

South Holland District Council

Local List

A Guide to the Validation of Householder Applications

2019



Introduction

This document is for use by applicants and agents intending to submit a householder application.

The purpose of the List is to set out both the national mandatory requirements and local requirements for making a valid householder application.

* Please note that this is a shortened version of the full checklist and is for householder applications only. Please see the full checklist for all other types of application.

The Validation Process

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare that there is something missing from the application and this will make it invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within 3 working days of receiving your application for minor and other applications and 5 working days for major developments. If you do not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Article 12) sets out the procedure if there is disagreement regarding the information required to make an application valid. If we do not hear from you within 21 days, or the requested information is not received, your submitted application and any associated documents will be returned to you.

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy or the planning fee is returned as unpaid, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

The time period from application to decision begins the day after a valid planning application and the correct fee (where a fee is payable) has been received. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. The day a valid application is received counts as day zero. Applications will be marked with the date of receipt from their valid date. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

A. National Mandatory Requirements

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) sets out a number of mandatory requirements that apply to planning applications across England and Wales. Further information about these requirements is set out below.

1. The Application Form

All householder applications need to be made using the national householder application form.

We recommend you submit your application electronically via the [Planning Portal](#) but applications will also be accepted by email (planningadvice@sholland.gov.uk). If, however, you would prefer to submit a paper copy, forms can be downloaded from the [Planning Portal](#).

2. The Correct Fee

The correct fee must accompany all householder applications. The current fee for a householder application can be viewed [here](#). Payment of application fees can also be made via the Planning Portal, by cheque or over the phone by credit or debit card (01775 764723).

3. Site Location Plan

All planning applications must be accompanied by a copy of a site location plan. This should:

- Be based on an up-to-date map;
- Be at a scale of 1:1250 or 1:2500;
- Show the direction of north;
- Show at least two named roads wherever possible;
- Show surrounding buildings which are named and numbered;
- Clearly identify the application site with a red edge. This should include all land necessary to carry out the proposed development - This means that the red line must link to a highway; and
- Show any other land in the ownership of the applicant which is close to or adjoining the application site in blue; and
- Include a drawing number for identification purposes.

4. Site Layout Plan/Block Plan and Other Plans

A site plan is required for all applications. It should be drawn at a scale of 1:500 or 1:200 and accurately show:

- The direction of north;
- The proposed development in relation to the site boundaries and other existing buildings and features on the site, with written/annotated dimensions between new buildings and site boundaries;
- All the buildings, roads and footways on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;

- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

Where elevation plans and/or floor plans are required, these should be drawn at a scale of 1:100 or 1:50. The specific requirements for these types of plans are set out in more detail in Table 1.

All plans should include a drawing number for identification purposes.

5. Ownership Certificate and Agricultural Holdings Certificate

All householder applications must be accompanied by a completed ownership certificate.

The following certificates must be completed depending on the circumstances:

- Certificate A – if the applicant owns the application site;
- Certificate B – if part of the site is owned by someone other than the applicant;
- Certificate C - if part of the site is owned by persons unknown;
- Certificate D - if the entire site is owned by persons unknown.

Notice must be served on any owners of the site (other than the applicant) in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO).

An 'owner' is considered to be anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

An Agricultural Holdings Certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

Please ensure that the date given at the Declaration section at the end of the application form does not pre-date the date of submission of the application.

B. Local Requirements

In addition to the mandatory national requirements, householder applications must include information specified in the Council's Local List where it is relevant to the development proposed. The table below captures the majority of types of documents and additional information that may be required to accompany a householder application.

General Advice and Guidance

Where a technical report is required, this should be prepared by a suitably qualified competent person/organisation with acknowledged experience in undertaking this type of work. Surveys/assessments should be up-to-date and no more than 2 years old.

Pre-application Discussions

The Council encourages applicants to contact the Development Management team as early as possible and to engage in pre-application discussions. This can be beneficial in helping applicants to avoid unsuccessful applications, to improve the quality of their schemes and to ensure the correct plans and documents are submitted with their application. This can also save considerable time and avoid the need for repeat applications or appeals.

When pre-application advice is sought and given, the applicant will be expected to show how regard has been made to that advice in the formal application.

Please note that if your proposal lies within 20m of a Main River or flood defence you should contact the Environment Agency as you may also require a permit from them to undertake the works.

Table 1 – Local List

Requirement	Type of application	What is required
Plans		
Existing and proposed elevations	Required for all householder applications where: <ul style="list-style-type: none"> - New elevations are proposed; and/or - Existing elevations are altered. 	These should: <ol style="list-style-type: none"> a. Be drawn to a recognised metric scale, preferably 1:50 or 1:100; b. Include written/annotated external dimensions of new buildings/extensions c. Explain the proposal in detail; d. Show details of the existing building and those for the proposed development; e. Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors; f. Correspond exactly with the plan drawings; and g. Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any window or door openings on each building.
Existing and proposed floor plans	Required for all householder applications where new floorspace is proposed.	These should: <ol style="list-style-type: none"> a. Be drawn to a recognised metric scale, preferably 1:50 or 1:100; b. Include written/annotated external dimensions of new buildings/extensions; c. Explain the proposal in detail; d. Clearly show any existing walls or buildings to be demolished; and e. Show the development in context with any adjacent buildings (including property numbers where applicable).
Existing and proposed site sections and finished floor and site levels	Required for all householder applications: <ul style="list-style-type: none"> - Where a proposal involves a change in ground levels; and/or - On sloping sites. 	Where a change in ground levels is proposed, drawings should be submitted to show both existing and finished site and floor levels. On sloping sites, information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed land and buildings. These should: <ol style="list-style-type: none"> a. Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; b. Show a cross section through the proposed building(s); c. Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development; d. Ensure that levels relate to a fixed datum point off site; and e. Include a section of existing/proposed access onto the local road network where applicable.
Roof plans	Required for all householder applications where new roof details are proposed.	These should: <ol style="list-style-type: none"> a. Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and b. Include details of roofing materials, vents etc.

Requirement	Type of application	What is required
Statements, Assessments and Surveys		
Daylight/Sunlight Assessment	<p>Required where there is the potential for significant loss of sunlight/daylight enjoyed by adjoining properties or building(s), including habitable rooms and associated gardens/amenity space.</p> <p>Please note that the requirement will normally only apply when extensions (or outbuildings in certain circumstances) are proposed in close proximity to each other.</p>	<p>The assessment should cover the impact of proposals on adjoining properties or buildings in respect of potential loss of daylight and sunlight.</p> <p>It should be demonstrated that the proposal complies with BS EN 17037:2018 Daylight in buildings.</p>
Ecological Assessment	<p>Required for all householder developments which may, directly or indirectly affect:</p> <ul style="list-style-type: none"> - International Sites (SAC/SPA/ Ramsar); - Sites of Special Scientific Interest (SSSI); - National Nature Reserves (NNR); - Sites of Nature Conservation Interest (SNCI); - Regionally Important Geological Sites (RIGS); - Local Nature Reserves (LNR); - Local Wildlife Sites (LWS); and/or - Priority Habitats (i.e. Those listed under Section 41 of the Natural Environment and Rural Communities Act 2006 <p>Development that could affect protected species or priority habitats, includes (but is not limited to):</p> <ul style="list-style-type: none"> - Applications involving demolition works to an existing building; - Changes of use or alterations that affect roof spaces. - Proposals involving lighting of listed buildings within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water; - Proposals affecting or within 20m of rivers, streams or other aquatic habitats. <p>Where a proposed development is likely to affect species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2017, the Protection of Badgers Act 1992, and / or species of principal importance listed under Section</p>	<p>Any survey should:</p> <ul style="list-style-type: none"> • Be based on up-to-date information and no more than three years old (as stated in the BS 42020:2013 Biodiversity. Code of practice for planning and development) • Accurately identify and record the presence of habitats or biodiversity features and the presence of plants, invertebrates, amphibians, reptiles, birds or mammals (including bats). A Local Environmental Records Centre search should be undertaken; • Assess the impact of the proposed development on any species or habitats identified and demonstrate that any significant impacts (direct or indirect) can be avoided, adequately mitigated, or, as a last resort, compensated for; • Make recommendations for biodiversity net gain. <p>Depending on the results of the initial survey, further surveys may be required and where protected or priority species are known or have a reasonable likelihood of occurring, a detailed Protected Species Survey must be carried out by a suitably qualified person.</p> <p>All reports must comply with BS42020: 2013 Biodiversity (Code of practice for planning and development).</p>

Requirement	Type of application	What is required
	<p>41 of the Natural Environment and Rural Communities Act 2006 the applicant should submit an up-to-date Protected Species Survey and assessment.</p> <p>Where a proposed development is likely to affect designated sites and priority habitats, the applicant must submit an Ecology Survey and Assessment.</p>	
Heritage Statement	<p>Required for all applications:</p> <ul style="list-style-type: none"> a. To alter or extend a listed building; b. In Conservation Areas; and/or c. That have a material impact on the setting of a listed building, a locally listed building or other designated or non-designated heritage asset (such as a Registered Park and Garden or Scheduled Ancient Monument). 	<p>The degree of detail provided in the Assessment should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings will require greater detail than for example, the replacement of a boundary wall in a conservation area. Paragraph 187 of the NPPF states that as a minimum, the relevant historic environment record, held by Lincolnshire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>A Heritage Statement should include:</p> <ul style="list-style-type: none"> a. An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be affected by the proposed development and assess their heritage significance, and in particular, assess the significance of those parts of the building/site affected by the proposed works. The description of the asset(s) should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the potential impact of the proposals on the significance. Well captioned photographs and other illustrations are very useful as a substitute for text and can help to keep a statement concise and to the point. b. A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule, method statement and/or specification of works. c. An objective evaluation of the impacts of the proposals on the significance of the heritage asset and/or its setting d. Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the assessment provides an opportunity to explain what issues you consider weigh in favour of the proposal(s). e. Photographs comprising: a general image showing the building in context (incl. neighbours, streetscene or landscape); single image of each elevation where practical; detailed images of items/areas to be altered/removed/demolished. (This is especially relevant to window replacement applications). f. Details should be provided of any changes to the internal layout. e.g. new doors or staircases. Drawings of new doors or windows will need to be provided at a scale of not less than 1:20
Lighting Assessment	Required for applications involving external lighting	A lighting assessment should include:

Requirement	Type of application	What is required
	(such as floodlighting) near sensitive areas such as residential properties, a listed building or a conservation area, protected wildlife or open countryside.	<ul style="list-style-type: none"> a. Details of the positioning, heights, beam orientation, intensity (measured in lux) and the design of the lights; b. The proposed hours the lighting would be switched on; and c. An explanation of how the lighting scheme has been designed to avoid light spillage, glare and nuisance into or onto surrounding properties or sensitive areas.
Parking Arrangements	Required for all applications that generate a need for parking provision or will result in the loss of existing parking provision. For example, proposals that result in the creation of additional bedrooms may require additional parking provision, in accordance with Appendix 6 of the South East Lincolnshire Local Plan (2019).	Details of existing and proposed vehicle and cycle parking arrangements. To include information on number and type of parking spaces to be provided.
Tree Survey	Required for all householder applications affecting trees within or adjacent to the application site.	<p>You will need to provide information about:</p> <ul style="list-style-type: none"> a. The species, spread, roots and position of trees; b. Which trees you are proposing to fell and which are to be retained; c. Which trees will be affected in any way by the proposed development; and d. The measures that will be used to protect them during construction. <p>The information will need to be provided in accordance with the current edition of British Standard BS5837 and should include:</p> <ul style="list-style-type: none"> a. A tree survey; b. A tree constraints plan; c. An arboricultural implications assessment; and d. An arboricultural method statement including a tree protection plan. <p>This information should be prepared by a qualified arboriculturalist using the methodology set out in the British Standard. This should help to ensure that development is suitably integrated with trees and the potential conflicts are avoided.</p>