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## **Final Householder Validation Checklist**

What you need to include when you submit a householder planning application

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# 1. Introduction

Walsall Council has produced this guide to help its Development Management customers understand what needs to be submitted to support a householder application (works to an existing house). Prior Approval applications are not included in this guide.

This checklist is supplemented by a number of detailed guidance notes which have been published alongside this checklist.

A checklist has been produced under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF). The guidance states that Local Planning Authorities should publish their information requirements for applications, which should contain only the information necessary to make decisions (supporting information that is relevant, necessary and material to the application).

Walsall Council welcomes and encourages you to apply for pre-application advice before submitting a planning application. Pre-application advice can assist in better quality applications with a better chance of a successful outcome. For further information regarding pre-application advice can be found on our [website](#).

When the information required by this checklist is not submitted with an application and is considered by the Local Planning Authority (LPA) to be reasonable and necessary to assess the application correctly, the LPA will declare the application invalid, and delays will occur.

If applications are accompanied by the necessary supporting information, the Council is more likely to be able to make an informed decision within the government deadline. Nevertheless, there may be instances when a validated application does not contain all the information needed to make a decision. Consequently, the Council may seek additional information post-validation under the Town and Country Planning (Application) Regulations 1988.

In the event that the application is later found to be invalid after registration, the original start date for processing the application will be disregarded, and the time from the resubmitted information will be recalculated.

If applicants or their representatives disagree with the Council's request for information or plans contained in the list, they may wish to challenge the decision not to validate the application. If this happens, applicants may be able to appeal for non-validation under Section 78 of the Town and Country Planning Act 1990. The grounds for an appeal would be a failure to resolve within eight weeks of the LPA receiving the application. The right to file a complaint with the Local Government Ombudsman remains.

## **2. When do extensions become a replacement dwelling?**

If extensive reconfiguration is proposed to an existing dwelling where most of the internal and external walls would be lost and the original dwelling would be imperceptible following the proposed works, the proposal will be deemed to be a replacement dwelling and full planning permission will be required. This will vary dependent on the scale and design of the original dwelling and the extent and design of any proposed works. An assessment is therefore made on a case-by-case basis.

It falls to the Local Planning Authority (LPA) to determine whether an application is valid or not when assessed against local and national criteria. The LPA will not accept a proposal which it deems to comprise a replacement dwelling where it has been incorrectly submitted on a householder application form along with payment of the incorrect fee. You will be provided with an opportunity to re-submit any such application on the correct forms along with payment of the correct fee to make the application valid.

Should you disagree with the LPAs decision to make the application invalid you may choose to submit a notice under Article 12 of the Development Management Procedure Order 2015 as amended (Validation dispute). The LPA will consider the submitted notice and will confirm by return whether the application can be accepted as valid or not.

You are encouraged to seek pre-application advice prior to the submission of an application to establish whether the proposal should be submitted as a householder application or full planning application to avoid delays in the validation and registration of any subsequent application.

## **3. Tree Guidance**

Walsall Council is committed to improving the local environment by securing high quality design resulting in development which respects existing natural features of value as well as restoring and extending the resource. It is vital to ensure that trees and woodlands be sustained throughout the borough. It is also important to conserve the visual quality of the natural environment for all people currently living or working in Walsall as well as for visitors and prospective investors.

For detailed guidance on submitting tree related information please view our separate guidance note published alongside this checklist.

## **4. What Should a Heritage Statement Contain?**

A Heritage Statement (sometimes referred to as a Heritage Impact Statement and Heritage Assessment) is a written assessment that describes the significance of any heritage asset and / or their setting affected by a development proposal, and / or the contribution of that setting and of the impacts of that development proposal upon them.

For detailed guidance on what to include in a Heritage Statement please view our separate guidance note published alongside this checklist.

## 5. Preliminary Roost Assessment and Other Necessary Surveys

Walsall holds numerous local to internationally designated sites of ecological interest, with many rare and legally protected species present within the green spaces and urban areas of Borough.

Development, even those involving minor works and encompassing a small area, have the potential to adversely impact these sites and species. As such Walsall has a duty to protect them by understanding any potential impacts a development may have and ensuring the potential impacts, if noted, are avoided, mitigated, or compensated for as part of the planning process.

For detailed guidance on submitting ecology related information please view our separate guidance note published alongside this checklist.

## 6. Simple Householder Validation Checklist

### Validation requirements

A simple checklist of what is required for a householder planning permission application is provided below.

#### National validation

<b>National Requirement</b>	<b>Validation Code</b>
<a href="#">Application form</a>	NHV1
<a href="#">Fee</a>	NHV2
<a href="#">Ownership certificate</a>	NHV3
<a href="#">Agricultural land declaration</a>	NHV4
<a href="#">Location plan</a>	NHV5
<a href="#">Any other plans, drawings and information to describe the application</a>	NHV7

#### Local Validation

<b>Local Requirement</b>	<b>Validation Code</b>
<a href="#">Site/Block Plans - Existing and Proposed</a>	LHV8
<a href="#">Floor Plans - Existing and Proposed</a>	LHV9
<a href="#">Elevation Plans - Existing and Proposed</a>	LHV10
<a href="#">Street-scene Plans - Existing and Proposed</a>	LHV11
<a href="#">Site Section Plans</a>	LHV12
<a href="#">Vehicle Parking Plans - Existing and Proposed</a>	LHV13
<a href="#">Heritage Statement</a>	LHV14
<a href="#">Tree Surveys &amp; Arboricultural Implications Assessment</a>	LHV15
<a href="#">Bat Preliminary Roost Assessment and Ecological Survey(s)</a>	LHV16
<a href="#">Flood Risk Environment Agency Form</a>	LHV17

Full details of each validation requirement is set out further below in this checklist.

## 7. Detailed Validation Guidance

### Application form - NHV1

#### Validation Requirement

- Householder application form
- All parts of the form must be completed
- The site address matched the address marked on the location plan and block plan
- The declaration must be signed and dated

#### Additional guidance

There are three national householder application forms to choose from.

- **Householder Application for Planning Permission for works or extension to a dwelling.**
- **Householder Application for Planning Permission for works or extension to a dwelling and relevant demolition of an unlisted building in a conservation area.**

Check if your property falls within a Conservation Area. Please view the maps published online [https://go.walsall.gov.uk/conservation\\_areas\\_in\\_walsall](https://go.walsall.gov.uk/conservation_areas_in_walsall)

- **Householder Application for Planning Permission for works or extension to a dwelling and listed building consent.**

Check if your property is a Listed Building view the list of Walsall's listed buildings published online [https://go.walsall.gov.uk/listed\\_buildings\\_in\\_walsall](https://go.walsall.gov.uk/listed_buildings_in_walsall)

Further guidance on this requirement can be found on GOV.UK  
<https://www.gov.uk/guidance/making-an-application#Application-form>

You can apply for planning permission and complete the application forms online through the [Planning Portal](#).

[Link back to a simple checklist](#)

## **Fee - NHV2**

### **Validation Requirement**

- Correct full fee to be paid

### **Additional guidance**

A simple version of the nationally set planning fees can be found on Planning Portal by clicking the following link

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

You can also pay online using the Walsall Council online payment page by clicking the following link <https://go.walsall.gov.uk/forms/Make-planning-payment>. **Always provide the site address of the proposed planning application as the reference number.**

You can pay by credit/debit card by calling 01922 652 620. **Always provide the site address of the proposed planning application as the reference number.**

[Link back to a simple checklist](#)

## **Ownership Certificate – NHV3**

### **Validation Requirement**

- A completed ownership certificate
- Signed and dated

### **Additional guidance**

Each application must be accompanied by an Ownership certificate. There are four types, and you need to identify which is the correct one for your application.

#### **Certificate A**

To be completed if you are the sole owner of the land to which the application relates and there are no agricultural tenants.

#### **Certificate B**

To be completed if you are not the sole owner, or if there are agricultural tenants, and you know the names and addresses of all the other owners and/or agricultural tenants together with one of the notices below. A Notice under Article 13 must then be served on the owner and a copy of the notices included with the planning application.

#### **Certificate C**

To be completed if you do not own all of the land to which the application relates and do not know the name and address of all of the owners and/or agricultural tenants. A Notice under Article 13 must then be served on the known owners and a copy of the notices included with the planning application.

#### **Certificate D**

To be completed if you do not own all of the land to which the application relates and do not know the names and addresses of any of the owners and/or agricultural tenants.

### **Notices under Article 13**

This notice is to be printed and served on individuals prior to completing Certificate B or C in the application form.

- [https://ecab.planningportal.co.uk/uploads/1app/notices/householder\\_notice.pdf](https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf)

[Link back to a simple checklist](#)

### **Agricultural Land Declaration – NHV4**

#### **Validation Requirement**

- Completed agricultural land declaration

#### **Additional guidance**

All agricultural tenants on a site must be notified prior to the submission of an application for planning permission. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This declaration is required whether or not the site includes an agricultural holding. It is incorporated into the ownership certificates on the standard application form.

Further guidance on this requirement can be found on GOV.UK  
<https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration>

[Link back to a simple checklist](#)

### **Location Plan – NHV5**

#### **Validation Requirement**

- Location plan based on an up-to-date map.
- Shows the application site in relation to surrounding area.
- Should identify sufficient roads and / or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- Identified metric scale typically 1:1250 or 1:2500.
- Show the direction of north.
- Application site should be edged clearly with a red line.
- Red line should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- Red line should also include any associated works to the highway falling outside of the application site i.e. dropped kerb and new vehicular access or works to the highway.
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning purposes only will be acceptable.



## **Additional guidance**

When using Ordnance Survey mapping for planning applications, the map should:

- NOT be Photocopy or screen grab image.
- NOT be a Land Registry map
- NOT be used for multiple applications
- NOT to be copied from existing OS mapping if using hand drawn maps
- SHOW OS Crown copyright as an acknowledgement
- SHOW the correct licence number

If you require any further information or clarification on Ordnance Survey Licences and Copyright, please contact Ordnance Survey Helpdesk on – Free phone: 03456 050505.

You can buy a plan from one of the Planning Portal's accredited suppliers

<https://www.planningportal.co.uk/buyplans>

Further guidance on this requirement can be found on GOV.UK

<https://www.gov.uk/guidance/making-an-application#Plans-and-drawings>

[Link back to a simple checklist](#)

## **Any other plans to describe the application – NHV7**

### **Validation Requirement**

Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see [article 7\(1\)\(c\)\(ii\) of the Town and Country Planning \(Development Management Procedure \(England\)](#))

[Link back to a simple checklist](#)

## **Site/Block Plans - Existing and Proposed – LHV8**

### **Validation Requirement**

- Block or Site Plan.
- Based on an up-to-date map.
- Shows the proposed development in relation to the site boundaries and other existing buildings on the site.
- Must show access arrangements.
- Must show all buildings, roads and footpaths on land adjoining the site including access arrangements within 10 metres of the boundary.
- Identified metric scale typically 1:100, 1:200 or 1:500.
- Show the direction of north.
- Should be scaled to fit onto A4 or A3 size paper
- We will not accept plans which have a disclaimer stating 'Do Not Scale'. Similar terms such as 'Not for Measuring', 'Use Provided Measurements Only' or 'All Measurements to Be Confirmed by Architect' will also not be accepted.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning only will be acceptable

## **Should include unless they would NOT influence or be affected by the proposed development**

- All public rights of way (crossing or adjoining the site).
- The position of all trees on the site, and those on adjacent land.
- The extent and the type of any hard surfacing.
- The boundary treatment including walls or fencing where this is proposed.

## **Additional guidance**

When using Ordnance Survey mapping for planning applications, the map should:

- NOT be Photocopy or screen grab image unless you have;
  - An annual licence to make copies; or
  - A bulk copy arrangement; or
  - Have purchased the site-specific map from the Planning Portal for the purposes of attaching to a planning application, appeal or representation.
- NOT be a Land Registry map
- NOT be used for multiple applications
- NOT to be copied from existing OS mapping if using hand drawn maps
- SHOW OS Crown copyright as an acknowledgement
- SHOW the correct licence number

If you require any further information or clarification on Ordnance Survey Licences and Copyright, please contact Ordnance Survey Helpdesk on – Free phone: 03456 050505.

You can buy a plan from one of the Planning Portal's accredited suppliers

<https://www.planningportal.co.uk/buyplans>

Further guidance on this requirement can be found on GOV.UK

<https://www.gov.uk/guidance/making-an-application#Plans-and-drawings>

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## **Floor Plans - Existing and Proposed – LHV9**

### **Validation Requirement**

- Label plans clearly and logically, for example, by showing the room names.
- Show internal divisions within the building.
- Clearly show existing layout and proposed layout for example through use of different coloured lines accompanied by a key to describe each.
- Show 45 degree line in relation to the proposal from nearest neighbour(s) habitable window(s).
- Identified metric scale typically 1:100, 1:200 or 1:500.
- Should be scaled to fit onto A4 or A3 size paper.
- We will not accept plans which have a disclaimer stating 'Do Not Scale'. Similar terms such as 'Not for Measuring', 'Use Provided Measurements Only' or 'All Measurements to Be Confirmed by Architect' will also not be accepted.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning only will be acceptable.

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## **Elevation Plans - Existing and Proposed – LHV10**

### **Validation Requirement**

- All elevations must be clearly and logically labelled, for example front or rear elevation and given titles which refer to their content.
- Clearly show existing and proposed elevations for example through use of different shading or colour accompanied by a key to describe each.
- Where any proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.
- Where an existing building is being extended or altered, the whole of any existing elevation that is being extended or altered must be shown, not just part of it.
- Identified metric scale typically 1:100, 1:200 or 1:500.
- Should be scaled to fit onto A4 or A3 size paper.
- We will not accept plans which have a disclaimer stating 'Do Not Scale'. Similar terms such as 'Not for Measuring', 'Use Provided Measurements Only' or 'All Measurements to Be Confirmed by Architect' will also not be accepted.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning only will be acceptable.

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## **Street-scene Plans - Existing and Proposed – LHV11**

### **Validation Requirement**

- Show existing and proposed front elevations on street-scene plans and relationship with adjoining and adjacent properties where a proposal includes substantial changes to the main elevation and/or includes any change to the main roof that would be visible within the street scene.
- Show any changes in land levels between application site and adjoining or adjacent properties.
- Clearly annotate existing and proposed eaves and ridge heights where a proposal involves any change to the main roof.
- Clearly label each elevation.
- Identified metric scale typically 1:100, 1:200 or 1:500.
- Should be scaled to fit onto A4 or A3 size paper.
- We will not accept plans which have a disclaimer stating 'Do Not Scale'. Similar terms such as 'Not for Measuring', 'Use Provided Measurements Only' or 'All Measurements to Be Confirmed by Architect' will also not be accepted.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning only will be acceptable.

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## **Site Section Plans – LHV12**

### **Validation Requirement**

- Show any proposed changes to site levels over 0.3 metres within the application site.
- Show any relationship with adjoining changes in land levels.
- Show a cross section(s) through the proposed building(s) and/or extension(s).

- Identified metric scale typically 1:100, 1:200 or 1:500.
- Should be scaled to fit onto A4 or A3 size paper.
- We will not accept plans which have a disclaimer stating 'Do Not Scale'. Similar terms such as 'Not for Measuring', 'Use Provided Measurements Only' or 'All Measurements to Be Confirmed by Architect' will also not be accepted.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning only will be acceptable.

[Link back to a simple checklist](#)

## **Vehicle Parking Plans - Existing and Proposed – LHV13**

### **Validation Requirement**

- Showing existing and proposed vehicle parking spaces measuring 2.4m by 4.8m each within the application site.
- Identified metric scale typically 1:100, 1:200 or 1:500.
- Should be scaled to fit onto A4 or A3 size paper.
- We will not accept plans which have a disclaimer stating 'Do Not Scale'. Similar terms such as 'Not for Measuring', 'Use Provided Measurements Only' or 'All Measurements to Be Confirmed by Architect' will also not be accepted.
- We will accept the use of disclaimers which state that the plans can only be used for Local Authority purposes or for planning only will be acceptable.

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## **Heritage Statement – LHV14**

### **Validation Requirement**

- Describe the significance of any heritage assets affected, including any contribution made by their setting.
- Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.

Please refer to the separate published detailed guidance note for further guidance.

[Link back to a simple checklist](#)

## **Tree Surveys & Arboricultural Implications Assessment – LHV15**

### **Validation Requirement**

- Survey and appraisal of trees on the application site and adjoining land consistent with the standards set out in British Standard 5837:2012.
- A tree survey in table and plan form in accordance with the provisions of B.S.5837:2012 Trees in Relation to Design Demolition and Construction – Recommendations must be provided showing the condition, location and constraints of all trees on and adjacent to the site.
- Trees which are to be retained and removed should be clearly marked on a Tree Protection Plan (TPP) and the Proposed Site/Layout Plan, illustrating root protection areas.

- Arboricultural Method Statement and Tree/hedge Protection Plan (TPP) should be provided detailing the measures to be taken to protect all trees proposed to be retained on the submitted drawings accompanied by schedules of any necessary facilitative tree work. Details of special construction techniques and any other special measures required to retain trees should be included.
- Schedule of tree works/pruning to retained trees in accordance with B.S.3998: 2010 Tree Work – Recommendations should be included.

Please refer to the separate published detailed guidance note for further guidance.

[Link back to a simple checklist](#)

## **Bat Preliminary Roost Assessment and Ecological Survey(s) – LHV16**

### **Validation Requirement**

- Include existing and proposed site plans.
- Up-to-date site photographs.
- Desktop study.
- Up-to-date best practice guidelines for survey and reports should be adhered to and referenced. Where deviation/s or limitation/s have occurred, these should be clearly justified within the submitted report.
- Field Survey:
  - o Undertaken by an appropriately qualified and experienced person.
  - o Details of the survey methodology undertaken.
  - o Conducted at an appropriate time of year and undertaken within last survey season.
  - o Appropriate surveys for the development undertaken.
- An assessment determining the results of the field survey, proposed mitigation and whether further survey work is required.
- Should a Natural England License be required after planning approval, a detailed response to the three tests under the Conservation of Natural Habitat and Species Regulations 2010 (See Annex 9 in the Council's published Natural Environment SPD) will be required.
- Any proposals for enhancements of biodiversity. This could include the incorporation of bat and bird boxes within the building or within the wider application site.

Please refer to the separate published detailed guidance note for further guidance.

[Link back to a simple checklist](#)

## **Flood Risk Environment Agency Form – LHV17**

### **Validation Requirement**

Applicants should use the Environment Agency's published advice for minor extensions to complete the form published alongside this checklist for a minor extension falling within Flood Zones 2 or 3. Any necessary flood mitigation measures will usually be included as a condition on any approval of your planning application.

A minor extension is defined as a household or non-domestic extension with a floor space of no more than 250 square metres.

Standing advice:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions>

The published Flood Risk form is produced by the Environment Agency. Walsall Council cannot provide this form in any other format and you may wish to print and complete the form in writing and then scan it and submit it electronically to Walsall Council as part of the overall planning application submission.

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**Development Management**

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