Householder Application Validation Checklist

Complete this checklist and submit it with your application to extend or alter an existing house or for any development within the curtilage of a residential property.

<mark>You will need to submit this completed checklist with your application. It will not be accepted without it.</mark>

Guidance and information on the drawing and documents listed below can be found in the Validation Guide

National requirements

Requirement	Included – Y/N	If No, short statement why detail is not required
Completed application form, signed and dated		
Completed Ownership Certificate (A, B, C or D as appropriate) – within application form		
Correct application fee		
Location Plan		
Proposed Site/Block Plan		
Existing and Proposed Elevations		
Existing and Proposed Floor Plans		
Existing and Proposed Roof Plans		

[Site sections and finished floor and site levels](#)		
[Design and Access Statement](#) **Required for the following:** • Listed Building Consent applications • Application within a conservation area, where new floor space would exceed 100m2 To find out if your property is Listed or within a Conservation Area visit our website [My Central Bedfordshire - Central Bedfordshire Council](#)		

Local List Requirements

In addition to the national requirements set out above, the following information may also be required and this is dependent on the particulars of your application and proposal.

Please see [Planning application: what you need for a planning application | Central Bedfordshire Council](#) for further advice on the information which may need to be submitted with your application.

Requirement	Included – Y/N	If N short statement why not required
[Photographs of the site](#) *Photographs should show all relevant parts of the site and clearly show the relationship with neighbouring properties. Please include context and reference points in the photographs.*		
[Parking Plan](#) *Required when:* • *The proposal results in an increase of bedrooms* • *Where the proposal results in the loss of parking*		
[Completed Ecology and Trees Checklist](#) [(link to checklist)](#) **(This should be completed for all applications and will identify if further documents required)**		

Ecology Report Required if identified as requirement in Ecology and Trees Checklist		
Tree Report Required if identified as requirement in Ecology and Trees Checklist		
Flood Risk Assessment (site-specific) Required for the following: • If any part of the development is located within flood zones 2 or 3 • If the site area is larger than 1 hectare and is located in flood zone 1. To check which flood zone your property is in visit Flood map for planning - GOV.UK (flood-map-for-planning.service.gov.uk)		

Heritage Statement
 	
Required for the following:
• All Listed Building applications
• Planning applications affecting any of the following, or their setting:
    o Listed buildings
    o Conservation areas
    o Scheduled ancient monuments
    o Registered parks and gardens
    o Non-designated heritage assets
 	
To check whether any of the above constraints apply visit My Central Bedfordshire - Central Bedfordshire Council
 	
Heritage Statement Template		

Householder Sustainability Checklist guidance Householder Sustainability checklist		