



# Householder Application Validation Checklist

## What information do I submit with my application?

[www.barrowbc.gov.uk](http://www.barrowbc.gov.uk)

Published February 2022. These Local Requirements will expire February 2024 if not renewed

## Introduction

This document should be used by applicants and agents intending to submit a Householder planning application to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers (this could just be an exchange of emails or a phone call) should establish the areas of subject matter and level of detail required to support your application

The checklist will;

- ) Identify the type and extent of supporting material necessary
- ) Give you greater certainty
- ) Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

## National Requirements<sup>1</sup>

### Forms

- ) Completed application form (3 copies to be supplied unless the application is submitted electronically)

### Plans

- ) The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.
- ) Block plan/Proposed Layout plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- ) Existing and Proposed elevations (e.g. at a scale of 1:50 or 1:100)
- ) Existing and Proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- ) Existing and Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- ) Roof plans (e.g. at a scale of 1:50 or 1:100) with details shown in cases where the roof edge is close to the boundary.

### Certificates

- ) **The completed Ownership Certificate** [A, B, C or D – as applicable] as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO). If you are unsure about which Certificate to complete contact the Planning Service for advice.
- ) **The completed, dated Agricultural Holdings Certificate** as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO).
- ) In addition **where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 13** of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO) must be given and/ or published in accordance with this Article.

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<sup>1</sup> The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

## Other Information

- ) The appropriate fee
- ) Design and Access Statement (only if the site is in a conservation area)
- ) Statement of Significance - if any heritage assets are affected (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)

## Local Requirements

Shall include the following as may be relevant to the application;

- ) Assessment for the Treatment of Foul Sewage (Drainage Supplement Form Pa3)
- ) Flood Risk Assessment (check if the site falls within flood zones 2 or 3) Visit: <https://www.gov.uk/government/organisations/environment-agency>
- ) Flood Risk Assessment Form (for domestic extension, non-domestic extension less than 250m<sup>2</sup> or change of use of land or buildings)
- ) Ground Investigation report (required where the site history indicates previous polluting uses)
- ) Mining/subsidence report/Land Stability Survey – See NPPF link <https://www.gov.uk/guidance/land-stability#considerations-development-management-flowchart>
- ) Photographs/photomontages
- ) Parking and Access Arrangements
- ) Planning Statement
- ) Tree survey (where trees are present on the site) identifying existing trees, and, where the development is in close proximity to the tree(s), the extent of the canopy and the proposed root protection area
- ) Protected Species Survey (where protected species are known to exist) or Phase 1 survey to identify likelihood of species (visit: <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#standing-advice-for-protected-species> for Standing Advice on Protected Species)
- ) Statement of Significance - if any heritage assets are affected (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)
- ) Sunlight and Daylight Assessment– (in accordance with BRE)

## Other Local Requirements

- ) Unique reference numbers on all plans and drawings
- ) All location plans must be correctly licenced and show a valid licence number. This is to ensure that the council do not breach copyright or national agreements by displaying un-copyrighted material.
- ) A clear and full description of the proposed works
- ) Where work is proposed in close proximity to a boundary, the details of eaves and foundations shall be shown relative to the boundary to a scale not less than 1:20
- ) ALL plans must include a scale bar.
- ) If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- ) Always, provide a clear description of the plan or document as your file name which accurately describes its content. Please do not provide a file name as a drawing number or reference only. Preferably, just the title of the plan or document although this could include a title of the plan/document and the drawing number.

**Finally....** It will help if you;

- ) Include all of the information at the start
- ) Pay the fee at the time of submission
- ) Include a document schedule
- ) Avoid the use of large file sizes (please contact us if files are unavoidably large)
- ) Please correspond via email

The Council has a dedicated mailbox for submitting electronic applications - [planninghub@barrowbc.gov.uk](mailto:planninghub@barrowbc.gov.uk)

Using this mailbox you can:

- ) submit applications (up to 20MB).
- ) pay online securely via emailed link to applicant or agent.
- ) request editable versions of all forms.
- ) order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

**Contact us:**

Development Management  
People & Place Directorate  
Town Hall  
Duke Street  
Barrow-in-Furness  
LA14 2LD Tel 01229 876387 or Email: [planningapp@barrowbc.gov.uk](mailto:planningapp@barrowbc.gov.uk)

## Pre-application Advice and Fees

If you need planning permission, we advise you to discuss your proposals with one of our planning officers using our Pre-application Advice service.

This will help us understand the project and any potential problems. It also offers a chance to consider wider consultation, where appropriate, with the public and other groups which can lead to a better outcome for everyone.

For applicants, paid pre-application engagement will provide greater understanding of the likely issues and policies, this should reduce the potential for unacceptable schemes to be worked up in detail, resulting in unnecessary expenses being incurred.

Benefits of pre-application discussions include:

- ) the opportunity to identify improvements at a stage when a proposal can still be modified, resulting in better quality developments
- ) the increased likelihood of getting planning permission
- ) the opportunity to coordinate investment
- ) a shared understanding of constraints and opportunities
- ) the opportunity to agree what supporting information is required
- ) Identification of proposals which are unlikely to be supported
- ) to establish timescales and explain the planning processes
- ) to speed up the application process and reduced delays further down the line

You are strongly advised to use this service, however it should be noted that the scheme is voluntary and we will determine applications that have not been subject to the scheme. However, we cannot accept liability for projects that are either delayed due to a lack of information or ultimately refused due to matters that could have been resolved prior to submission.

### Guidance and fees for Pre-application Advice on new developments

A request for pre-application advice can be made on the application form.

Pre-application Advice Request Form - <https://www.barrowbc.gov.uk/residents/planning/development-control/pre-application-advice/>

Please read the guidance and fees note below. This will help you to provide as much relevant information as possible to ensure we can give appropriate advice.

Pre-application Advice Guidance Notes - <https://www.barrowbc.gov.uk/residents/planning/development-control/pre-application-advice/>

Charging rates are as follows (correct at March 2018):

- ) Simple Schemes - £120 plus VAT
- ) Small Minor Schemes - £270 plus VAT
- ) Large Minor Schemes - £440 plus VAT
- ) Major Schemes - £680 plus VAT
- ) Strategic Schemes - £880 plus VAT

There is no fee for:

- ) registered charities, except those operating as a business
- ) disabled adaptations
- ) social clubs and non professional sports clubs
- ) community organisations undertaking work for the public benefit

### Note

Pre-application advice is officer level advice given without prejudice to any formal decision that the

Planning Authority may make in dealing with a formal application for planning permission. It is not a formal decision by the Council as Planning Authority and cannot bind in any way the Council's final decision on any planning application.

You should not rely on the advice as an assurance as to the likelihood of an application being successful/unsuccessful.

We will not enter into preliminary discussions on applicable schemes outside of the pre-application advice service.

### Processing of subsequent planning applications

The planning service will try and process applications within the nationally set timescales of 8, 13 or 16 weeks depending on the type of application. However, applications submitted following pre-application advice may take less time to determine.