Vale of White Horse

Vale of White Horse District Council – Planning Services

Validation Checklist for Householder applications for Planning Permission for works or extension to a dwelling

Please submit this list with your completed application.
The following plans or information **MUST** be provided:

Requirement	Tick if provided ✓	
	Yes	**No**
Completed Application Form		
Completed Certificate of Ownership (A, B, C or D) (included on the Application Form)		
Completed Agricultural Holdings Certificate (included on the Application Form)		
Design and Access Statement (only required if the dwelling lies in a conservation area, the North Wessex Downs AONB or an SSSI, or it is a listed building)		
Site Location Plan (at a scale of 1:1250 or 1:2500)		
Block Plan (at a scale of 1:500 or 1:200)		
Existing and Proposed Elevations (at a scale of 1:50 or 1:100)		
Existing and Proposed Floor Plans and (at a scale of 1:50 or 1:100)		
Roof Plan (at a scale of 1:50 or 1:100)		
Site Sections and Finished Floor and Site Levels (at a scale of 1:50 or 1:100)		
Application Fee		
All plans and drawings must show the paper size, scale and north point. 4 copies of the forms, plans and drawings are required unless the application is submitted electronically.		

In addition to the information that **must** be submitted with your application, the following information **may also** be required, depending on the particulars of your application.
See the **Validation Checklist Guidance Notes** for further advice on the information which may need to be submitted with your application.

Requirement	Tick if provided ✓	
	Yes	No
Planning Statement (optional, but it may assist the Council when considering your application)		
Flood Risk Assessment – required if the property lies within Flood Zones 2 and 3 - see http://www.environment-agency.gov.uk/maps/info/floodmaps/		
Biodiversity Survey / Protected Species Report		
Daylight / Sunlight Assessment		
Additional Drawings (e.g. site survey plan or detail window drawings)		
Tree Survey		
Heritage Statement		
Parking and Access Arrangements		
Green Belt Statement		
Photographs and Photomontages		
Foul Sewage Assessment (required if your proposal includes a new septic tank or cesspool)		

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Town and Country Planning (Applications) 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.