



Vale of White Horse District Council – Planning Services

Validation Checklist for Householder applications for Planning Permission and Listed Building Consent 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	<input type="checkbox"/>	<input type="checkbox"/>
Completed Certificate of Ownership (A, B, C or D) (included on the Application Form)	<input type="checkbox"/>	<input type="checkbox"/>
Completed Agricultural Holdings Certificate (included on the Application Form)	<input type="checkbox"/>	<input type="checkbox"/>
Design and Access Statement	<input type="checkbox"/>	<input type="checkbox"/>
Site Location Plan (at a scale of 1:1250 or 1:2500)	<input type="checkbox"/>	<input type="checkbox"/>
Block Plan (at a scale of 1:500 or 1:200)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Elevations (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Floor Plans and (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Roof Plan (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Site Sections and Finished Floor and Site Levels (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
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)		
Heritage Statement		
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		
Structural Survey		
Parking and Access Arrangements		
Green Belt Statement		
Photographs and Photomontages		
Foul Sewage Assessment		

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.

