



Northumberland County Council

Validation Checklist for: Householder Planning Permission

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1st July 2024.

National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	Yes. Form title: Householder application for planning permission for works or extension to a dwelling.
Application fee	Note 2	Yes, unless: <ul style="list-style-type: none">• a concession applies.
Location plan	Note 3	Yes.
Site plans	Note 4	Yes, unless: <ul style="list-style-type: none">• the building footprint or site layout won't change.• the window or door position or opening size won't be altered. We don't need these for replacement windows in existing openings.
Design and access statement	Note 5	Only if your site is within a conservation area or Hadrian's Wall world heritage site and is for: <ul style="list-style-type: none">• 100 square metres or more of new floorspace (including extensions). Check conservation areas or world heritage sites on our map.

Local planning application requirements

Requirement	Refer to	Do I need to submit this?
Application drawings - Elevations	Note 8	Yes, for: <ul style="list-style-type: none"> • new buildings or structures (including outbuildings). • alteration to existing elevations (including outbuildings, window or door alteration or replacement). • demolition.
Application drawings - Floor plans	Note 8	Yes, for: <ul style="list-style-type: none"> • new buildings or structures (including outbuildings). • extension to existing buildings (including outbuildings). • new or altered window or door openings.
Application drawings - Roof plans	Note 8	Yes, for: <ul style="list-style-type: none"> • alteration to the shape of an existing roof (such as changing a flat roof to pitched or addition of dormer windows). • any change to the roof of a building within a conservation area. <p><u>Check conservation areas on our map.</u></p>
Application drawings – Boundary elevation drawings	Note 9	Yes, for new or altered fences, walls or gates that: <ul style="list-style-type: none"> • exceed 1m above ground level and will be located adjacent to a highway (or 2m for a school/nursery). • exceed 2m above ground level elsewhere.
Biomass boiler information form	Note 15	Only for: <ul style="list-style-type: none"> • new or replacement biomass boilers.
Coastal erosion vulnerability assessment	Note 18	Only when a Coastal Change Management Area (CCMA) covers any part of the site and the following is proposed: <ul style="list-style-type: none"> • any extension that has an internal door to the existing dwelling. (A garage with no connecting internal door is exempt.) • a new outbuilding or annexe that includes a bedroom. <p><u>Check the CCMA on our map.</u></p>

Requirement	Refer to	Do I need to submit this?
Ecology reports	Note 19	You'll need to self-assess the need for this. Note 19 explains how to check if your proposal needs a report.
Simple flood risk assessment form	Note 20	Only if: <ul style="list-style-type: none"> any part of the site is within flood zones 2 or 3. <u>Check flood zones on the Environment Agency map.</u>
Foul drainage assessment form	Note 21	Only for: <ul style="list-style-type: none"> a new or replacement non-mains sewerage system
Heritage statement	Note 23	Only if: <ul style="list-style-type: none"> the red line boundary contains a listed building. the proposal includes external works and is within a conservation area. <u>Check conservation areas or listed buildings on our map.</u>
Noise assessment	Note 29	Only for: <ul style="list-style-type: none"> new or replacement air or ground source heat pumps.
Tree plan	Note 38	Only where (as indicated on 'Trees and Hedges' section of the 1APP application form): <ul style="list-style-type: none"> trees will need to be removed or pruned and they are protected by a Tree Preservation Order (TPO). trees will need to be removed or pruned and they are in a conservation area. <u>Check conservation areas on our map.</u>
Tree report (arboricultural statement)	Note 39	Only where (as indicated on 'Trees and Hedges' section of the 1APP application form): <ul style="list-style-type: none"> trees will need to be removed or pruned and they are protected by a Tree Preservation Order (TPO).

If a requirement (or note number) is not mentioned above we don't need it for this application type.

Timescale for a decision

Government legislation requires us to decide householder planning permission within 8 weeks. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

Contact details

Technical Support Team, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

Email planning@northumberland.gov.uk