

Validation Checklist

Application requirements for a Householder application for planning permission for works or extension to a dwelling

Applications can be submitted electronically using the Planning Portal website (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 (www.planningportal.gov.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan 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.	
Block Plan 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 Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Community Infrastructure Levy Additional Information Form 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 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

(Revised March 2015)