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Wiltshire Council
Where everybody matters

Householder Validation Checklist

(Those involving extending a dwelling or erecting/altering an outbuilding or the access to the dwelling)

National Requirements -Plans

Location Plan ☑

Scale 1:2500 or 1:1250

When required

All applications

What information is required?

- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: Communities and government validation guidance

Site Plan ☑

Scale 1:500 or 1:250/1:200/1:100

When required

All applications

What information is required?

- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.
- Written dimensions, including those to the boundary, should be shown.
- Any trees or public rights of way affected by the development should be shown
- Any new boundary walls or fencing proposed as part of the development

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: Communities and government validation guidance

Other Documents

Application Form ☑

When required

All applications

What information is required?

Completion of the forms, further guidance is available to download Householder guidance

Ownership Certificate ☑

When required

All applications

What information is required?

Completed Certificate stating the ownership of the application site

Where to look for further assistance

The Certificate is part of the planning application form and details on how to complete it are included in the application forms and guidance notes available on the Council's web site.

What information is required?

Where a third party own all or part of the application site, Notice of the application must be given to them
You can download a copy of the notice under article 6 on the Council's website

Fee ☑

When required

Planning applications incur a fee

What information is required?

The correct fee

Planning Policy and Where to look for further assistance

Full details can be found on the Council's web site or in Government Circular 04/2008

Local Requirements – Plans *All plans must include a scale bar*

Existing Elevations ☑

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed

What information is required?

Drawings that clearly show the existing appearance of the building

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Proposed Elevations ☑

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed; when new buildings, such as garages are proposed

What information is required?

These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Existing & Proposed Floor Plans ☑

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed

What information is required?

These should highlight any walls to be demolished and show the uses of the any proposed new rooms

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Existing & Proposed Roof Plans ☑

Scale 1:100 or 1:50

When required

Where any roof is being altered and the change cannot be adequately shown on the elevation plans

What information is required?

The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Site Sections ☐

Scale 1:100 or 1:50

When required

When a change in level is proposed eg on a sloping site

What information is required?

These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Parking Plan ☐

Scale 1:100

When required

Only when the proposals involve the conversion of a garage to living space or building over a parking space

What information is required?

Drawing showing proposed parking arrangements

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Other Documents

Flood Risk Assessment ☐

When required
When the development is within Flood zone areas 2 or 3
What information is required?
Flood Risk Assessment
Policy Drivers and Where to look for further assistance
Detailed Guidance from the Environment Agency can be found at:
http://www.environment-agency.gov.uk/research/planning/82584.aspx

The site also shows flood risk areas

National Planning Policy Framework paragraphs 100 to 104

Ecological Assessment/ Protected Species survey ☐

When required
Find out if your application needs to be supported by an ecological survey, by entering details in our guidance form here: https://survey.wiltshire.gov.uk/snapwebhost/s.asp?k=163404241874 . The form is a guide only and may not pick up all ecological constraints relevant to your application.

What information is required?
This depends on the proposal details and site context. Support can be found here:
www.wiltshire.gov.uk/planning-bio-ecological-survey

Planning Policy and Where to look for further assistance
Advice can be found on the Council's web site here Biodiversity and Development
and in the list of documents available to download here www.wiltshire.gov.uk/planning-bio-ecological-survey .