

# Appendix 3: VC2 Draft Householder Validation Checklist 2024

## (VC2) - HOUSEHOLDER APPLICATION FOR WORKS OR EXTENSION TO A DWELLING VALIDATION CHECKLIST

The following details must be submitted with your application to allow it to be registered as a valid planning application. Failure to submit any of the requirements will render your application invalid and it will not be registered. Where an application is not accompanied by 'Local Checklist' requirements, a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive, and the local planning authority reserve the right to request further information post-validation. A valid planning application may still be refused on the grounds of inadequate information.

SUPPLEMENTARY GUIDANCE is available on the Council's website which gives more detail of some of these requirements.

### NATIONAL REQUIREMENTS

#### APPLICATION FORM

- Correct National Standard Application Form **(1 original copy unless submitted electronically)**
- All signed and dated
- All relevant questions answered correctly

#### CERTIFICATES

- Ownership Certificate and Agricultural Land Declaration Completed**

- Correct certificate - A, B, C or D as required

#### PLANS

1 original copy of all plans **(unless submitted electronically)** and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate

- Location Plan at a scale of 1:1250 or 1:2500 to show:**

- The direction of North
- Application site edged red/other land owned by the applicant edged blue
- Wherever possible, at least 2 named roads and surrounding buildings

- Site Plan at a scale of 1:500 or 1:200 to show:**

- The direction of North
- The development in relation to site boundaries and existing buildings on the site with written dimensions.
- All buildings, roads and footpaths 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 which could be affected by the development
- The extent of any hard surfacing
- Boundary treatment where proposed
- All public rights of way crossing or adjoining the site

<input type="checkbox"/> <b>Block Plan at a scale of 1:100 or 1:200 to show:</b>
<ul style="list-style-type: none"> <li>• Any site boundaries</li> <li>• The position of any building or structure on the other side of such boundaries</li> <li>• The type and height of boundary treatment</li> </ul>
<input type="checkbox"/> <b>Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:</b>
<ul style="list-style-type: none"> <li>• The works in relation to what is already there</li> <li>• All sides of the proposal (blank elevations should also be included)</li> <li>• Where possible, the proposed building materials and the style, materials and finish of the windows and doors</li> </ul>
<input type="checkbox"/> <b>Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:</b>
<ul style="list-style-type: none"> <li>• Where existing walls or buildings are to be demolished these should be clearly shown</li> <li>• Details of the existing building(s) as well as the proposed development</li> <li>• New buildings in context with adjacent buildings</li> </ul>
<input type="checkbox"/> <b>Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100:</b>
<ul style="list-style-type: none"> <li>• Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.</li> <li>• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development</li> <li>• In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the new development would be modified</li> </ul>
<input type="checkbox"/> <b>Roof Plan:</b>
<ul style="list-style-type: none"> <li>• Where appropriate, at a scale of 1:50 or 1:100 to show the proposed roof form and details such as the roofing material and their location</li> </ul>
<b>APPROPRIATE FEE</b>
<input type="checkbox"/> For guidance refer to Planning Portal / Website ( <a href="http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a> )
<b>DESIGN AND ACCESS STATEMENT</b>
<input type="checkbox"/> Development in a Conservation Area comprising of a building or buildings with a floor space of 100 square metres or more <input type="checkbox"/> Is a Listed Building

## **LOCAL REQUIREMENTS**

<input type="checkbox"/> <b>Archaeological Assessment</b>
<ul style="list-style-type: none"> <li>• When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest, a scheduled monument, archaeological site of national importance, or area of archaeological interest</li> </ul>
<input type="checkbox"/> <b>Community infrastructure levy (CIL)</b>
<ul style="list-style-type: none"> <li>• When the alteration or extension includes 100sqm of floorspace or over, the submission of the CIL 'Planning Application Additional Information Requirement Form' (Form "zero")  <a href="https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/community-infrastructure-levy.aspx">https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/community-infrastructure-levy.aspx</a> </li> </ul>

<input type="checkbox"/> <b>Ecological and Geological Conservation Statement when:</b>
<ul style="list-style-type: none"> <li>• The development affects any of the designated sites (SSSI's, Local Wildlife sites etc) identified in the relevant development plan, or</li> <li>• The application involves any of the types of development identified in Table 1 of the <u><a href="https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/planning_constraints/planning_constraints.aspx">Guidance on Local Requirements: Biodiversity and Geodiversity Conservation Statement</a></u>. <a href="https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/planning_constraints/planning_constraints.aspx">https://www.cheshireeast.gov.uk/planning/view_a_planning_application/making_a_planning_application/planning_constraints/planning_constraints.aspx</a></li> </ul>
<input type="checkbox"/> <b>Flood Risk Assessment where:</b>
<ul style="list-style-type: none"> <li>• Property is located in flood zone 2 or 3 and / or the site suffers from critical drainage issues (detailed guidance from the Environment Agency can be checked at: <a href="http://www.environment-agency.gov.uk/research/planning/82584.aspx">http://www.environment-agency.gov.uk/research/planning/82584.aspx</a> and local flood risk can be checked at: <a href="https://flood-warning-information.service.gov.uk/long-term-flood-risk/map?easting=379172&amp;northing=355094&amp;address=100010065642&amp;map=SurfaceWater">https://flood-warning-information.service.gov.uk/long-term-flood-risk/map?easting=379172&amp;northing=355094&amp;address=100010065642&amp;map=SurfaceWater</a></li> </ul>
<input type="checkbox"/> <b>Heritage Statement (statement of significance) when:</b>
<ul style="list-style-type: none"> <li>• The development affects a designated or non-designated heritage asset or its setting</li> <li>• Includes works either in or in proximity to Conservation Areas, listed buildings and structures, locally listed buildings, scheduled monuments, historic parks and gardens and historic battlefields</li> </ul>
<input type="checkbox"/> <b>Green Belt / Open Countryside Statement when:</b>
<ul style="list-style-type: none"> <li>• The development involves extensions and alterations to buildings outside of settlement boundaries and are located in the Green Belt / Open Countryside</li> </ul>
<input type="checkbox"/> <b>Noise Statement when:</b>
<ul style="list-style-type: none"> <li>• Air source heat pump is proposed</li> </ul>
<input type="checkbox"/> <b>Parking &amp; Access arrangements</b>
<ul style="list-style-type: none"> <li>• Details of existing and proposed parking provision and access arrangements</li> </ul>
<input type="checkbox"/> <b>Structural Survey when:</b>
<ul style="list-style-type: none"> <li>• The proposal involves the total or substantial demolition of a listed building and/or associated curtilage buildings or structures</li> <li>• Where the proposal involves total or substantial demolition of a building or structure in a conservation area</li> <li>• Where the proposal involves total or substantial demolition of a locally listed building</li> </ul>
<input type="checkbox"/> <b>Tree Survey/Arboricultural Implications - An arboricultural statement is required (in accordance with the latest requirements BS5837:2012) where:</b>
<ul style="list-style-type: none"> <li>• There is a tree(s) on the site subject to a Tree Preservation Order (TPO)</li> <li>• The site is within a Conservation Area</li> <li>• If the stem of any tree is within 15 metres of any proposed development</li> </ul>