

Householder Planning Applications Validation Checklist

What is a validation checklist for planning applications?

This document has been produced to help the users of Runnymede Borough Council's Planning Service, and to ensure applications for planning permission are accompanied by all the relevant and complete information. This list was initially published in May 2021, reviewed and republished in December 2024.

Planning decisions can be delayed or refused when applications are submitted without sufficient information to allow the case officer to assess your proposal properly. The checklist comprises a list of documents, and guidance that explains when each document is required to accompany planning applications before they are validated. Where an application is invalid, we will write to explain what information is needed and indicate a period within which it must be provided. Only once an application is validated does the statutory time limit of 8 weeks for the Council to issue a decision on your proposal start.

Whilst guidance is provided for each item, the nature and extent of the information required will depend upon the individual site and proposal. The list is not exhaustive, and it is possible that once an application has been validated, further information may be required during the application. Runnymede Borough Council has an [interactive map](#) that should be considered in conjunction with this document as it provides details of potential planning constraints that may affect your site and therefore affect the type of supporting documents and information that may be required to be submitted. For applications within a Neighbourhood Forum area, please be advised that there may be other requirements following the adoption of a neighbourhood plan. For further advice, please email planning@runnymede.gov.uk

Document	Development Type	More Information	Submitted?
Relevant application form	All	Planning Portal Guidance	
The correct fee	All	Please see the current national fee schedule	
CIL Additional information form	All	Download Form 1 from Planning Portal	
Location Plan – must have two roads and house names/numbers with north arrow and scale	All	Planning Portal- Buy a planning map See Appendix 3.	
Site/ Block Plan showing up to date site and neighbouring houses and specific site features including different land levels, with written dimensions,	All	See Appendix 3.	

north arrow, and scale			
Existing and proposed floor plans scaled at 1:50 or 1:100 and with written dimensions	All	N/A	
Existing and proposed elevations scaled at 1:50 or 1:100 and with written dimensions	All	N/A	
Existing and proposed street views including neighbouring houses at 1:100 or 1:200 with written dimensions	Planning applications which involve raising the eaves and/or ridge and can be viewed from the street		
Existing and proposed roof plans scaled at 1:50 or 1:100 and with written dimensions	All	N/A	
Ownership and agricultural holdings certificate (section 11 of planning application form)	All planning applications.	One of the following Certificates A, B, C and D must be completed stating the ownership of the property: Certificate A: When the applicant is the sole owner. Certificate B: When person(s) other than the applicant are known to own part or all of the application site. Certificates C and D: When not all or none of the owners of the site are known. See Appendix 4	
Part 1 notice	All planning applications if certificate B or C has been completed as part of ownership or agricultural certificate.	See Appendix 4	
Cross sections scaled at 1:50 or 1:100 to show head height under the roof	Planning applications for properties within the Green Belt.	N/A	
Flood Risk Assessment – householder template	Planning applications located within flood zones 2 and 3.	See the Interactive Map on Council's website to find out if your property is in a flood zone. The relevant template can be found here . Flood Risk Assessment Standing Advice- GOV.UK	

Design and access statement	Planning applications over 100 square metres in floor area or more in a designated conservation area.	See the Interactive Map on the Council's website to see if you are in a conservation area. National Design Guide	
Tree Survey/ Arboricultural Statement	Planning applications that could affect trees within or outside of the site, or if there is a Tree Preservation Order (TPO).	You can view whether there are any tree preservation orders on or near your property using the Interactive Map .	
Heritage statement and Archaeology study	Planning applications affecting a listed building or locally listed building, or within a Conservation Area or within Areas of High Archaeological Potential.	You can view whether your property is listed or whether it is in or adjacent to a Conservation Area using the Interactive Map	

Appendix 1 - Most common reasons that an application is not able to be registered when first received

- Missing fee
- Ownership Certificates out of date
- No CIL Additional Information form
- No flood risk assessment. Please see the Council's mapping system for flood zones <http://maps.runnymede.gov.uk/website/maps/index.html>
- Incorrectly red-edged location plan – must include the whole area of the site not just the house
- Location plan does not include sufficiently large area to show two roads
- Location plan/block plan does not include house numbers/names
- No block plan – this is an important plan as it helps to explain how the scheme fits in with neighbours
- No north arrow on site plans
- No scale bar on plans or incorrect scale bar
- Missing written dimensions
- Plans not supplied in PDF format

Appendix 2 - Describing your development proposal

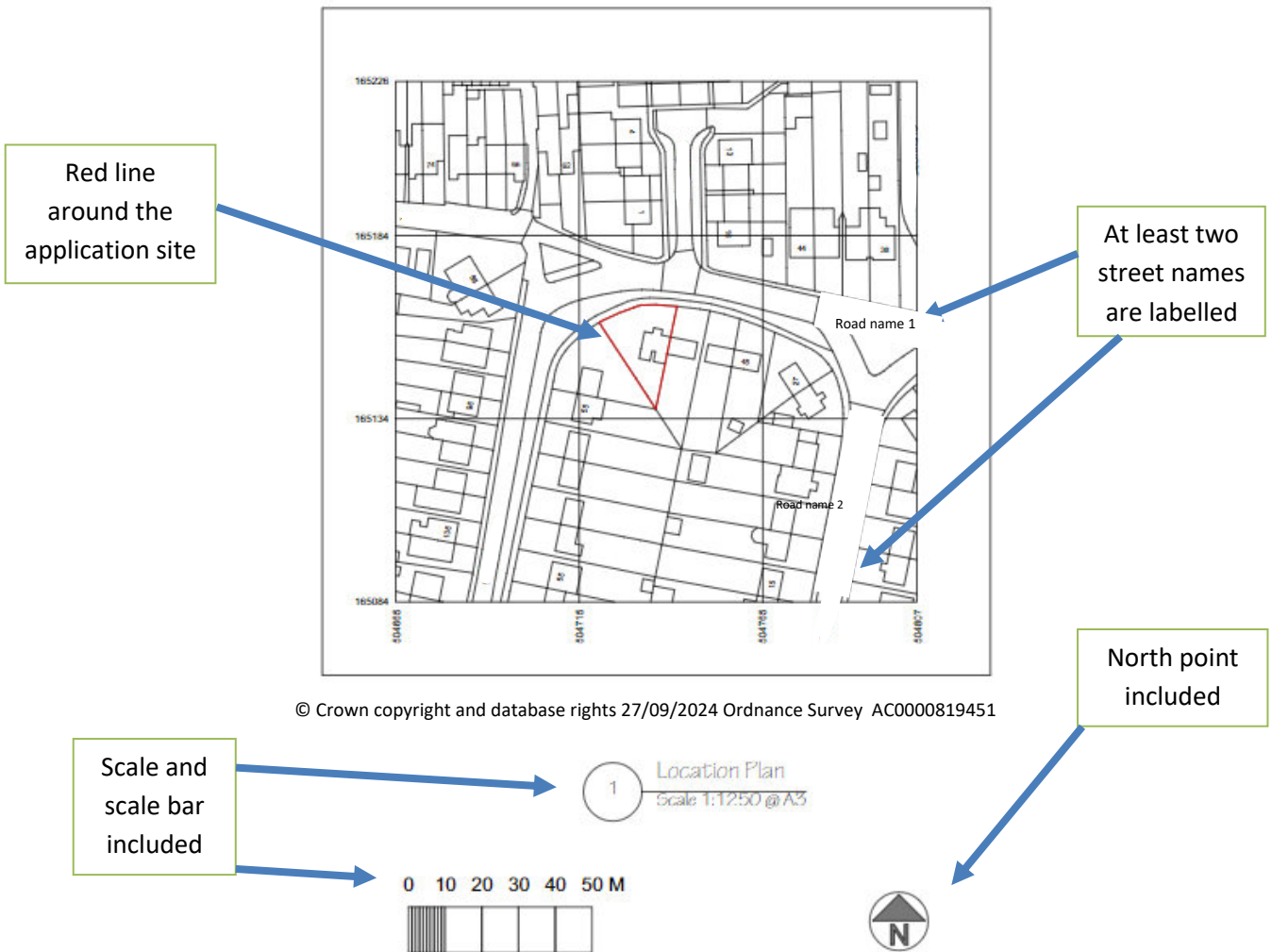
The description for your planning application needs to be accurate, clear and precise. It should identify the key parts of the proposal that require planning permission as well as the scale and location, however, should not include unnecessary details. More information on what information your description should include is provided in the below table.

<u>Extensions</u> should only include the scale and location of the proposal	
Bad examples	Good examples
Rear extension to our house to create a new kitchen	Single storey rear extension
Extension on the east elevation off existing study	Two storey side extension
Extensions/roof alteration	Two storey rear extension and hip to gable roof alteration.
<u>Garages/outbuildings</u> should state the scale, purpose and location of the building	
Bad examples	Good examples
Garage conversion	Conversion of existing integral garage into habitable living space
Erection of annexe	Detached single storey residential annexe in the rear garden.
<u>Gates, walls and fences</u> should state the scale, type of boundary and location	
Bad examples	Good examples
New boundary treatment	Fence to the rear boundary

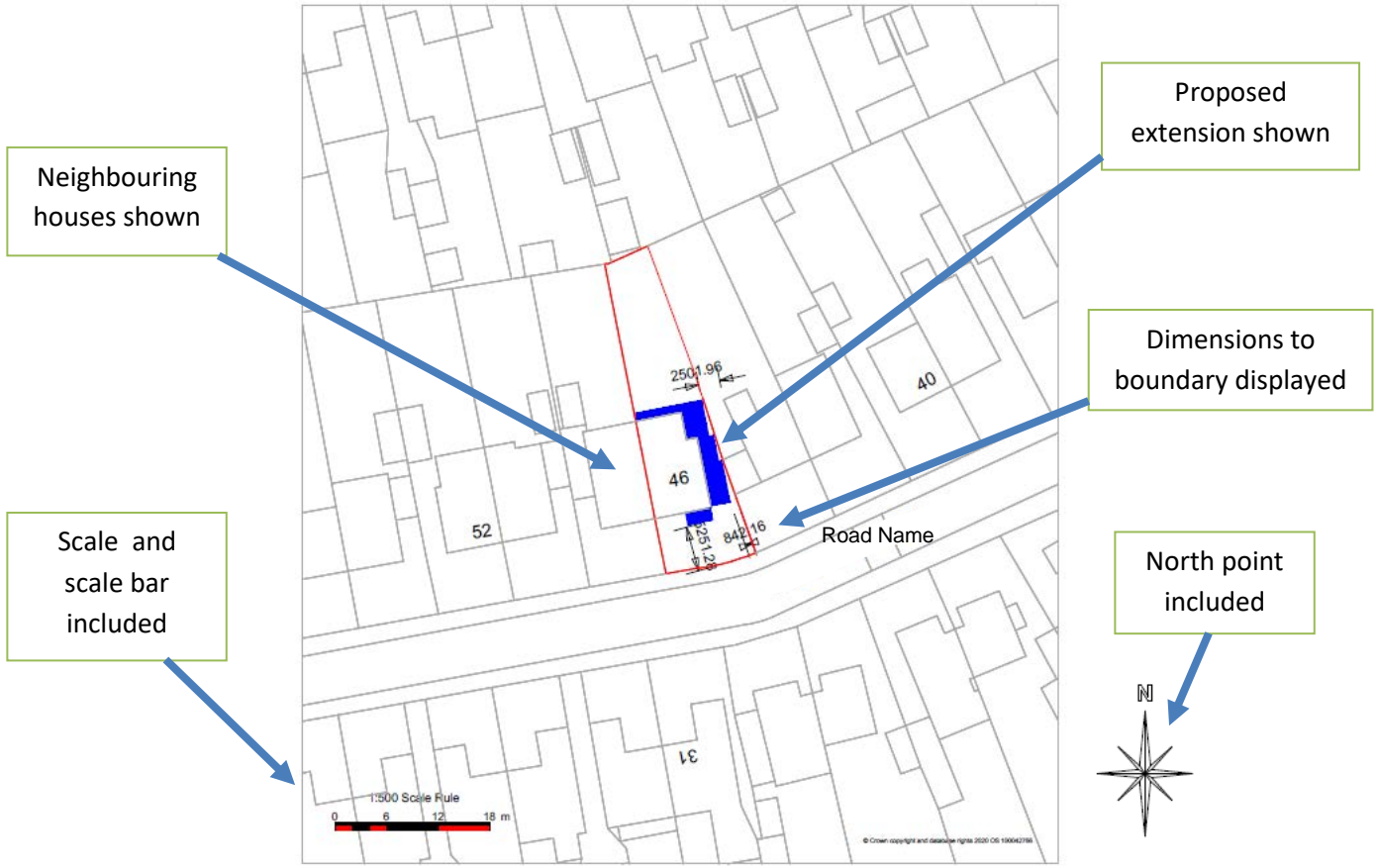
Additional details or justification for the development can be set out in a separate supporting letter or planning statement. Where a description does not accurately or concisely describe the proposed development, we will reserve the right to amend the description prior to validating the application.

Appendix 3 - Good examples of plans

Location Plan



Block Plan



Appendix 4 - Certificates and Notices

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants. If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner.

Certificate B should be completed if the applicant is not the sole owner, but knows the names and addresses of all the other owners (e.g. this certificate will need to be served if the proposals encroach onto adjoining land). The Notice to Owners ([Notice 1](#)) must also be completed and sent to all known owners. If the proposal is a Householder Development, the [Householder Notice](#) should be completed.

Certificate C should be completed if the applicant does not own all of the land to which the application relates, and does not know the name and address of all of the owners. The Notice to Owners ([Notice 1](#)) must be completed and sent to all known owners. Where the owner is unknown the Notice to Unknown Owners ([Notice 2](#)) needs to be published in a local newspaper. If the proposal is a Householder Development, the [Householder Notice](#) should be completed. A copy of Notice 2 must also be sent with the application to the local authority.

Certificate D should be completed if the applicant does not own all of the land to which the application relates, and does not know the names and addresses of any of the owners. The Notice to Unknown Owners ([Notice 2](#)) needs to be published in a local newspaper. A copy of the Notice **must** also be sent with the application to the local authority.