



Householder application **Validation Checklist**

**This checklist should be read in conjunction with the Planning Validation Checklist Guidance document.
This gives detailed information of what is required.**

National Requirements

Form

- Two copies of a completed application form (unless submitted electronically).

Plans

Two copies of all plans (unless submitted electronically):

- Site location plan**
An up-to-date Ordnance Survey based plan (1:1250 or 1:2500), showing the direction of North and scaled to fit either A4 or A3. The application site should be centred and show at least two named roads and/or local landmarks.
The boundary of the application site should be edged in red. The red line should include the land required to access the site from the public highway, any non-mains drainage, landscaping, car parking/vehicle turning areas, visibility splays and open areas around buildings.
Any adjacent land in the applicant's ownership or control should be edged in blue.
- Block/site plan**
A metric scaled block plan (1:100/1:200/1:500), showing the direction of North. The footprint of the new building(s) or extension etc. should be clearly identified (hatched or coloured). The development should be shown in relation to site boundaries and existing buildings on and adjacent to the site, **with written metric dimensions, including distances to all adjacent boundaries**. This requirement is to help those looking at applications on-line to easily assess the impact upon neighbouring properties.
- Existing and proposed elevations (1:50 or 1:100)**
- Existing and proposed floor plans (1:50 or 1:100)**
- Existing and proposed roof plans (1:50 or 1:100)**
- Existing and proposed site cross-section plans with finished site and floor levels (1:50 or 1:100)** (only necessary where the site is not flat or significant changes to levels are proposed).

Certificates

- Completed ownership certificate A, B, C or D (as applicable).

Other information

- Appropriate fee.
- Community Infrastructure Levy Additional Information Form (where the proposed floor area of extension or detached domestic outbuilding is more than 100m² or the proposal includes provision ancillary accommodation, e.g. granny flat, irrespective of the floor area).

(continued overleaf)

Local Requirements

Dependant on the site and/or type of development, we may require some or all of the following:

- Metric scale cross-section plans (1:10/1:20) of proposed window frames/ doors. This applies specifically within the Kendal Conservation Area.
- Biodiversity/Protected Species/Ecological Reports
- Biomass Boiler Assessment
- Foul Drainage Assessment Form (non-mains only)
- Flood Risk Assessment
- Parking and Access Layout Plan
- Structural Survey
- Surface Water Drainage Scheme
- Tree and Hedgerow Survey

Guidance

Further details of the local requirements listed above and when they apply is available in paper form by request or from the council's website: www.southlakeland.gov.uk