

Householder Application Validation Checklist

	When required	What information is required?	Further information	Submitted
National Requirements				
Completed Application Form	All applications	<ul style="list-style-type: none"> * All relevant questions on the form should be responded to, or the words “Not applicable” should be inserted for clarity. * The description of the development should accurately describe the proposal and should correctly summarise the detail shown on the submitted plans. 	<ul style="list-style-type: none"> * See note 1 of Tyne and Wear Validation Checklist here: * See example description at end of checklist: 	
Ownership Certificate (within Application Form)	All applications	<ul style="list-style-type: none"> * Completed certificate stating the ownership of the application site. * For this purpose, ‘owner’ is anyone with a freehold interest, or a leasehold interest where there are 7 years or more left to run on the lease. * Where a third party is the owner of all or part of the application site, notice of the application must be given to them. Please note there may be more than one owner. * Where development encroaches onto, over or under land adjoining the application site, notice of the application must also be given to the owner(s) of the adjoining land and their details need to be provided on the completed ownership certificate. Owner/occupier will not suffice. 	<ul style="list-style-type: none"> * See note 4 of Tyne and Wear Validation Checklist. * A draft notice to serve on an owner can be obtained here. 	
Fee	All applications	The correct fee unless an exemption applies. Please check the Planning Portal fee schedule .	<ul style="list-style-type: none"> * See note 6 of Tyne and Wear Validation Checklist. 	
Location Plan	All applications	* Scale: 1:1250	* See note 2 of Tyne and Wear Validation Checklist.	

		<ul style="list-style-type: none"> * Up-to-date plan with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway. * The direction north should be shown. * The plan must cover a large enough area to enable the location to be easily found. 		
Site Plan	All applications	<ul style="list-style-type: none"> * Scale: 1:100 or 1:200 * The direction north should be shown. * The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site. * Written dimensions, including those to the boundaries, should be shown. * Any trees (including the canopy) or public rights of way affected by the development should be shown. * Any new boundary walls or fencing proposed as part of the development. * The extent and type of any hard surfacing. 	* See note 3 of Tyne and Wear Validation Checklist.	
Design and Access Statement (can be joint with a Heritage Statement)	In a conservation area the provision of a building (or extension) where the proposed floor space is more than 100 square metres	<ul style="list-style-type: none"> * Explain design principles and concepts that have been applied to the development. * Demonstrate steps taken to appraise the context of the site and its surroundings and how the design of the development takes that context into account. * A description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness. 	<ul style="list-style-type: none"> * See note 7 of Tyne and Wear Validation Checklist (Design and Access Statements). * See note 16 of Tyne and Wear Validation Checklist (Heritage Statements). 	
Tyne And Wear Requirements				
Application Plans	All applications	* Scale: 1:50 or 1:100	* See note 8 of Tyne and Wear Validation Checklist.	

		<p>* <i>Existing and proposed elevations</i> - these should show any elevations that would be created or altered by the development, along with proposed materials and finish of windows and doors where possible. Where adjoining another building/structure the drawing should clearly show the relationship.</p> <p>* <i>Existing and proposed floor plans</i> - these should highlight any walls to be demolished and show the uses of any proposed new rooms.</p> <p>* <i>Existing and proposed roof plans</i> – these should show the shape of the roof, its location and proposed external materials.</p> <p>* <i>Site sections and levels (where applicable)</i></p>		
Flood Risk Assessment	Extensions of less than 250 square metres where the site is located within flood zone 2 or 3	<p>A simple flood risk assessment including:</p> <p>* site address and a description of your development.</p> <p>* an assessment of the flood risk from all sources of flooding for your development, plus an allowance for climate change.</p> <p>* the estimated flood level for your development.</p> <p>* details of your flood resistance and resilience plans.</p> <p>* any supporting plans and drawings.</p> <p>* any information the relevant standing advice tells you to include i.e., a plan showing the finished floor levels and estimated flood levels and plans to show how it will be ensured the development is not flooded with water i.e., divert surface water away from the property or by using flood barriers.</p>	<p>* Environment Agency Standing Advice Development and Flood Risk here.-</p> <p>* See note 15 of Tyne and Wear Validation Checklist.</p>	
Tree Survey / Protection Plan	Where a tree protected by a Tree Preservation Order is on site or where the canopies of protected trees on adjacent land overhang the site, or where the site	<p>The following tree reports and plans in accordance with BS 5837 -2012 Trees Demolition and Construction:</p> <p>* <i>Tree Survey</i> - A tree survey undertaken by an arboriculturist to record information about the existing trees on or adjacent to a site. The results of the tree survey, including material constraints arising from existing trees that merit retention, should be used to inform feasibility studies and design options. The</p>	<p>* See note 31 of Tyne and Wear Validation Checklist.</p>	

	is in a conservation area	<p>survey should include an assessment of the existing tree(s) condition, position, size, height, stem diameter, which informs the size of the Root Protection Area (RPA).</p> <p>* <i>Arboriculture Impact Assessment (AIA)</i> - A written assessment which determines the site-specific effect of a planned development on the existing tree stock. The AIA identifies trees to be removed and those to be retained and it highlights the potential conflicts between retained trees and the planned development. The AIA also considers the impact of statutory designations such as tree preservation orders (TPO's) and identifies the long-term value and benefits of trees in the urban and built environment.</p> <p>* <i>Arboriculture Method Statement (AMS)</i> - highlights the methods to be adopted to minimise disturbance to trees and can include hand digging, use of air spade, protective fencing, channelling of operatives and no-dig construction for example. It is the methodology for the implementation of any aspect of development that is within the root protection area (RPA) or has the potential to result in loss of or damage to a tree/s to be retained.</p> <p>* <i>Tree Protection Plan (TPP)</i> – a summary plan of the tree location, tree protection measures, canopy size and RPAs. This also demonstrates the extent of element of the works proposed. It needs to be a scale drawing, informed by descriptive text where necessary, based upon the finalized proposals, showing trees for retention/ removal, and illustrating the tree and landscape protection measures. Any protection measure outlined in the Arboricultural Method Statement, must be illustrated on the Tree Protection Plan.</p>		
Heritage Statement (can be joint with a Design and Access Statement)	Development within conservation areas, including demolition, where the proposal	<p>* A Heritage Statement could form part of a more comprehensive Design and Access Statement.</p> <p>* The statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain</p>	* See note 16 of Tyne and Wear Validation Checklist (Heritage Statements).	

* Example description (delete as appropriate)

Erection of single/two storey extension(s) to front/ side/ rear, erection of first floor extension to front/ side/ rear, erection of single storey extension(s) to front/ side/ rear, erection of conservatory to side/ rear, erection of porch to front/ side, installation of first floor level window(s) to

	would materially affect its appearance	<p>how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.</p> <p>* For developments including or solely for demolition, the statement should assess the contribution that the building in question makes to the architectural and historic value of the conservation area and provide justification for demolition.</p>	* See note 7 of Tyne and Wear Validation Checklist (Design and Access Statements).	
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side, application of render to all elevations, alterations to elevations, erection of dormer window(s) to front/ side/ rear, hip to gable roof enlargement, raising roof to dwelling, installation of roof lights to front/ side/ rear, erection of balcony, raised decking/patio to front/ side/ rear, erection of detached garage/ outbuilding to front/ side/ rear, installation of driveway/ hardstanding to front, erection of wall/ fence to a height of [insert] metres above ground level to front/ side/ rear, installation of satellite dish to front/ side elevation, installation of solar panels/ air source heat pump to front/ side/ rear elevation, demolition of x, y, z within a conservation area