APPLICATIONS FOR HOUSEHOLDER APPLICATIONS

VALIDATION CHECKLIST February 2016

Applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, 2 copies (1 original and 1 copy) will be required.

If samples of materials are submitted, one sample of each material will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

National List of Requirements

Information Item	Notes
1. Completed application form	
2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue.	
3. The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015	Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.
4. Design and Access Statement	Required with applications within a Conservation Area or requiring listed building consent. Information on when a Design and Access Statement is required is set out in the guidance note Design and Access Statement.
5. The appropriate fee	

Local List Requirements

The information required may include any of the following. You are advised to discuss what information will be required with planning officers before submitting an application. Where the local planning authority considers that information is required and it is not provided the application will be treated as invalid.

Information Item	Policy Driver	Types of application	When or what information is required
Plans and drawings including: • Existing and proposed floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200)	CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. City of London Local Plan – City Culture and Heritage, Environmental Sustainability and City Communities policies.	All applications.	Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.
Plans and drawings including: • Existing and proposed elevations (e.g. at a scale of 1:50, 1:100 or 1:200) • Existing and proposed sections and finished floor and site levels (e.g. at a scale of 1:50, 1:100 or 1:200)	CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. City of London Local Plan – Culture and Heritage, Environmental Sustainability and City Communities policies.	All applications involving building work, alterations to buildings. Approval of details reserved by a condition. Section 73 removal or variation of a condition including minor material alterations.	Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, changes to levels, relationship to neighbouring buildings and land, details of foundations and the appearance of new work including materials to be used.
Access Statement	London Plan Policy 7.2 Local Plan policy CS10	Applications involving alterations to building entrances and changes of levels.	Not required if a Design and Access Statement is submitted. It should deal with the access aspects normally covered in a Design & Access statement.

Information Item	Policy Driver	Types of application	When or what information is required
Flood Risk Assessment and sequential test evidence	NPPF Local Plan policy CS18	All planning applications including removal or variation of conditions and minor material alterations.	Required for all planning applications in the Flood Risk Area shown on the [Core Strategy](#) [Proposals Map B](#) (as amended by the Strategic Flood Risk Assessment) and for Major development elsewhere. [The Technical Guidance to the](#) [National Planning Policy Framework](#) sets out the required information.
Heritage Assets Listed Buildings	NPPF London Plan Policy 7.8 LVMF Local Plan policy CS12	Planning permission for redevelopment or alterations affecting a listed building or its setting.	A description of the significance of the historic assets affected by the proposal and the contribution of their setting to that significance. The level of information should be proportionate to the importance of the heritage asset and be sufficient to give an understanding of the potential impact of the proposal on the significance of the heritage asset. This information is required with an assessment of the impact of the proposal and an explanation of the design concept.
Heritage Assets Conservation Areas	NPPF London Plan Policy 7.8 Local Plan policy CS12	Planning permission for redevelopment or alterations affecting a conservation area or its setting.	See above under Heritage Assets Listed Buildings
Heritage Assets – Archaeological remains and Scheduled Ancient Monuments	NPPF London Plan Policy 7.8 Local Plan policy CS12	Applications for planning permission or removal or variation of a condition (including minor material alterations) where the proposal involves ground works.	See above under Heritage Assets Listed Buildings. The information should include a desk based assessment, an assessment of the impact of the proposal, and where appropriate, on-site evaluation.

Heritage Assets Non-designated Assets	NPPF London Plan Policy 7.8 Core Strategy policy CS12	Planning permission for new buildings or extensions including minor extensions.	A description of the significance of the heritage asset affected and the impact of the proposal, set out in the Design & Access Statement where one is required.
Photographs/Verified rendered montages	LVMF Local Plan policy CS10	Planning permission for new buildings or major extensions.	Should be provided where necessary to support the application. Required where proposals would involve the demolition of an existing building or affect the settings of listed buildings or conservation areas.
Planning Statement/Supporting Information	NPPF	All applications.	Provision of a planning statement is optional.
Tree survey/Arboricultural implications	Local Plan policy CS19 Open Spaces in City of London SPG	Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.	Required if proposal is likely to affect trees within the application site or adjacent to the site including street trees. This must include survey drawings showing the position of any existing trees and their canopy spread, trees to be felled and any pruning required during and after construction.
Views assessment	London Plan policy 7.7 Local Plan policies CS10 and CS10 LVMF Riverside Appraisal of the Thames Policy Area SPG St Paul's and Monuments Views SPG	Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.	Studies showing existing and proposed views. Required if the development could affect protected vistas, panoramas, views and prospects identified in the London Plan, LVMF and UDP or the settings of listed buildings or conservation areas.
Waste storage and recycling facilities	London Plan policy 5.17 Local Plan policy CS17	Planning permission for new buildings, changes of use or major extensions.	To be shown annotated on drawings.