Brent

Validation list for:

Applications for Householder Planning Permission

For extensions or alterations to a dwellinghouse

You must submit the information set out below (on both the national and local validation lists) with your application for it to be accepted as a valid application and for the processing of your application to start.

We strongly encourage you to submit all applications online via the Planning Portal. However, if you choose to submit your application via the post, 2 hard copies are required of all application documents.

If you have not included any of the information that is required with your application, you should provide written justification why you consider that the information is not required. The Council will make your application invalid if it does not agree with the justification.

National Validation Requirements

Requirement	**When required**
A completed application form	All applications
The appropriate fee	All applications
A location Plan	All applications
Ownership Certificate and Agricultural Land Declaration	All applications
Plans, drawings or information necessary to describe the development	All applications

Local Validation Requirements

Requirement	When required
Archaeological impact statement	Sites which include or have the potential to include heritage assets with archaeological interest, including Archaeological Priority Areas and Sites of Archaeological Importance.
Basement impact assessment	Required for all applications that include a basement.
Community Infrastructure Levy (CIL) additional information form	For all applications including: • 100 square metres or more of new floorspace, including extensions; • - the creation of a new residential dwelling including conversions / change of use
Contaminated land survey	Where the site has been identified as being risk from contamination or a development is proposed in close proximity to a contaminated site

Demolition plan (at a recognised metric scale)	Where significant demolition is proposed to part of a building or to a number of buildings on a site.
Ecological assessment / protected species survey	Where development has the potential to affect designated environmentally important sites or where there is a reasonable likelihood of a protected species being present.
Flood risk assessment	A Flood Risk Assessment (FRA) should be provided with a planning application for developments in the following circumstances: • New proposals in Flood Zone 2 or 3, including Minor Development and Change of Use. • Proposals for development areas that are 1 hectare or greater in Flood Zone 1. • New proposals, or a Change of Use in development type to a more vulnerable class, where the proposed development could be affected by sources of flooding other than rivers and the sea. • Proposals within areas with critical drainage problems as designated by the EA
Heritage statement	• Applications for Listed Building Consent; • Householder & Full applications affecting Listed Buildings (including their setting) and sites/properties within Conservation Areas; • Applications for works covered by an Article 4 Direction; • Applications for works to buildings which are Locally Listed; and • Any new development within a Conservation Area.
Landscape plan	All applications

Noise and/or vibration impact assessment	Where the proposed development includes new plant or machinery and has the potential to impact upon sensitive uses or where a sensitive use is proposed in close proximity to a noise or vibration source
Photographs of the site and context	All applications
Plans and drawings or information necessary to describe the subject of the application (or indicative drawings in the case of an outline application where the relevant matters are reserved) Including: • Block plan of the site (normally at a scale of 1:100 or 1:200) • Existing and proposed elevations (normally at a scale of 1:50 or 1:100) • Existing and proposed floor plans (normally at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100) • Roof plans (normally at a scale of 1:50 or 1:100) • For the replacement of doors or windows, existing and proposed detailed window elevations (normally at a scale of 1:10) and cross sections (normally at a scale of 1:5) showing all features of the windows • - For proposed vehicular accesses or new hardstandings, detailed site layout and elevation plans (normally at a scale not less than 1:100) showing all accesses and changes to the garden or land affected by the proposal.	All applications
Site plan	Where necessary to clarify the extent of the site in addition to the Location plan
Site survey	Where there are significant level changes within the site, and for all applications that include basements

Tree survey / arboricultural impact assessment	Required for applications that involve the pruning or removal of existing trees and for the carrying out of demolition, building or engineering operations (including the excavation of foundations, construction of basements, any changes of level and service/utility runs) where these may affect trees both on site or on adjoining land.