



Northumberland County Council

Quick Reference Checklist for

1. Householder planning permission (**only**) | [View Householder Planning Permission guidance.](#)
2. Householder planning **with listed building consent** | [View Listed Building Consent guidance.](#)
3. Householder planning **with demolition in a conservation area** | [View Demolition in a Conservation Area guidance.](#)

The information listed below must be submitted to make the above application types valid. Use this checklist to identify the documents required, then refer to the detailed guidance matching the corresponding 'Note' in the [Planning Validation Checklist](#).

Requirement	For detail refer to	When required for validation?		
		1 - Householder Planning Permission	2 - Householder <u>with</u> Listed Building Consent	3 - Householder <u>with</u> Demolition in a Conservation Area
Application Form and Certificate	Note 1	Always – Form title: <i>Householder Application for Planning Permission for Works or Extension to a Dwelling.</i>	Always – Form title: <i>Householder Application for Planning Permission for Works or Extension to a Dwelling combined with Listed Building Consent.</i>	Always – Form title: <i>Householder Application for Planning Permission for Works or Extension to a Dwelling combined with Relevant Demolition of an Unlisted Building in a Conservation Area.</i>
Correct Fee	Note 2	Always - unless a concession applies.	Always - unless a concession applies.	Always - unless a concession applies.
Location Plan	Note 3	Always	Always	Always
Existing and Proposed Site Plans	Note 4	Yes – unless site layout or building footprint unaffected.	Yes – unless site layout or building footprint unaffected.	Always
Design and Access Statement	Note 5	Only if – within a Conservation Area or World Heritage Site and 100m ² or more new/additional floorspace created.	Always - (can be included as part of a Heritage Statement).	Only if – within a Conservation Area or World Heritage Site and 100m ² or more new/additional floorspace created.

Existing and Proposed Elevations	Note 8	Yes - for new buildings/structures or where existing elevations are to be altered.	Yes - for new buildings/ structures or where existing elevations are to be altered.	Yes - for new buildings/structures or where existing elevations are to be altered/demolished.
Boundary Details (fence/wall/gate)	Note 8	Only if - a proposed fence, wall or gate would exceed 1m above ground level and be located adjacent to a highway or exceed 2m above ground level elsewhere.	Yes - for new or altered fences, walls or gates surrounding or within the curtilage of a listed building.	Yes - if a proposed fence, wall or gate would exceed 1m above ground level and be located adjacent to a highway or exceed 2m above ground level elsewhere. Or for demolition.
Existing and Proposed Floor Plans	Note 8	Yes - for all new or altered buildings. No – if no change to layout or window / door size / location.	Yes - for all new or altered buildings No – if no change to layout or window / door size / location	Yes - for all new or altered buildings.
Existing and Proposed Roof Plans	Note 8	Only if - changes to the shape of the existing roof are proposed e.g. changing a flat roof to pitched, addition of dormer windows. Also for any changes to a roof in a Conservation Area	Only if – any changes to the existing roof are proposed including structure, shape or material, rooflights, solar panels etc. Also for any changes to a roof in a Conservation Area	Only if – any changes to the existing roof are proposed. Proposed not required if total demolition and none of the roof remains.
Window / Door Details	Note 8	Not required	Only if – alterations to or replacement of windows or doors are proposed. No – like for like repair.	Not required
Archaeological Building Assessment	Note 11	Only if – pre-application advice says this is required.	Only if – for demolition of a listed building.	Only if – pre-application advice says this is required.
Coastal Change Vulnerability Assessment	Note 13	Only if – within a Coastal Change Management Area and the proposal is for an extension or new building on the seaward side.	Only if – within a Coastal Change Management Area and the proposal is for an extension or new building on the seaward side.	Only if – within a Coastal Change Management Area and the proposal includes extension or new building on the seaward side.
Daylight and Sunlight Assessment	Note 14	Only if – pre-application advice says this is required.	Only if – pre-application advice says this is required.	Only if – pre-application advice says this is required.

Ecology Checklist	Note 15	Yes – for external works. No – for purely internal works or window / door replacement (including skylights/rooflights/velux/dormer windows).	Yes – for external works. No – for purely internal works or window / door replacement (including skylights/rooflights/velux/dormer windows).	Always
Ecology Report	Note 15	Only if - the Ecology Checklist/pre-app response indicates a report is required.	Only if - the Ecology Checklist/pre-app response indicates a report is required.	Only if - the Ecology Checklist/pre-app response indicates a report is required.
Flood Risk Assessment (Simple Flood Risk Form)	Note 16	Only if – a flood risk zone 2 or 3 is wholly or partly within the red line boundary.	Only if – a flood risk zone 2 or 3 is wholly or partly within the red line boundary.	Only if – a flood risk zone 2 or 3 is wholly or partly within the red line boundary.
Foul Drainage Assessment	Note 16	Only if – a new or replacement non-mains drainage system is proposed.	Only if – a new or replacement non-mains drainage system is proposed.	Only if – a new or replacement non-mains drainage system is proposed.
Heritage Statement	Note 18	Only if – the red line boundary includes a listed building or for external works within a conservation area.	Yes – must include photos (can be included as part of a Design and Access Statement).	Yes – must include photos (can be included as part of a Design and Access Statement).
Lighting Assessment	Note 22	Only if – external lighting is proposed and the site is within a Dark Sky Park.	Only if – external lighting is proposed and the site is within a Dark Sky Park.	Only if – external lighting is proposed and the site is within a Dark Sky Park.
Structural Survey	Note 30	Not required	Only if – proposing structural alterations to a listed building.	Not required
Structural Statement	Note 30	Not required	Not required	Yes
Tree Plan (TPO means protected tree)	Note 34	Only if – you ticked ‘yes’ on the householder form at the ‘Trees and Hedges’ question and the site is within a conservation area or affects a TPO.	Only if – you ticked ‘yes’ on the householder form at the ‘Trees and Hedges’ question and the site is within a conservation area or affects a TPO.	Only if – you ticked ‘yes’ on the householder form at the ‘Trees and Hedges’ question and the site is within a conservation area or affects a TPO.
Tree Report (TPO means protected tree)	Note 34	Only if – there’s a TPO on site affected by the works.	Only if – there’s a TPO on site affected by the works.	Only if – there’s a TPO on site affected by the works.

Government legislation requires that the above application types **should be decided within 8 weeks**. This timescale begins when your application has everything we require to assess the proposal and make that decision (and not necessarily the date you submit it).

To help prevent an invalid application [submit your planning application using the Planning Portal](#).

Get it right first time – top 7 invalid reasons to avoid!

If an application is submitted without the required information it will be placed on hold (invalid) until we receive the necessary amendments or documents. Check for and avoid the following:

1. Plans don't measure correctly

- Check every plan states the correct scale e.g. 1:100 means 1cm on the plan equals 100cm (1metre) in reality. A metric scale ruler can be used to draw and measure to these scales.
- Check your plans measure to the scale shown especially after you have scanned or photocopied then as they can be distorted/shrunk down e.g. an A3 plan reduced to an A4 size will mean the scale stated no longer applies meaning they will not measure correctly.
- We cannot accept photographs of plans. If you are unable to scan plans find a company/local library who can and request them as PDF documents.

2. Plans are not correctly labelled, do not match or are missing

- Put a meaningful title on each plan to show what it is and whether it's existing/proposed e.g. existing / proposed site and roof plan, existing front elevation, proposed ground floor etc.
- Check window and door positions and sizes on elevations match those on the floor plan(s).
- All external elevations where the change would be seen from must be provided.
- Both existing and proposed site, floor and elevation plans are required in most cases.

3. Location plan is missing/incorrect

- The red line should only include your residential curtilage (the enclosed ground, garden, parking and turning areas and buildings immediately surrounding the house) and no more*.
- The red line must meet the highway where required by Note 3 (whether or not you own the access route).
- If you own other land/buildings adjoining the site e.g. field/stables, outline that in blue.

4. Fee missing/wrong amount paid

- If applying by Planning Portal you must pay them (not us) as part of the online application.
- If applying by email/post quote your payment reference after [paying on our website](#).

5. Incomplete/unsigned application forms

- Answer every question, sign and date the correct ownership certificate and declaration. The guidance notes will explain which certificate applies to you.

6. Documents are missing

- Check the above list and any pre-application response you have received.
- Do not send an incomplete application while waiting for a survey you intend to send later.
- Links to online documents/product brochures or websites or sites such We Transfer etc will not be accepted. To upload large documents above the Portal / email limit use [Cryptshare](#).
- A Heritage Statement must be submitted where required and include photographs.

7. Wrong application type

*A householder application can only be used for works to a single house including works within the curtilage (boundary/garden). Use the application form for Full Planning Permission instead

for the following (and pay the relevant fee): any works relating to a flat, building a separate house/holiday let in the garden, changes of use to part or all of the property to non-residential (including business) uses e.g. holiday lets, anything outside the garden (curtilage) of the dwelling (e.g. stables if in a separate paddock).

If, after reading this you are still uncertain what application type you are required to submit we can advise you further via our [Pre-application service](#). A fee applies for this service.

If you are unsure how to provide drawings/reports yourself and require someone to make the application on your behalf you can appoint a professional planning consultant. If a consultant (agent) is named on the form all communication will go directly to them. To find an approved Planning Consultant [search the RTPI Directory](#).