



PLANNING APPLICATION CHECKLIST

Householder Applications

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

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

Notes regarding plans and drawings

There are requirements for plans/drawings in both the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All text on plans and within statements should be of a reasonable size (i.e. point 12) and in a clear font, so that the material can be read easily.

For more information about making an online application, refer to the [Planning Portal Guidance](#).

Planning Application Requirements

One hardcopy (do not send originals as these cannot be returned) of all the information on the checklist is required unless the application is submitted electronically through the Planning Portal (www.planningportal.gov.uk)

PLANNING APPLICATION CHECKLIST

HOUSEHOLDER APPLICATION – PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

National Planning Application Requirements

You must provide the following as part of your application:

- Completed 1APP National Standard Application Form, signed and dated.
- The application form must include data required by the Greater London Authority Data Standard. Refer to:
https://www.london.gov.uk/sites/default/files/planning_london_datahub_questions.pdf
- Completed Ownership Certificate (A, B, C or D as applicable), signed and dated. *Where Ownership Certificate B, C or D has been completed, the correct Notice under GDPO 1995, which must be given and served on the owner(s) and/or published in a local newspaper.*
- Agricultural Holdings Certificate signed and dated.
- Appropriate fee. Refer to: [Planning Fee Calculator](#)
- [Design and Access Statement](#) (Only if the property is within a Conservation Area and the proposal comprises more than 100 square metres floor space)
- A Location Plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction of North. A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Any other plans, drawings and information necessary to describe the development which is the subject of the application (See Local Requirements for Plans below);
- Fire Safety Statement – where the proposal is for a new building or change of use containing two or more dwellings or educational residential accommodation and meets the height condition of 18m or more in height, or 7 or more storeys

NOTE

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the above thresholds are not met.

Local Planning Application Requirements

You may also need to provide the following

Requirement	When Required	Reason Required
Existing and Proposed Block Plan – Scale 1:100, 1:200 or 1:500 clearly showing all the site boundaries and the direction of North	All proposals where new buildings are proposed (including extensions)	In order to describe the development proposed.
Existing and Proposed Elevations – Scale 1:50 or 1:100	All proposals where new buildings(including extensions)/external alterations are proposed	In order to describe the development proposed.
Existing and Proposed Floor Plans – Scale 1:50 or 1:100	All proposals where new buildings are proposed (including extensions)	In order to describe the development proposed.
Existing and Proposed Roof Plan	All proposals that involve any alterations or extensions to the roof of the building(s)	In order to describe the development proposed.
Existing and Proposed Site Sections including details of existing and proposed finished floor levels and site levels – Scale 1:50 or 1:100	All proposals that involve a site with a sloping site requiring build up of levels or where additional storeys are proposed	In order to describe the development proposed
Community Infrastructure Levy Information Form	All Householder applications: Which propose new build floorspace (including extensions) of 100m ² or more;	Required by National Planning Practice Guidance: Paragraph: 098 Reference ID: 25-098-20190901
Archaeological Assessment	An archaeological desk-based assessment is required for all applications where groundworks are proposed within an Archaeological Priority Zone (APZ) or Archaeological Priority Area (APA).	NPPF – Para 194

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Requirement	When Required	Reason Required
	<p>https://historicengland.org.uk/content/docs/planning/apa-havering-pdf/</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Find out about archaeological assessments and evaluations at:</p> <p>http://www.archaeologists.net/codes/ifa</p>	
Basement Impact Assessment	Required where there is a new or extended basement. The level of information required will be commensurate with the scale, location and complexity of the scheme. The assessment can form part of the Flood Risk Assessment or Structural Survey reports	London Plan – Policy D10
Biodiversity Survey and Report	Required where the proposal may have an impact on wildlife and biodiversity especially where protected species may be affected. Surveys should be undertaken at the appropriate time of year; for survey calendars and other guidance see:	NPPF – Para 180
Daylight / Sunlight assessment	Required where the proposed development may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.	Local Plan – Policy 8
Flood Risk Assessment	All new development in Flood Zones 2 and 3 as designated by the Environment Agency flood map. Refer to:	NPPF – Para 167
Heritage Statement	Required for all development within conservation areas and/or affecting the setting, appearance or character of a listed building, an historic park or garden or a scheduled ancient	NPPF – Para 194

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Requirement	When Required	Reason Required
	monument. https://www.havering.gov.uk/info/20034/planning/145/heritage	
Photographs and Photomontages	May be required for all applications affecting the setting, character or appearance of a listed building or conservation area.	NPPF – Para 194
Parking Provision	Required for all development involving either the loss or provision of new parking spaces, unless details provided within other statements or documents.	Local Plan – Policy 24
Structural Survey	Required for all applications involving substantial works where the retained structure is changing significantly, there is a basement, or the development is affecting the foundations. This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.	
Tree Survey/Arboricultural Implications	If your proposal involves the removal or pruning of any existing trees or hedges for the carrying out of demolition, building or engineering operations (including the excavation of foundations, any changes of level and service/utility runs) where these may affect trees or hedges on site and/or on adjoining land. Refer to BS:5837, BS:8545, Trees and Design Action Group (TDAG) guidance .	Local Plan – Policy 27

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