

## Validation Checklist

### Application requirements for a Householder application for planning permission for works or extension to a dwelling and Listed Building Consent

Applications can be submitted electronically using the Planning Portal website  
([www.planningportal.gov.uk](http://www.planningportal.gov.uk))

If you submit the application in paper form, we require  
3 copies of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.	
The correct fee ( <a href="http://www.planningportal.gov.uk/planning/">www.planningportal.gov.uk/planning/</a> )	
Completed <b>Application Form</b>	
Completed <b>Ownership Certificate</b> and <b>Agricultural Land Declaration</b>	
<b>Site Location Plan</b> identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
<b>Block Plan</b> at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed <b>Floor Plans</b> (at a scale of 1:50 or 1:100) to show the internal arrangement and all relevant historical features	
Existing and proposed <b>Elevations</b> (at a scale of 1:50 or 1:100) to show the external changes indicating building materials, finish of doors and windows and relationship to adjoining buildings	

<b>Plans and details</b> of any features such as doors, windows, paneling, fireplaces, plaster mounding or other decorative features that will be affected by the proposed development to an appropriate scale 1:20 or 1:50.	
<b>Heritage Impact Assessment</b> to provide detailed information on the affected part of the Listed Building, with an explanation of how the impact relates to the significance of the Listed Building as a whole.	
<b>Structural Survey</b> where appropriate	
<b>Community Infrastructure Levy Additional Information Form</b> will be required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use.)	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email [conservation@swindon.gov.uk](mailto:conservation@swindon.gov.uk)

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at [validation@swindon.gov.uk](mailto:validation@swindon.gov.uk)

(Revised March 2015)