

**Householder Planning applications and certificate of lawfulness applications for proposed developments Validation Checklist**

**It is strongly advised that this checklist is completed and submitted with your planning application form.** This checklist details the required documents that must accompany any application for planning permission or for a householder proposed certificate of lawfulness. If the plan/document is not submitted, then the application cannot proceed (see over page for examples). Full details of these documents are set out in the [Validation of Planning Applications](#) document on the Council's website, which should be read in conjunction with this checklist. This checklist is a general list of required documents and depending on any site-specific characteristics and development proposed, further information may be required during the course of the application. 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](mailto:planning@runnymede.gov.uk)

<b>Document</b>	<b>Development Type</b>	<b>Submitted</b>
Relevant application form	All	
The correct fee	All - Please see the <a href="#">current national fee schedule</a>	
Location Plan – must have two roads and house names/numbers	All	
Site/ Block Plan showing up to date site and neighbouring houses with written dimensions	All	
Existing and proposed floor plans scaled at 1:50 or 1:100 and with written dimensions	All	
Existing and proposed elevations scaled at 1:50 or 1:100 and with written dimensions	All	
Existing and proposed street views including neighbouring houses at 1:100 or 1:200 with written dimensions	All planning applications which involve development which can be viewed from the street including side extensions and dormers, and raising the eaves/ridge	
Existing and proposed roof plans scaled at 1:50 or 1:100 and with written dimensions	All	
Ownership and agricultural holdings certificate (section 11 of planning application form)	All planning applications	
Part 1 notice	All planning applications if certificate B or C completed as part of ownership or agricultural certificate which is part of the application form	
Cross sections scaled at 1:50 or 1:100 to show head height under the roof	Planning applications for properties within the Green Belt	
Flood Risk Assessment – householder template	Planning applications located within flood zones 2 and 3 (see interactive map on Council's website) and the Council has produced a <a href="#">simple template</a> which applicants can use	
Design and access statement	Planning applications over 100 square metres in floor area and in a designated conservation area (see interactive map on Council's website) and over 100 square metres	
Tree Survey/ Arboricultural Statement	Planning applications that could affect trees within or outside the site	
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 (see interactive map on Council's website)	
Supporting statement showing compliance of proposal(s) with all relevant part(s) of Legislation	For all Certificate of Proposed Lawfulness	

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

- Missing fee
- Ownership Certificates out of date
- No flood risk assessment Please see the Council's mapping system for flood zones
- 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

Example plans showing correct and incorrect red-edging

