

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

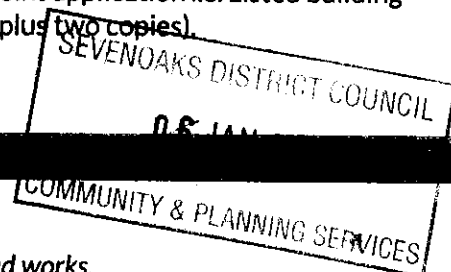
Application form

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. 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 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.

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

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

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; aëts 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

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

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 or www.planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/



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