

## Validation Checklist – Householder application:

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide one copy of hard documents. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the circumstances of your proposed development.

### National list of requirements

Document	When Required	Guidance Notes & Where to look for further assistance	Policy Driver	Provided (Y/N)
<b>Application form</b>	Required	<p>The application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p> <p><a href="#">Householder application forms (RBBC website)</a></p>	Town and Country Planning (Development Management Procedure Order) 2015 (as amended) - DMPO	
<b>Ownership certificate and agricultural land declaration</b>	Required	<p>The correct ownership certificate and agricultural land declaration must be completed and confirmation that an appropriate notice has been served and/or published on any other owners (and agricultural tenants) as appropriate.</p> <p>For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.</p> <p>Note certificate B should be completed and notice served on adjoining neighbours where a proposed extension ties into an attached neighbour or to Surrey County Council highways in the case of a proposed new vehicle crossover / new access arrangements that adjoin the adopted highway.</p> <p>The completion of the 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.</p> <p><a href="https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration">https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</a></p>	DMPO	

<b>Location plan</b>	Required	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:1250 or 1:2500 (metric).</li> <li>• Be based on an up-to-date Ordnance Survey base</li> <li>• Include the direction of north</li> <li>• Include sufficient named roads to identify the exact location of the site</li> <li>• Include all the surrounding buildings, roads and footpaths on land adjoining the site</li> <li>• Include a red line around all land necessary to carry out the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> <li>• Include a blue line around all other land owned by the applicant close to or adjoining the application site.</li> </ul> <p><a href="#">Example of site location layout and block plan (PDF)</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p>	DMPO	
<b>Relevant fee</b>	Required	<p>Application fees can be paid online via the Council's website, alternatively cheques should be made payable to Reigate and Banstead Borough Council.</p> <p>Applications made through the Planning Portal include a secure online payment facility.</p> <p><a href="#">Standard planning fees document (Planning Portal PDF)</a></p> <p>Please see <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</a> to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	
<b>Design and Access Statement</b>	Required where a site is located in a conservation area <b>and</b> the floorspace created is 100 square metres or more.	<p>A Design and Access Statement should explain the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. It should demonstrate how the design of the development takes the context of the site into account. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.</p> <p><a href="http://www.reigate-banstead.gov.uk/info/20279/making_an_application/117/design_and_access_statements">http://www.reigate-banstead.gov.uk/info/20279/making_an_application/117/design_and_access_statements</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement">https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</a></p>	DMPO	

## Local list of requirements

Document	When required	Guidance Notes & Where to look for further assistance	Policy Driver	Provided (Y/N)
<b>Block plan</b>	<p>Required</p> <p>Exceptions: If there is no change to the building footprint.</p>	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:200 or 1:500 (metric)</li> <li>• Include the direction of north</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>• Show all buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Show all public rights of way crossing or adjoining the site</li> <li>• Show the position of all trees on the site and adjacent land</li> <li>• Show the extent and type of any hard surfacing</li> <li>• Show the type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p> <p><a href="#">Example of site location layout and block plan (PDF)</a></p>	DMPO	
<b>Existing and proposed floor plans</b>	Required	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Show details of the layout of existing building(s) as well as those for the proposed development</li> <li>• Include written dimensions to show overall size of any new buildings or extensions.</li> <li>• Show where existing buildings or walls are to be demolished (if applicable)</li> </ul> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p> <p><a href="http://www.reigate-banstead.gov.uk/downloads/file/427/example_of_existing_floor_plans_and_elevations_pdf">http://www.reigate-banstead.gov.uk/downloads/file/427/example_of_existing_floor_plans_and_elevations_pdf</a></p> <p><a href="http://www.reigate-banstead.gov.uk/downloads/file/428/example_of_proposed_floor_plans_and_elevations_pdf">http://www.reigate-banstead.gov.uk/downloads/file/428/example_of_proposed_floor_plans_and_elevations_pdf</a></p>	DMPO	

<b>Existing and proposed elevations</b>	<p>Required</p> <p>Exceptions: Front elevation not required if extension strictly limited to rear. Side elevation not required if no change to that elevation.</p>	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Show all sides of the existing and proposed development except where no change is proposed to an elevation</li> <li>• Detail positions of the openings on each property</li> <li>• Where the proposed building materials are known these can be shown on the plans</li> </ul> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p> <p><a href="#">Example of existing floor plans and elevations (PDF)</a></p> <p><a href="#">Example of proposed floor plans and elevations (PDF)</a></p>	DMPO	
<b>Existing and proposed roof plans</b>	<p>Required where alterations are being made to a roof or a new roof proposed</p>	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> </ul> <p>Show the shape of the existing and proposed roof, its location and any features such as chimney positions or windows</p>	DMPO	
<b>Existing and proposed site sections and finished floor and site levels</b>	<p>Required where alterations are being made to ground levels or on sloping sites or proposed works below ground level.</p>	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)</li> <li>• Where relevant show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided.</li> </ul> <p><a href="https://www.nda.ac.uk/blog/identify-plans-elevations-sections/">https://www.nda.ac.uk/blog/identify-plans-elevations-sections/</a>  <a href="https://www.designingbuildings.co.uk/wiki/Section_drawing">https://www.designingbuildings.co.uk/wiki/Section_drawing</a></p>	DMPO	
<b>Street scene drawings</b>	<p>Required where there is a change in ridge height</p>	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Be of a scale of 1:100 or 1:200</li> <li>• As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors</li> <li>• Accurately show any differences in levels, including dimensions</li> </ul> <p>Include written dimensions for gaps between buildings</p>	DMPO	
<b>CIL Application Form</b>	<p>Required</p>	<p><a href="https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf">https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf</a></p> <p><a href="https://www.gov.uk/guidance/community-infrastructure-levy">https://www.gov.uk/guidance/community-infrastructure-levy</a></p>	DMPO	

<b>Permission from Copyright holder</b>	Required	<a href="https://www.gov.uk/copyright">https://www.gov.uk/copyright</a> Planning application plans, drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. As such proof of the copyright owner's consent must be provided where drawings or statements, which state they are subject to copyright or not for third party use, are submitted in support of a planning application. This is not defined by planning regulations but falls under copyright legislation.	Designs and Patents Act 1988	
<b>Ecology surveys/reports –</b>	Required where protected species may be affected. E.g. proposed roof enlargements / loss of trees	Where protected and priority species are known or have the potential to be present in addition a Preliminary Ecological Appraisal or Phase 1 Habitat Survey should be carried out to provide an initial assessment of the impact of the proposed development on wildlife. Depending on the results of the initial survey, further protected species surveys may be required. Proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats, should also be included where appropriate.  For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats. The information submitted should also be capable of assessment under the requirements of the Habitat Regulations. The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment	NPPF  CS Policies CS2, CS10, DMP Policy NHE2	
<b>Flood Risk Assessment, (including sequential test and exceptions test where relevant)</b>	Required for all proposals for new development in Flood Zones 2 and 3, except where works do not relate to the ground floor and for development in sites of 1 hectare or greater in Flood Zone. Exceptions: Vehicle crossover, fences	The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.  The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met.  Further guidance on flood risk assessment is set out in the link below, including details of when to follow standing advice and how to undertake a FRA.  <a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a>	NPPF and PPG  CS Policy CS10, DMP Policy CCF2	
<b>Green belt calculations</b>	Required for development within the green belt.	Details of existing and proposed footprint, floorspace and volume to be provided.	CS Policy CS3 DMP Policy NHE5	

<b>Heritage Statement</b>	<p>Required for works to a listed building, a building within a conservation area or other heritage asset.</p> <p>May also be required where a proposal impacts the setting of a historic asset.</p>	<p>A statement which explains what heritage assets are on a proposed development site, why they are significant and how they are affected by the development proposals. Including with respect to the potential impact of the proposal on the assets significance.</p> <p>A heritage asset includes both designated and non-designated assets. They include: Designated heritage assets: Scheduled monuments, Listed buildings, conservation areas, Registered Park and Gardens</p> <p>Non-designated heritage assets: Locally listed heritage assets, Archaeology – Archaeological Notification Areas, other non-designated heritage assets.</p> <p>The findings of the heritage statement should inform the development proposals in order to conserve the heritage assets and avoid or minimise any harmful impact to their significance. The type and amount of information will differ depending on the type of heritage asset and the proposed works. The level of detail should be proportionate to the assets importance.</p>	<p>NPPF para 189</p> <p>CS Policy CS4, CS10</p> <p>DMP policy NHE9</p>	
<b>Tree survey / arboricultural assessment</b>	<p>Required where works are likely to affect trees either on or adjacent to the application site.</p>	<p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.</p> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p> <p><a href="http://www.treesurvey.org/tree-survey/what-is-a-tree-survey/">http://www.treesurvey.org/tree-survey/what-is-a-tree-survey/</a></p>	<p>NPPF</p> <p>CS Policy CS2, CS10</p> <p>DMP Policies DES1, NHE3</p>	
<b>Parking and access arrangements</b>	<p>Required where revised access or parking arrangements are proposed</p>	<p>Applications should detail existing and proposed arrangements for parking and cycle provision, together with access and turning arrangements for vehicles. These details could also be shown on a block plan.</p>	<p>NPPF</p> <p>CS Policy CS17, DMP Policy TAP1</p>	