



## VALIDATION CHECKLIST CRITERIA

### 1. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

#### NATIONAL REQUIREMENTS

(1 original and 3 copies unless submitted electronically)

- |   |     |                                     |
|---|-----|-------------------------------------|
| Completed application form  | YES | <input checked="" type="checkbox"/> |
| A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. Location plans should be to a scale of either 1:1250 or 1:2500 | YES | <input checked="" type="checkbox"/> |
| A copy of other plans and drawings or information necessary to describe the subject of the application including:   |     |                                     |
| • Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200   | YES | <input checked="" type="checkbox"/> |
| • Existing and proposed elevations to a scale of either 1:50 or 1:100   | YES | <input checked="" type="checkbox"/> |
| • Existing and proposed floor plans to a scale of either 1:50 or 1:100  | YES | <input checked="" type="checkbox"/> |
| • Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (if floor levels and site levels are to remain unchanged, a drawing is not required providing this is confirmed in writing)   | YES | <input type="checkbox"/>            |
| • Roof plans to a scale of either 1:50 or 1:100   | YES | <input checked="" type="checkbox"/> |

**Important:** drawings annotated "Not to Scale" or "Do Not Scale" or similar wording will result in the application being **invalidated**. All drawings must be drawn true to the stated scale(s).

- |   |     |                                     |
|---|-----|-------------------------------------|
| Completed Ownership Certificate (A, B, C or D as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 | YES | <input checked="" type="checkbox"/> |
|---|-----|-------------------------------------|

The appropriate fee, see fee sheet

YES  NO

If NO why? \_\_\_\_\_

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

YES

**LOCAL REQUIREMENTS**

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Flood Risk Matrix: [Flood risk information](#) | [Flood risk information](#) | [Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#) – required for all Flood Risk Areas, including FZ2, FZ3, FZ3a, Tidal, Fluvial, Reservoir, Climate Change and other levels of flood risk. Please see the Council's website for Flooding Information at [index\\_map.pdf \(west-norfolk.gov.uk\)](#)

YES

Community Infrastructure Levy (CIL) Form 0 – additional information requirement form – only if additional floorspace is being created

- Additional information requirement form is available on the Planning Portal website  
[https://www.planningportal.co.uk/info/200126/applications/70/community\\_infrastructure\\_levy/2](https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/2)

YES  NO

If NO why? Not Applicable

Neighbourhood Plan

YES  NO

Any information required to be submitted by Policy(s) contained within the relevant Neighbourhood Plan