

VALIDATION CHECKLIST: LARGER HOME EXTENSIONS: NEIGHBOUR CONSULTATION SCHEME

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

Document Required	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Completed application form	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p>	<p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p>	Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
Location Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be up to date • Include the direction of north • Include sufficient named roads to identify the exact location of the site (wherever possible at least two) • Include all the surrounding 	<p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</p>	Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

	<p>buildings, roads and footpaths on land adjoining the site</p> <ul style="list-style-type: none"> • Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site 			
A written description of the proposed development	Required.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
Contact details, including email address if the applicant is content to receive communication electronically	Required		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
Addresses of any Adjoining Properties (For Consultation Purposes)	Should include any premises to the side/front/rear, even if they are not physically attached		Town and Country Planning (General Permitted Development)	

			(England) Order 2015 as amended	
Relevant fee	<p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p>	<p>Please see https://www.planningportal.co.uk/services/help/frequently-asked-questions/how-much-does-a-planning-application-cost to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	
Local List of Requirements				
Requirements	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Plan of the Site: Includes length that the extension extends beyond the rear wall of the original house, height at the eaves and the height of the highest point of the extension	<p>In the event that an objection is received from a neighbouring property. The Local Planning Authority will require this information in order to make a full assessment of the proposal.</p> <p>Dimensions should be accurate and the plans should be drawn to metric scale</p> <p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Be of a scale of 1:100 or 1:200 (in metric measurements) • As a minimum, accurately show 		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

	<p>the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors</p> <ul style="list-style-type: none"> • Accurately show any differences in levels, including dimensions • Include written dimensions for gaps between buildings. 			
Existing and proposed floor plans and elevations: either 1:100 or 1:50 scale	<p>In the event that an objection is received from a neighbouring property. The Local Planning Authority will require this information in order to make a full assessment of the proposal.</p> <p>Each sheet must have a drawing reference number and include the site address</p> <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Should clearly show the proposed works in relation to what is already there • Show all sides of the proposal • Show where a proposed elevation adjoins or is in close proximity to another building and should accurately show the height and outline of neighbouring dwellings/buildings and the 		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

	<p>position and size of windows/doors</p> <ul style="list-style-type: none"> • Accurately show any differences in levels, including dimensions 			
Photographs	<p>In the event that an objection is received from a neighbouring property. The Local Planning Authority will require this information in order to make a full assessment of the proposal.</p> <p>Photographs showing the rear of the development property and the adjoining properties would be helpful</p>		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice>