

# **Householder Planning Application Validation Guide**

**(see separate guide for all other types of planning application)**

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## **GENERAL INFORMATION**

This validation guide sets out the information required to validate a householder planning application. It includes both national and local validation requirements.

## **Pre-Application Advice**

We offer a paid pre-application advice service [www.teignbridge.gov.uk/planningadvice](http://www.teignbridge.gov.uk/planningadvice)

## **Submitting an application**

Applications can be submitted online at [www.teignbridge.gov.uk/planningapply](http://www.teignbridge.gov.uk/planningapply)

## **What is Validation?**

Validation is the process of checking that all relevant documentation has been provided. The onus is on the applicant/agent to provide the specific information required to validate your application at the outset. Without this the application will be invalid which will delay the statutory start date. This guide should be read together with the relevant guidance notes for each type of application, available to view on the Planning Portal when you submit your application online. Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement.

## **What happens if my application is invalid?**

We will email you and advise you that you did not submit the correct documentation for a valid application. We will hold the application open for 21 days and ask you to submit the necessary documentation within the 21 day period. If we do not receive the information within this timeframe we will close our file and take no further action on the application. Your application fee will be returned after deduction of an administration charge. If you wish to continue after this stage you will need to start again and resubmit a new application with all the correct documentation/information.

## **Validation disputes**

If you disagree with our reasons for invalidating a planning application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information under Section 12 of the Development Management Procedure Order 2015. You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990.

## **Diversity**

Our Diversity Policy promotes inclusion for all sectors of the community and applications/supporting information, along with any representations received from the public, will be checked for any inappropriate comments. Only planning related matters can be considered, and any comments regarding disability, race or ethnicity, religion or belief, sexual

orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader will be removed. Any comments that are considered to constitute hate incidents or hate crimes may be passed to the police

## **Data Protection**

All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with our full [privacy policy](#).

## **1. APPLICATION FORM – Required for all applications**

- 1.1. All applications must be submitted on the appropriate Householder application form with the exception of development relating to a flat which must be submitted using a full planning application form.
- 1.2. Ownership certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.
  - complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.  
*or*
  - complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
    - Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21 days' notice on them, before you submit the application
    - Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
    - Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper at least 21 days before submission.
- 1.3. The application form must be signed and dated and all questions on the form must be answered fully and accurately.
- 1.4. The correct full fee must be submitted with the application. [Schedule of fees and fee calculator](#)

## 2 PLANS REQUIRED

All plans must:

- be to a recognised metric scale (e.g. 1:50 etc) which is marked clearly on the plan.
- include a scale bar so that the scale can be checked for accuracy
- be clearly marked with the direction of North;
- have the size of the plan (A3, A2 etc) marked on the plan.
- have a unique drawing number shown on the plan
- have an appropriate description/title marked on the plan
- belong to you as copyrighted plans cannot be accepted
- be submitted as a single PDF of one page (not packaged together), correctly orientated for on-screen display
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website.

### 2.1 Site Location Plan - existing (this is the plan that outlines the site in a red line with any other owned land in blue line)

Required for all applications.

- a) Must be up to date
- b) normally at a scale of 1:1250 (or 1:2500 if appropriate)
- c) showing the full site, all site boundaries, adjoining properties and, where possible, at least two named roads
- d) the properties shown should be numbered or named so that the exact location is clear
- e) the proposed site **must be clearly edged with a red line** to include all land necessary to carry out the proposed development - normally to the boundary. Ordinarily we would expect the red-line for a householder application to include the house and all of its garden (including access to the edge of any adjacent highway), but to exclude any adjacent agricultural land for which change of use to residential has never been secured. Any other land within your ownership or control should be edged with a blue line.

Please note that we cannot accept copies of land registry plans due to copyright issues. There are many companies that provide site location plans or the Planning Portal has an [accredited supplier for planning maps](#).

### 2.2 Block Plan – must provide an existing block plan and a proposed block plan

Required for all applications showing

- a) at a scale of 1:500, 1:200 or 1:100 depending on the size of the site
- b) the proposed development
- c) all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
- d) any buildings to be demolished
- e) all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
- f) all public rights of way crossing or adjoining the site
- g) existing and proposed parking provision
- h) the position of all trees on the site, including those on adjacent land that could influence or be affected by the development; with proposals for removal/retention/new planting indicated
- i) the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks & historic features with proposals for removal/retention indicated

- j) the extent and type of any hard surfacing
- k) boundary treatment including walls or fencing where this is proposed
- l) ground levels across the site and floor levels, existing and proposed including any retaining walls
- m) route line of all existing and proposed services

**2.3 Elevation drawings – must provide both existing elevation drawing and proposed elevation drawing**

Required for all applications for new, altered, replacement or extended buildings.

- a) at a scale of 1:50 or 1:100
- b) showing all affected elevations in full.
- c) Showing proposed building materials, style and finish of the building and windows and doors
- d) showing any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling).
- e) label orientation of elevations e.g. north, south etc.

**2.4 Floor Plans – must provide both existing floor plan and proposed floor plan**

Required for all applications for new, altered, replacement or extended buildings.

- a) At a scale of 1:50 or 1:100
- b) explaining the proposal and usage in detail
- c) showing the entire floor area for any existing building as well as the proposed development.
- d) showing new buildings in context with adjacent buildings.
- e) showing any buildings or walls to be demolished

**2.5 Existing and proposed site sections and finished floor and site levels**

Required for all proposed new buildings or where there are variations in site levels.

Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

- a) at a scale of 1:50 or 1:100
- b) showing a cross section(s) through the proposed building(s).
- c) where the proposal involves a change in ground levels, showing both existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings.

**2.6 Roof plans – must provide both existing roof plan and proposed roof plan**

Required where there are new roofs or alterations to existing roofs.

- a) at a scale of 1:50 or 1:100.
- b) showing the shape of the roof and roofing materials.

**2.7 Specialist Plans**

May be required to show specific details in a larger scale

- a) at a scale of 1:5, 1:10 or 1:20
- b) where certain issues such as the detail of window joinery is required e.g. for Listed Buildings

**2.8 Photos of site and immediate environment**

Required – up to date photographs showing the site and the immediate vicinity to assist in the understanding of the site and development when processing the application

## 2.9 Non Material Amendment applications

These types of applications must include a plan/set of plans that are annotated to clearly identify the changes proposed to the original approved drawings

## 3 ADDITIONAL INFORMATION REQUIRED

### 3.1 Arboricultural Survey and Tree Protection Plan

#### Required for:

Applications where the answer to the Trees and/or Hedges questions on the application form is 'Yes'

#### Guidance, Policy background and further information sources:

Trees to be felled and trees to be retained should be clearly marked on a tree constraints plan which also shows the proposed development. This should show root protection areas and the canopy spread of the trees. The species of the trees should also be marked. This could all be included in the Block Plan.

Further Information:

[Teignbridge District Council Trees and Development Supplementary Planning Document.](#)

### 3.2 Biodiversity – Bats and Birds Survey Reports

#### Required for:

Applications, including Listed Building Consent, involving:

- Works to buildings or structures known or suspected to support bats
- Demolition of buildings or parts of buildings
- Works to pitched roofs including:
- Replacing tiles, slates, or other roof covering
- Loft conversions
- Roof raising
- New windows or other accesses into roofs
- Extensions joining into existing roofs, including at gable ends or eaves
- Solar panels
- Works involving removal/replacement of external timber cladding or hanging tiles
- Works to cellars or other underground structures other than drains/sewers
- Wind turbines
- Felling of, or works to, trees with holes, cavities, cracks or other bat roost potential

Unless:

- The house was built less than 15 years ago without specific bat provision incorporated
- Works are to a flat roof
- Works are to a greenhouse, glasshouse or glass/perspex/transparent polycarbonate-roofed conservatory
- Works are to an out-building with single-skin roof and single-skin walls made of wood, metal, brick, concrete block or plastic?"

#### Guidance, Policy background and further information sources:

All Surveys must be up-to-date (less than 2 ½ years old at time of submission) and produced by a licensed bat consultant (with licence number quoted in the report). See [Bat and Bird Surveys web page](#) for more information and contacts.

A licenced bat consultant will be needed to undertake the survey(s) and produce the report unless they consider that a full report is not required (e.g. the building is of negligible roost suitability and no evidence of or potential for bats is found). In these cases a letter from the licenced bat consultant stating why a full report is not required, and including robust justification and photographic evidence to support the conclusion, may be submitted instead.

If your bat consultant considers that Emergence Surveys or other additional surveys are needed, these must be undertaken and the results submitted with the application.

Bat and Bird Survey Reports must be carried out to current [Bat Conservation Trust Survey Guidelines](#) and include date of survey, methodology used, evidence found, assessment of impacts on protected species, mitigation/compensation for impacts, details on how these will be delivered and a scheme for monitoring effectiveness of mitigation/compensation. The necessary surveys may need to be undertaken over an extended period prior to submission of any application.

Where surveys can only be done at certain times of the year you must make sure that the report has been commissioned and received and submitted with your application. We will not hold on to invalid applications awaiting reports.

Please note that DCC have a checklist on their website re whether or not a wildlife report should be submitted with a planning application, but it does not cover our criteria and so a negative outcome on this checklist cannot be accepted as a reason not to submit a survey where this validation guide requires one.

Further Information:

[Natural England Standing Advice for Bats](#)

Teignbridge Contacts:

Website - [Bat and Bird Surveys web page](#)

Email - [designandheritage@teignbridge.gov.uk](mailto:designandheritage@teignbridge.gov.uk)

### **3.3 Community Infrastructure Levy**

**Required for:**

Any extension over 100m<sup>2</sup> or any residential annex

**Guidance, Policy background and further information sources:**

Community Infrastructure Levy (CIL) is charged on residential and out of town retail development under the [Community Infrastructure Levy Regulations 2010](#). The levy is used to pay for improving and providing new infrastructure, including roads, education, recreation and public transport facilities.

A [CIL Additional Information form](#) must be completed and submitted with these applications.

Warning - If the application is approved, with a CIL liability, the applicant must ensure the correct forms are received by the council and the correct procedures are followed before any development including demolition takes place or the full amount including surcharges could become immediately payable and any set offs/exemptions may be forfeit.

Further Information:

[CIL Guidance](#)

[CIL Forms](#)

[CIL web page](#)

### **3.4 Design and Access Statement**

#### **Required for:**

All Listed Building Applications.

#### **Guidance, Policy background and further information sources:**

Design and Access Statement for Listed Building Consent must:

- explain the design principles and concepts that have been applied to the works
- explain the approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account;
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed.
- Explain how both the design and access elements take account of:
  - The special architectural or historic importance of the building;
  - The particular physical features of the building that justify its destination as a listed building;
  - The building's setting.

Access explanations are not required for listed building consent that only affects the interior of a building.

### **3.5 Flood Risk Assessment and Surface Water Management**

#### **Required for:**

- Development in a critical drainage area.
- Development in Flood Zones 2 and 3.

#### **Guidance, Policy background and further information sources**

A Flood Risk Assessment (FRA) addressing the issue of flood risk to property and people will be required. The assessment should:

- Identify and assess the risks of all forms of flooding from the development.
- Demonstrate how the flood risks will be managed taking into account climate change.
- Identify opportunities to reduce the probability and consequences of flooding.
- Use and detail Sustainable Drainage Systems (SuDS).

#### **Surface Water Management.**

All developments must have an effective and robust surface water system which should not increase flood risk to adjacent properties or land and where possible should make improvements to reduce the risk of flooding.

Applicants must demonstrate how surface water from the development will be disposed of in a manner that does not increase flood risk elsewhere, in accordance with Sustainable Drainage Systems (SuDS) principles. SuDS systems should be designed in accordance with local and national standards.

#### **Further information:**

The [Environment Agency Flood Map](#) shows the flood zones

Critical Drainage Area information and maps are available on the Devon County Council Website [Planning and development - Flood Risk Management \(devon.gov.uk\)](#).

They are also available spatially on the [My Neighbourhood Map](#)

### **3.5 Heritage Statement**

#### **Required for:**

Listed Building Applications

Dwellings within or adjacent to a [Conservation Area](#)

Dwellings close to a Heritage Asset i.e.

- [Listed buildings](#)
- Scheduled Ancient Monument
- Registered Park or Garden

Site of Archaeological importance

### **Guidance, Policy background and further information sources:**

**A Heritage Statement is** required for all development affecting Heritage assets (e.g. Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Parks and Gardens, sites of Archaeological Importance)

- It should give a description of the heritage asset and the effect of the development upon the setting of the heritage asset.
- The scope and level of detail should be proportionate to the importance of the heritage asset and will vary according to the extent of the works involved and the circumstances of each application
- It should list the sources of information used and any experts consulted. Useful information can be obtained from the [historic environment record](#) maintained by the Historic Environment Team at Devon County Council and from our [Conservation Area Appraisals](#)

**For Listed Building Consent (application for works to a listed building)** it should contain a schedule of works to be done, the historic importance of the building and the effect on its setting. Depending on the scale of the works you may also need a structured survey and archaeological assessment.

Where the proposal includes total or substantial demolition of a listed building the statement should include:

- Condition of the building and cost of repair/maintenance in relation to the importance of building and the value derived from continued use
- Efforts made to retain the building in use including open marketing at a realistic price
- Merits of alternative proposals for the site

**For planning applications for total or partial demolition in a conservation area** it should include a written analysis of the character and appearance of the building/structure, the contribution it makes to the conservation area and a statement on its structural condition. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area.

**For planning applications affecting (close to) a Listed Building, Scheduled Monument or Registered Park & Gardens** it should justify the proposed works and their impact on the setting of the heritage asset. English Heritage should be consulted with regard to any development affecting a Grade I or Grade II\* Listed Building, Park or Garden or Scheduled Monument.

**For planning applications within or adjacent to a Conservation Area** it should include an

assessment of the impact of the works on the character and appearance of the area as described in the [Conservation Area Appraisals](#)

**For planning applications involving the disturbance of ground on sites that are known to have or are considered likely to have archaeological remains** an applicant may need to commission an assessment of archaeological information and, if required, intrusive archaeological investigations to allow the significance of the archaeology and the impact of the development on it to be understood. The results of this work will need to be included in a Heritage Statement submitted with the planning application. The results should also be added to the [historic environment record](#) at Devon County Council. Areas of archaeological potential tend to be located around known archaeological sites recorded on the Historic Environment Record, Scheduled Monuments and within [Conservation Areas](#).

#### Further Information

[Government guidance on conserving and enhancing the historic environment](#)  
[Section 128 of National Planning Policy Framework](#)

### 3.21 Manufacturer's details

#### **Required for:**

Applications for wind turbines, solar panels, microgeneration, extraction devices etc.

#### **Guidance, Policy background and further information sources:**

Manufacturer's specification of device and model type

End of Document