

### **Validation Checklist 1 – Works to a dwelling house**

- Householder application for works or extension to a dwelling
- Householder application for works or extension to a dwelling and application for relevant demolition in a Conservation Area
- Householder application for works or extension to a dwelling and Listed Building Consent

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

The "Validation Requirements Guidance Notes" include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

<b>NATIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
1. Completed application forms  The form must include data required by the Greater London Authority	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications. See Guidance Notes for Barnet additional fees
4. Design and Access Statement	Where development: <ul style="list-style-type: none"><li>• involves additional floor space of 100 sq m or more in a conservation area, or</li><li>• The property is a listed building</li></ul>
5. An Ordnance Survey location plan <ul style="list-style-type: none"><li>• Showing the property in relation to its surroundings</li><li>• Showing the boundaries of the property marked by a red line</li><li>• Other land owned by the applicant marked by a blue line</li><li>• Scaled at 1:1250</li><li>• Showing road names and direction of north</li></ul>	All applications

6. 3 copies of plans, drawings and information necessary to describe the development	All applications
<b>BARNET ESSENTIAL REQUIREMENTS</b>	<b>THRESHOLD</b>
<p><b>1. Plans and documents</b></p> <ul style="list-style-type: none"> <li>Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, ideally at A3 scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</li> <li>For 'major' applications 3 copies are required, with one set at A3 size plus 3 CDs with all documents on them.</li> <li>For electronic submissions, individual file sizes should not exceed 20MB, should be in PDF format and be named. <u>A scale bar must be included</u></li> </ul>	All applications
<b>2. CIL Form</b> Community Infrastructure Levy additional Information form	All applications
<p><b>3. Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>showing trees within 15m of extension</li> <li>Each sheet must have a drawing reference number and include the site address</li> <li>At a scale of :1:50 or 1:100</li> <li><u>Original</u> floor plans required for applications for extension/development of</li> </ul>	All applications

<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) showing boundaries, other buildings on the site, trees within 15m and buildings on adjoining sites</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> <li>• sections (unless only minor elevational changes)</li> <li>• for applications involving replacement windows in a conservation area, a window schedule with elevations and cross-section detail (existing and proposed) drawings at scale 1: 10 or 1:5. Drawings should confirm that no external trickle vents are proposed.</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed)</li> </ul>	<p>All applications</p>
<p><b>MAY BE REQUIRED</b></p>	<p><b>THRESHOLD</b></p>
<p><b>5. Heritage Statement</b></p>	<p>A statement (proportionate to the development proposal) is required for extensions and alterations to Listed Buildings. For positive buildings, locally listed buildings and buildings in a conservation area, heritage issues can be included in the Design and Access statement where one is required. Otherwise a Heritage Statement will be required. The Council has produced specific guidance on requirements for Listed</p>
<p><b>6. Tree survey and arboricultural statement</b></p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).</p>
<p><b>7. Proposed landscaping</b></p>	<p>Developments in conservation areas or affecting the setting of listed buildings. May be required where adjacent to a watercourse.</p>

<b>8. Parking Layout</b>	Required where proposal involves the conversion of a garage to a habitable room or for the provision of hardsurfacing in a conservation area (for further guidance refer to Barnet's Residential Design Guidance SPD)
<b>9. Flood Risk Assessment (FRA) and Sustainable Drainage (SUDS)</b>	<p>An FRA which follows the Standing Advice for Minor Extensions (set out in the Planning Practice Guidance) required where location in flood zone 2 or 3. within 20m of the top of the bank of a main river.</p> <p>(If works are being undertaken within 5m of an ordinary watercourse or any culverting to the watercourse is proposed, Ordinary Watercourse Consent is required).</p> <p>Evidence of SUDS will be required where there is an increase in land covered by impermeable surfacing or where</p>
<b>10. Ecological Assessment</b>	Required where near known (or reasonable likelihood) of habitats of a protected species. Development proposing removal/ partial demolition of a roof will require a Bat Roost Assessment.
<b>11. Land contamination assessment</b>	Required where known issues. Seek advice from Planning service
<b>12. Noise Impact assessment</b>	Required for air-conditioning units and most micro-generation technologies. Seek advice from Environmental Health – Scientific Services
<b>13. Sunlight and Daylight Assessment</b>	Required only in exceptional cases where development may have significant impacts on neighbouring properties. Seek advice from Planning Service. (for further guidance refer to Barnet's Residential Design Guidance SPD)
<b>14. Fire Safety Information</b>	A Reasonable Exception Statement to include the information required in Form 4 is required as set out in the London Plan Fire Safety Guidance
<b>15. Existing and proposed street scene 1:200</b>	Advised particularly for applications in conservation areas or listed buildings
<b>16. Photographs and photomontages</b>	Advised particularly for applications in conservation areas or listed buildings