirement Form.' This can be found online at:

[www.planningportal.gov.uk/uploads/1app/forms/cil\\_questions.pdf](http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf)

The form gives us the information to: a) decide if it is CIL Liable and; b) to calculate the liability.

### Where to look for further assistance:

More information and details including exemptions and reliefs etc. can be found on our website at:

[www.sevenoaks.gov.uk/cilguidance](http://www.sevenoaks.gov.uk/cilguidance)

## Biodiversity

### When required:

When the development is proposed within/adjacent to sites designated as Sites of Special Scientific Interest; Local Wildlife Sites; sites where there are known protected species; agricultural buildings to be converted/demolished; works within/adjacent to woodland, heathland, meadows, grassland, parkland, pasture, ponds, slow flowing watercourses, rough grassland, watercourses; aects derelict, disused or run down buildings or land in the countryside and; major development proposals.

Yes  No

### What information is required?

- Ecological Scoping Survey or Ecological Site Assessment.
- Where Scoping Surveys or Site Assessments recommend further surveys then these Protected Species reports must be carried out prior to the application being submitted and included within supporting documentation.

### Policy Drivers:

- Policy SP1 'Design of New Development and Conservation' of Sevenoaks District Council's Core Strategy
- Policy SP11 'Biodiversity' of Sevenoaks District Council's Core Strategy

### Where to look for further assistance:

Natural England Standing Advice: [www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/default.aspx](http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/default.aspx)

### Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

- Yes  No      Planning Statement
- Yes  No      Daylight/Sunlight Assessment
- Yes  No      Noise Impact Assessment
- Yes  No      Heritage Statement
- Yes  No      Structural Survey
- Yes  No      Contaminated Land Survey
- Yes  No      Ecological Site Assessment, Ecological Survey and Protected Species
- Yes  No      Tree Assessment
- Yes  No      Manufacturer's Specification
- Yes  No      Photographs/Photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)

### Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

**N.B. Failure to submit any of the requirements will result in the application not being registered.**

**Please sign name electronically, no signature required.**

Signed (print):

Date:

### Any further information