Northumberland County Council

HOUSEHOLDER VALIDATION CHECKLIST

Requirement	No. copies	Required – Yes or No
1. Householder application form	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Yes
2. Site location plan • Based on an up to date map, drawn to an appropriate metric scale e.g. 1:1250, 1:2500 • Must show at least two named roads and surrounding buildings • Site boundaries must be edged clearly with a red line. Include all land necessary to carry out the proposed development • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site • Must show the direction of North	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Yes
3. Site plan (existing and proposed) • Drawn to an	1 original and 3 copies if submitted by post (paper)	Yes

appropriate metric scale e.g. 1:200 or 1:500 • Must show the site boundaries • Must show the position of any adjacent buildings or structure outside the site • Must show the direction of North • Access and parking provision where relevant	X 1 if submitted electronically	
4. Ownership certificates	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Yes
5. Agricultural land declaration	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Yes
6. Fee		Yes (except for those where exemption applies). Refer to scale of fees on website
7. Design and access statement (which should include an assessment of the impact of the development on the designated area)	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Yes if dwellinghouse lies within a designated area (Conservation Area or World Heritage Site)
8. Existing and proposed floor plans drawn to an appropriate scale (1:50 or 1:100)	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	All applications proposing new or amended floorspace and/or proposals to alter existing buildings
9. Existing and proposed elevations • Drawn to an appropriate metric scale e.g. 1:50 or	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	All applications proposing new buildings or alterations to the exterior of existing buildings

1:100 • Any blank elevations must also be included; if only to show that this is in fact the case • Where any proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and details of the positions of the openings on each property		
10. Roof plans • Drawn to an appropriate metric scale e.g. 1:50 or 1:100 • Must show the shape of the existing and proposed roof • Must show details of the roofing material and their location on the roof	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	All applications where alterations to the roof are proposed
11. Ecological and biodiversity survey	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Applications which involve the modification, extension or demolition of a dwellinghouse which fall within the following categories will be required to provided an ecological and biodiversity survey: • Where property is known to support roosting bats • Pre-1960 buildings within 200m of woodland or water

		• Buildings with wooden cladding or hanging tiles within 200m of woodland or water
12. Flood risk assessment	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	Development in Flood Zones 2 and 3
13. Noise assessment	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	All applications likely to have an impact on noise and/or vibration sensitive development(s), All applications likely to have an impact on noise and/or vibration sensitive locations All applications that introduce or expose noise and/or vibration sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact
14. Tree survey	1 original and 3 copies if submitted by post (paper) X 1 if submitted electronically	All applications where development will affect existing trees The survey should clearly identify all trees on the site and include a plan showing their location in relation to the proposed development. This plan should be cross referenced with the survey. Any necessary root protection zones for any trees within 10 metres of buildings to be erected should be shown. The survey should include

		details of any works proposed to trees within the site boundary.Justification for these works will be required. Any protection measures proposed to trees during construction should also be outlined.