

Validation Criteria

Householder application for planning permission for works or extension to a dwelling

The original plus 3 copies to be provided unless the application is submitted electronically.

Introduction

For an application to be registered as a valid application it must be accompanied by the relevant forms, plans and associated details to provide sufficient information to make a decision on the application. These notes give guidance about what should be provided.

Completed **application form** signed and dated

Completed and dated **Ownership Certificate** (either A, B, C or D)

I confirm that no part of the works, including foundations, guttering or any other overhanging feature, encroaches onto an adjoining property(signed)
If this is not the case Certificate B will be required including the notice(s) required under Article 6 (Notice No. 1) (please contact us for guidance)

Completed and dated **Agricultural Holding Certificate** (Article 7)

Design and Access statement if the site is within a Conservation Area or is a Listed Building detailing the design, context and access (see www.leeds.gov.uk/planning for advice)

The appropriate fee £_____. If you consider that no fee is required please state why eg disabled applicant or resubmission (please give application number)

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Plans and Drawings

Location plans based on an up-to-date map at a scale of 1:1250 or 1:2500 showing

- at least two named roads
- surrounding buildings
- properties numbered or named
- the direction of North

The application site should be clearly edged with a red line and should include all land necessary to carry out the development including access to the site, landscaping etc. Any other land owned by the applicant close to or adjoining the site should be edged with a blue line. This enables us to notify neighbouring properties about the development.

Block plan of the site at a scale of 1:100 or 1:200 showing

- all site boundaries
- the position, type and height of boundary treatment (walls, gates, hedges and fences) existing and proposed
- the position of any building or structure on the other side of such boundaries ie neighbours houses
- details of any existing or proposed vehicular access including drop kerbs, hardsurfaces and all public rights of way crossing or adjoining the site

Existing and proposed elevations at a scale of 1:50 or 1:100 showing

- the existing elevations accurately showing the situation on site and the proposed elevations clearly showing the works which are proposed
- all sides of the proposal, including any blank elevations eg when the proposal is screened by other building etc
- proposed building materials
- the height of buildings

Existing and proposed floor plans at a scale of 1:50 or 1:100 showing

- existing and proposed floor layouts of each floor to be altered, with dimensions of each room
- internal and external doors and windows
- where existing buildings or walls are to be demolished

Existing and proposed sections, finished floor and site levels at a scale of 1:50 or 1:100 showing

- cross section(s) through the proposed building(s)
- both existing and finished levels
- how the proposal relates to existing ground levels on sloping sites or where ground levels outside the proposal would be modified

Existing and proposed roof plans at a scale of 1:50 or 1:100 showing

- the roof including the eaves and ridges
- the shape of the roof
- roofing materials and vents
- details of dormer windows including their sides and materials
- sections through the roof where solar panels are to be fitted

Other Requirements

Bat survey – If you are proposing to do work which includes the modification, demolition or removal of buildings and structures (especially roof voids) involving the following

- agricultural buildings (eg farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick
- any work affecting roofs, soffits, gable ends, hanging tiles, barge boards or walls with cracks or holes within 200 metres of woodland or water

Flood risk assessment – You must provide a flood risk assessment if your property is within 20 metres of the top of the bank of a main river. The Environment Agency website www.environment-agency.gov.uk/research/planning/93498.aspx contains the latest information.

Tree Preservation Orders (TPO) - where a TPO exists on the site, the location of all trees must be marked on a plan with details of the species and how they will be protected during construction.

Demolition within a **Conservation Area** – you must submit a separate Conservation Area application with justification of the demolition and details of how the demolition is to be made good

Listed Buildings – you must submit a separate Listed Building application for works to a Listed Building providing the following

- a heritage statement should be provided for any Grade 1 or 2* buildings
- details of any alterations including any features to be removed
- cross sections of the building showing existing and proposed windows, doors, gutter, fascia treatments and any relevant features on the building with manufacturers details @1:20 scale
- photographs of the existing building

Retrospective applications – photographs should be provided showing all elevations

Satellite dishes - photographs should be provided showing where the dish will be positioned and the manufacturers brochure/specification

Proposals involving **plant/machinery** eg wind turbines/swimming pools etc – a noise impact assessment will be required detailing operational noise levels measured in decibels(dB) including manufacturer's specification/leaflet