

# Householder Planning Application Checklist

## February 2023

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## Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This list of national and local requirements covers most Householder applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

## Definition

Householder Planning applications are broadly defined as the alteration, improvement and/or enlargement of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse.

It does not include an application for a change of use, applications for alterations to flats or an application to change the number of dwellings in a building. Such proposals will require an application for full planning permission.

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| **National Requirements** | **Policy / Drivers** |
| **Completed, signed and dated application form** | - [Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/7/made) |
| **The Fee** | * The correct fee, where necessary, as outlined in the [regulation 13 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/2920/regulation/13/made)
* The current planning fees are also available from [our website](https://www.towerhamlets.gov.uk/lgnl/planning_and_building_control/planning_applications/planning_application_fees_and_charges.aspx).
 |
| **Location Plan**A plan which: • identifies the land to which the application relates • is drawn to an identified scale • shows the direction of North • identifies sufficient roads / buildings to ensure the exact location is clear • shows all the land necessary to carry out the development • site outlined in red with a blueline around any other land owned by the applicant which is close to or adjoining the application site; based on an up-to date map. This should be at a scale of 1:1250 or 1:2500 • should wherever possible show at least two named roads and surrounding buildings. • the properties shown should be numbered or named to ensure that the exact location of the application site is clear. • It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings  | - [Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/7/made) |
| **National Requirements** | **Policy / Drivers** |
| **Proposed Site Plan (Block Plan)**A Site Plan showing **•** The direction of North;• At a scale of 1:200 or 1:500• The development in relation to the application site boundaries and existing buildings on the site;**•** All buildings, roads and footpaths on land adjoining the site,• The position of all trees on the site, and those on adjacent land (where affected by the proposal);• Boundary treatment including walls / fencing where proposed. | - [Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/7/made) |

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| **Local Requirements** | **Requirement** | **Guidance** |
| **Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)** | Required for all applications that involve Building Works | Existing and proposed drawings of all sides of the exterior of the building. Plans must:* be at an appropriate scale, usually 1:50 or 1:100 for householders and minor applications;
* be included for all elevations, including blank elevations, except for householder applications (or applications for works to an individual flat) where a statement confirming that they will remain unchanged will be required;
* show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building and not just the flat in question);
* show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings
 |
| **Existing and Proposed Floor & Roof Plans (at a scale of 1:50, 1:100 or 1:200)** | All applications. | Plans must:• be at 1:50 or 1:100;• show details of the existing buildings;• show the proposed building including each floor and the roof;• be included for all floors, including floors where there are no changes proposed, except for householder applications (or applications for works to an individual flat or joint applications for development which if submitted individually would be householder applications) where a statement confirming that they will remain unchanged will be required;• show the site boundary and the outline of any existing neighbouring buildings;• show any existing buildings or walls which are to be demolished• show cycle parking arrangements (including annotation stating the number of cycle stands)• show internal storage and proposed refuse storage facilities.Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans (GIA). |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Existing and Proposed Site Sections**  | Proposals for new and altered buildings and/or changes in ground levels | Required for all applications that involve the creation of new or changes to the floor plans of a property (including roof level), where a proposal involves changes to ground levels or for any application on a sloping site.Plans Must:* be at 1:50 or 1:100;
* show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site;
* show the proposals in relation to neighbouring buildings;
* section through a building should include all floors, including the basement, loft space and roof, along with any terraces\*.

In the case of householder development and works to individual flats, the levels may be evident from floor plans and elevations. However, in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.  |

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| **Local Requirements** | **Requirement** | **Guidance** |
| **Community Infrastructure Levy (CIL) Planning Application Additional Information Form** | All applications, with the exceptions of Advertisement consent and Submission of details pursuant to planning permission. | All applications are required to complete and submit [the](https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf) Council’s CIL additional information form which can be found on the [LBTH CIL webpages.](https://www.towerhamlets.gov.uk/lgnl/planning_and_building_control/Infrastructure_planning/community_infrastructure_levy.aspx)Further information including further submission requirements regarding CIL can also be found on the [LBWF CIL webpages.](https://www.walthamforest.gov.uk/planning-and-building-control/planning-policy/community-infrastructure-levy/cil-forms-cil-income) |
| **Basement Impact Assessment** | All applications which include a basement | The assessment must consist of a general statement that addresses the following processes:• Impact of proposals on surface flow and flooding• Impact of proposals on groundwater flow• Impact of proposals on structural stability including potential impacts on adjacent/nearby properties• The identification of suitable construction methods and mitigation measures for developments• A method for monitoring local ground conditions, water movement, subsidence and drainage• The cumulative impact of basement development (built or proposed) in the surrounding areaAll technical reports must be prepared and self-certified by a suitably qualified chartered engineer or chartered geologist, who is a member of the relevant professional body.The level of information expected and required will be commensurate with the scale, location and complexity of the scheme. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Biodiversity Survey and Report** | Required if proposal is likely to have an impact on wildlife and biodiversity. | Please see our Full Local Validation List for detailed guidance. |
| **Construction and Demolition Method Statement** | Other Applications likely to have a significant impact on traffic congestion or pedestrian safety. | Please see our Full Local Validation List for detailed guidance. |
| **Outline Construction Logistics Plan** | All applications where the site is located on Strategic Roads namely A112 and A503  | Please see our Full Local Validation List for detailed guidance. |
| **Daylight / Sunlight Assessment** | Required if the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. | The assessment must conform to the methodology identified in the most recently published Building Research Establishment guidance ‘Site layout planning for daylight and sunlight: A guide to good practice’. It must identify and examine the impacts upon existing properties and sites with extant planning permissions. In restricted settings the report must also cover the final daylight and sunlight values achieved within the proposed scheme.Please see our Full Local Validation List for detailed guidance. |
|  **Details of materials** | All developments involving building work | Please see our Full Local Validation List for detailed guidance. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Fire Statement /Planning** **Fire Safety Strategy /Reasonable Exception statement** | **Householder & Non-major development** (that does not create additional units or alter the materials on the external walls or alter the internal or external communal areas that support the evacuation strategy for the property and does not include a lift). | **Householder & Non-major developments** must submit a Planning Fire Safety Strategy (PFSS) or a Reasonable Exception Statement, if it is considered that parts or all of policy D12A of the London Plan are not relevant.Please see our Full Local Validation List for detailed guidance. |
| **Flood Risk Assessment – Householder Development** | Householder development - includes sheds, garages, games rooms etc. within the curtilage of the existing dwelling in addition to physical extensions to the existing dwelling itself. This definition excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling e.g., subdivision of houses into flats. | Please see our Full Local Validation List for detailed guidance. |
| **Heritage Statement** *Note: Scope and degree of detail necessary will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals through the pre- application process.* | All applications within or affecting conservation areas, listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications. | Please see our Full Local Validation List for detailed guidance. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Landscaping scheme** | Applications for front garden hardstanding and basements which extend beyond the footprint of a building. | Please see our Full Local Validation List for detailed guidance. |
| **Photographs and Photomontages** | Required where the proposal involves demolition or development affecting a conservation area or listed building. | These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. |
| **Structural Survey** | Any application involving substantial or full demolition or affecting the structural integrity **(including the introduction of basements)** of a Listed Building, building within a Conservation Area or an identified Heritage Asset. | Please see our Full Local Validation List for detailed guidance. |
| **Tree Survey/Arboricultural implications** | All applications where there are trees within the application site, or on land adjacent to trees that would influence or be affected by the development (including street trees). | Please see our Full Local Validation List for detailed guidance.  |