



## Validation Criteria for all Householder planning applications

If you are making a planning application for works of alteration or extension of a dwelling, the following plans or information should be provided. Once you have completed this checklist, please send it or a copy to us, with your application.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus one copy** of each document & plan is required unless the application is submitted electronically. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess and publicise your application properly.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Completed Application Form</b> (signed and dated)	X		
<b>Design and access statement</b> unless the proposal is for: <ul style="list-style-type: none"> <li>○ Change in the use of land or buildings,</li> <li>○ engineering or mining applications,</li> <li>○ development within the curtilage of a single dwelling house which is <b>not</b> within a Conservation Area or A.O.N.B. (Area of Outstanding Natural Beauty), S.S.S.I. or World Heritage Site.</li> </ul> (To find out whether the dwelling is within a Conservation Area please consult 'My West Oxfordshire' at <a href="http://www.westoxon.gov.uk/">http://www.westoxon.gov.uk/</a> or contact us)	X		
<b>Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres</b>			
<b>Location Plan (at a scale of 1:2500 or 1:1250 as may be necessary to fulfil the criterion below).</b> This should show the application site outlined in red, including access to the highway. Any other adjoining land owned or controlled by the applicant should be outlined in blue. Where possible plans should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure the exact location of the application site is clear.	X		
<b>Site/Block plan (at a scale of 1:200 or 1:500)</b> This should accurately show: <ol style="list-style-type: none"> <li>a) the direction of North;</li> <li>b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;</li> <li>c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>d) all public rights of way crossing or adjoining the site;</li> <li>e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;</li> <li>f) the extent and type of any hard surfacing; and</li> <li>g) boundary treatment including walls or fencing where this is proposed.</li> </ol>	X		

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Existing and proposed elevations (at a scale of 1:50 or 1:100).</b>  These should show full elevations of the proposal from all aspects and show clearly the proposed works in relation to what is already there and where possible, the proposed building materials and the style, materials and finish of windows and doors.  Blank elevations must also be included; if only to show that this is in fact the case.  Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.  Existing elevations should be shown separately. The level of the ground floor and of the site should be shown in relation to the level of the adjoining street.</p>	X		
<p><b>Existing and proposed floor plans (at a scale of 1:50 or 1:100).</b>  These should show the existing and proposed layout of the building.  All floors should be shown separately and indicate clearly the location of the proposed development and the various uses of the floorspace. Where existing and proposed works are shown on the same drawing, new work must be indicated. Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>	X		
<p><b>Detail Plans (at a scale of not less than 1:20) (if application for Listed Building)</b>  To show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding or other details.</p>		X	Not applicable
<p><b>Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)</b>  Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extensions would be modified.</p>	X		
<b>The appropriate fee</b>		X	Payment over telephone

In addition to the information that **MUST** be submitted with your application, the following information may also be required, dependant on the particulars of your application (see Validation Checklist Guidance Note)

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Supporting planning statement</b> (Including one may assist Officers when considering your application).	X		
<b>Flood risk assessment</b> (Applications in Environment Agency Flood Risk Zones) See <a href="http://www.pipernetworking.com/floodrisk/">http://www.pipernetworking.com/floodrisk/</a>		X	Not applicable
<b>Biodiversity Survey/Protected Species Report/geological conservation/landscape report.</b> Where there is a possibility of protected species or habitats being directly or indirectly affected by the proposals.		X	
<b>Daylight/Sunlight assessment</b> In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in the British Research Establishments guidelines on daylight assessments.		X	
<b>Landscaping</b> (See Guidance Note or seek advice before submitting your application)		X	
<b>Tree survey/Arboricultural statement</b> (Applications involving building works within 5 metres of a tree or works to trees)		X	
<b>Historical, archaeological features and scheduled ancient monuments/Heritage Statement</b> (Required for developments near or within a S.A.M., Historic Site or a listed building)		X	
<b>Assessment for the treatment of foul sewage</b> (See Guidance Note or seek advice before submitting your application)		X	
<b>Sound insulation requirements</b> (As required by the Council, e.g near Brize Norton Air Base. Please seek advice before submitting your application)		X	
<b>Ventilation/extraction details</b> (Required for applications which include commercial extraction flues or that require special sound insulation measures such as those near Brize Norton Air Base)		X	
<b>Structural survey</b> (May be required for works to a Listed Building, see Guidance Note or seek advice before submitting your application)		X	
<b>Statement of community involvement</b> (See Guidance Note or seek advice before submitting your application)		X	

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.

Should you require further guidance, please contact: Planning Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB.  
Tel: 01993 861420 Fax: 01993861451 Web: [www.westoxon.gov.uk](http://www.westoxon.gov.uk) email: [planning@westoxon.gov.uk](mailto:planning@westoxon.gov.uk)