

HARLOW CHECKLIST- APPLICATION FOR FULL PLANNING PERMISSION – HOUSEHOLDER

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. We require you to submit your application online using the Planning Portal. This also provides detailed advice concerning whether your proposal requires planning permission.

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

If an application is submitted without meeting these requirements, it will not be validated and will be returned to you. We will prioritise the processing of valid applications. The guidance below provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

NB - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application.

National List of Requirements

<p><i>Completed application form</i></p>	<p>The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission. Examples of descriptions are provided at the end of this note.</p> <p>Applications relating to existing single houses (including works within their curtilage) should use the Householder application form.</p> <p>Applications relating to alterations to existing flats or maisonettes must use the Full application form.</p> <p><u>Incomplete application forms will invalidate the application and will delay the process.</u></p>
<p><i>Certificate and Agricultural Land Declaration</i></p>	<p>The completed ownership certificate (A, B, C or D) as appropriate.</p> <p><u>Guidance</u> If sole owner of the property Certificate A is completed, a notice is not required</p>

	<p>If somebody else owns the property Certificate B is completed, Notice 1 is required If one or more owners of the property cannot be identified Certificate C is completed, Notices 1 and 2 are required If none of the owners can be identified Certificate D is completed, Notice 2 is required</p> <p>You must complete and submit only one certificate with your application. Please note that if the pavement in front of your home is included in the application boundary, Certificate B must be completed and notice served on the Highways Authority (Essex County Council) if you are not the owner of the pavement.</p> <p>Please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid.</p> <p>Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk</p>
<i>Site location plan</i>	<p>The site location plan must:</p> <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking) • show any other land within the applicant's control edged in blue

<p><i>Plans and drawings or information necessary to describe the subject of the application</i></p>	<p>Block Plans: existing and proposed at 1:200 or 1:500 scale Floor Plans: existing and proposed, including roof plans, at 1:50 or 1:100 scale Elevations: existing and proposed at 1:50 or 1:100 scale Sections: showing finished floor and site levels at 1:50 or 1:100 scale</p> <p>The existing and proposed situation can be shown on the same drawing where clearly depicted.</p> <p>Block Plans are required for all applications, except for window replacements and alterations to roofs. Block Plans must show at least the properties on either side and to the rear as well as existing and proposed features e.g. roads, parking areas, footpaths, landscaping (including the extent and type of hard surfacing), boundary treatments including walls and fences where proposed, trees, buildings and other structures (e.g. cycle and refuse stores).</p> <p><u>General plan requirements</u></p> <p>All submitted plans and drawings must:</p> <ul style="list-style-type: none"> - include a title and drawing number (with the relevant revision number as necessary); - show the direction of north - be drawn to a recognisable scale (e.g. 1:50, 1:100, 1:200)
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	<ul style="list-style-type: none"> - include key written dimensions and a scale bar showing a length of 1metre and 5 or 10 metres - state at which paper size the scale applies e.g. scale 1:200 at A3 - show the proposed development in relation to neighbouring properties <p>This information is required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p> <p>We encourage you to group application drawings together within single pdf documents, based upon the type of drawings (e.g. existing floorplans, or proposed floorplans & elevations together). For small scale proposals (e.g. related to a single building), it can be helpful to show existing and proposed situations on one drawing.</p> <p>Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.</p>
<i>Correct Fee</i>	<p>Please follow this link which sets out the fees for applications:</p> <p>https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</p>

Local List of Requirements

<i>Flood Risk Assessment</i>	<p><u>When required</u> All domestic extensions in Flood Zones 2 and 3. Your property's flood zone can be checked at the following website: https://flood-map-for-planning.service.gov.uk/</p> <p><u>Minimum requirements</u> Completed Flood Risk Questionnaire, which can be downloaded from the Council's website at the following link:</p> <p><u>Guidance</u> More detailed guidance on the content of FRAs can be found on the following link: https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</p>

<p><i>Heritage Statement</i></p>	<p><u>When required</u> Required for all developments within conservation areas or relating to listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications.</p> <p><u>Minimum requirements</u> Applications must be accompanied by a description of the significance of the heritage asset affected, the contribution of the setting to that significance, the impact of the proposals on the significance. Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement explaining the principles for the works.</p> <p>The amount of detail provided should be proportionate to the importance of the asset. Applications, where the extent of the proposal's impact on the significance of any heritage assets affected cannot be adequately understood from the application and supporting documents, will not be validated. Photographs may be helpful in support of applications affecting conservation areas and listed buildings.</p>
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<p><i>Tree survey/Arboricultural Assessment</i></p>	<p><u>When required</u></p> <p>All applications where there are trees within the application site, or on land adjacent that would influence or be affected by the development (including street trees)</p> <p>A tree survey will require information prepared by a qualified arboriculturist and shall include the following:</p> <ul style="list-style-type: none"> • details of the existing species, spread, roots and position of trees • details of any trees that will be felled as part of the proposed development • details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction and • plans and documents outlined in accordance with the British Standards 5837 (2012) including, a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan. <p>An Arboricultural Implications Assessment will need to:</p> <ul style="list-style-type: none"> • consider the tree/building relationships that will be produced at the end of the project. • identify issues that will be faced during demolition of the existing buildings and construction of the new ones. • identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located. • show clearly all the trees to be retained and those to be felled. • show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage. • Show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction. <p>The report should be undertaken by a competent person, in line with BS5837.</p>
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Guidance on writing the description of development -some examples below:

Construction of a single storey rear extension Construction of a 2 storey extension to rear Construction of a single storey side return extension

Construction of a rear dormer roof extension and installation of 1 roof light in the front roof slope

Construction of a mansard roof extension including raising of the existing parapet walls

Erection of summer house in the rear garden Creation of basement and lightwell to the rear