

PLANNING APPLICATION CHECKLIST

Householder Applications

Householder Application for planning permission for works or extension to a dwelling

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

Notes regarding plans and drawings

There are requirements for plans/drawings in both the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All text on plans and within statements should be of a reasonable size (i.e. point 12) and in a clear font, so that the material can be read easily.

For more information about making an online application, refer to the [Planning Portal Guidance](#).

Planning Application Requirements

One hardcopy (do not send originals as these cannot be returned) of all the information on the checklist is required unless the application is submitted electronically through the Planning Portal (www.planningportal.gov.uk)

PLANNING APPLICATION CHECKLIST

HOUSEHOLDER APPLICATION – PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

National Planning Application Requirements

You must provide the following as part of your application:

| Requirement | When Required | Reason Required | Notes on Requirement |
|--|--|--|--|
| Completed 1APP National Standard Application Form, signed and dated and certificates | Required for all applications | Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) | <p>The Application must include:</p> <ul style="list-style-type: none">• Completed Ownership Certificate• Agricultural Land Declaration (A, B, C or D as applicable), signed and dated. <p>Where Ownership Certificate B, C or D has been completed, the correct Notice under DMPO 2015 which must be given and served on the owner(s) and/or published in a local newspaper.</p> <p>The application form must include data required by the Greater London Authority Data Standard. Refer to: https://www.london.gov.uk/sites/default/files/planning_london_datahub_questions.pdf</p> |
| Application fee | Required for all applications liable for a fee | The Town and Country Planning (fees for Applications, deemed applications, Requests and Site Visits) (England) Regulations | <p>Refer to Planning Portal Planning Fee Calculator</p> <p>For further information on fees please refer to London Borough of Havering website: https://www.havering.gov.uk/info/20034/planning/184/planning_fees</p> |

NOTE

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| Requirement | When Required | Reason Required | Notes on Requirement |
|-----------------------------|--|---|---|
| | | 2012 (as amended) | |
| Design and Access Statement | Required for: Properties within a Conservation Area with a proposal which comprises more than 100 square metres floor space | As required by relevant Article 9 of the Development Management Procedure Order Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990 London Plan Policy D4 – Design scrutiny C London Borough of Havering Local Plan 11.1.6 | A design and access statement must: <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the development; • demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; • explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; • state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and • explain how any specific issues which might affect access to the development have been addressed. <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application</p> <p>Guidance can be found on the Planning Portal regarding Design and Access Statements:</p> |

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|-----------------|-------------------------------|---|--|
| | | | https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-is-a-design-and-access-statement |
| A Location Plan | Required for all applications | Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) | <p>A Location Plan should:</p> <ul style="list-style-type: none"> • should show the direction north. • have a unique reference number • be based on an up-to date Ordnance Survey map at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) • Show sufficient name roads and/or buildings on land adjoining the application site. • Show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red. • A blue line should be drawn around any other land owned by the applicant that is close to or adjacent to the property. <p>Further guidance can be found here:</p> https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf |

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|--|-------------------------------|--|--|
| Additional plans and drawings necessary to describe the proposed development | Required for all applications | Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015. | <p>Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.</p> <p>See further detail in Local planning application requirements list below.</p> |

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Local Planning Application Requirements

Additionally, you may also need to provide the following as part of your application:

Plans & Drawings – General Requirements:

| Requirement | When Required | Reason Required | Notes on Requirement |
|---------------------|-------------------------------|---|--|
| A Site (block) Plan | Required for all applications | Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | <p>A Site Plan should:</p> <ul style="list-style-type: none">• should show the direction north and have an accurate scale bar• have a unique reference number• should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries.• be an identified standard metric scale (typically 1:100, 1:200 or 1:500 for larger sites)• All buildings, roads and footpaths on land adjoining the site including access arrangements.• All public rights of way crossing or adjoining the site.• The position of all trees on the site, and those on adjacent land.• The extent and the type of any hard surfacing.• The boundary treatment including walls or fencing where this is proposed. <p>Further guidance can be found here: https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf</p> |

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|---|--|---|---|
| Existing and Proposed Floor & Roof Plans | All proposals where new buildings are proposed (including extensions) or involving change of use or conversion of the property to residential | Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | <p>All plans should:</p> <ul style="list-style-type: none"> • show the direction north and have an accurate scale bar • have a unique reference number • be drawn at a minimum scale of 1:50 or 1:100 • be proportionate to the nature and size of the proposal • be annotated where appropriate (including extent and mix of uses) • show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown crosshatched in red). • Roof/terrace plans should show any plant, PV panels, flues, finishes and areas with planting. |
| Existing and Proposed Elevations & Sections | All proposals where new buildings (including extensions)/external alterations are proposed or involving change of use or conversion of the property to residential | Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | <p>All sections and elevations should:</p> <ul style="list-style-type: none"> • have an accurate scale bar • have a unique reference number • be drawn at a minimum scale of 1:50 or 1:100 • be proportionate to the nature and size of the proposal • be annotated to show the make, type and colour of external materials • be annotated to show site levels, finished floor levels and roof levels (preferably as AOD) • include street elevations showing the proposal in relation to neighbouring buildings including relative building heights |
| Detailed Drawings | Listed Building | Section 10 (2) of the | Detailed drawings should: |

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|--|--|---|---|
| | Consent | Planning (Listed Buildings and Conservation Areas) Act 1990 | <ul style="list-style-type: none"> • have an accurate scale bar • have a unique reference number • be drawn at a minimum scale of 1:50 for existing and proposed internal elevations affected by proposed works • be drawn at a minimum scale of 1:20 for new or replacement architectural features |
| CGI/Photomontages, Photographs & Contextual Drawings | May be required for all applications affecting the setting, character or appearance of a listed building or conservation area. | NPPF – Para 194 | Photomontage or CGI images are required showing the existing condition and the proposed new development |

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Local Planning Application Requirements

Additionally, you may also need to provide the following as part of your application:

Reports & Assessments

| Requirement | When Required | Reason Required | Notes on Requirement |
|----------------------------|--|---|--|
| Archaeological Assessment | An archaeological desk-based assessment is required for all applications where new basements are proposed within an Archaeological Priority Area (APA) or groundworks are proposed within Tier 1 of an Archaeological Priority Area (APA). | NPPF – Para 194 Local Plan – Policy 28 | Submit a desk based assessment in line with the requirements of National Planning Policy Framework. Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Find out about archaeological assessments and evaluations at: http://www.archaeologists.net/codes/ifa https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/greater-london-archaeological-priority-areas/ https://historicengland.org.uk/content/docs/planning/apa-havering-pdf/ |
| Basement Impact Assessment | Required where there is a new or extended basement. | London Plan – Policy D10 | The level of information required will be commensurate with the scale, location and complexity of the scheme. The assessment can form part of the Flood Risk Assessment or Structural Survey reports |

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|---|--|--|---|
| Biodiversity <i>(Ecological)</i> Survey and Report | Required: <ul style="list-style-type: none"> Where the proposal may have an impact on wildlife and biodiversity especially where protected species may be affected, including species that use buildings to roost and nest. For example, when a building is demolished. Where there is a reasonable likelihood of legally protected or priority Biodiversity Action Plan (BAP) species present | Local Plan - Policy 30 London Plan - Policy G6 NPPF – Para 180 | A biodiversity/ecology survey and report should include: <ul style="list-style-type: none"> information on the existing biodiversity interests and protected species, and any possible impacts on them details of any measures proposed to mitigate or compensate for the impacts. ALGE guidance on Ecological Impact Assessments (EclA) may be useful https://www.alge.org.uk/wp-content/uploads/sites/15/2019/11/EclA-Checklist-Final-Nov-2019.pdf Refer to the London Borough of Havering’s online mapping system, Aurora, for details of locations of designated sites http://maps.havering.gov.uk/ Surveys should be undertaken at the appropriate time of year; for survey calendars and other guidance see: https://oppla.eu/product/1928 |
| Community Infrastructure Levy (CIL) Information Form | All householder applications for: <ul style="list-style-type: none"> which propose new-build floorspace (including | Community Infrastructure Levy regulations (2010) | Further guidance on Community Infrastructure Levy (CIL) including exemptions and relief can be found here: https://www.gov.uk/guidance/community-infrastructure-levy https://www.london.gov.uk/what-we-do/planning/implementing- |

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| | extensions) of 100sqm or more (GIA) | | london-plan/mayoral-community-infrastructure-levy |
| Daylight/Sunlight Assessment | Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space | London Plan – Policies D6, D9 Local Plan – Policy 7 | The report should be prepared in line with the methodology described in the Building Research Establishment’s (BRE) “ <i>Site layout planning for daylight and sunlight: a guide to good practice - BR 209</i> ” 2022 edition. |
| Flood Risk Assessment | Required for: <ul style="list-style-type: none"> All development in Flood Zones 2 and 3 (including those benefitting from defences) | NPPF – Para 159 – 169 London Plan – Policy SI12 Local Plan - Policy 32 | Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a Strategic Flood Risk Assessment for the area, and the interactive flood risk maps available on the Environment Agency’s web site. https://flood-map-for-planning.service.gov.uk If basement development is proposed, the flood risk assessment should include a Basement Impact Assessment. |

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| Heritage Statement | Required for: <ul style="list-style-type: none"> Required if proposal affects a heritage asset i.e. is in a Conservation Area or involves a Listed Building | NPPF – Para 194 London Plan – Policy HC1 Local Plan – Policy 28 | Heritage Statements must include: <ul style="list-style-type: none"> the significance of the heritage asset affected, including any contribution made by their setting the principles of and justification for the proposed works the impact of the proposal on the significance of a heritage asset. Does it cause substantial harm/loss of significance? The information should explain: <ul style="list-style-type: none"> the sources that you have considered and expertise that you have consulted the steps that have been taken to avoid or minimise any adverse impacts on the significance of the asset. The amount of detail provided should be proportionate to the importance of the asset, for less complex cases this may form a section within the Design and Access Statement. Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement. Refer to the London Borough of Havering’s online mapping system, Aurora, for details of locations of conservation areas, and scheduled ancient monuments: http://maps.havering.gov.uk/ https://ancientmonuments.uk/england/havering#.YksU9CjMKUI |

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|---|---|---|---|
| | | | Further information on heritage in Havering can be found here: https://www.havering.gov.uk/info/20034/planning/145/heritage |
| Noise (and vibration) Impact Assessment | Required for any applications that raise issues of disturbance for adjoining occupiers or are considered noise sensitive developments or in noise sensitive areas. | London Plan - Policy D13 Local Plan – Policies 7, 13, 14, 34, 36, 38 | The report must be undertaken by a suitably qualified acoustician and at a minimum should include: <ul style="list-style-type: none"> • an assessment of the existing background noise/vibration level over a 24 hour period • predicted noise/vibration levels • identification of any mitigation required to meet the required levels or provide the necessary protection. |
| Structural Survey | Required for all applications where a basement is proposed. Structural alterations or substantial demolition of a building that is listed or in a conservation area. | NPPF – Para 183 London Plan – Policy D10 | This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body. |

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|---|---|--|---|
| Sustainable Design and Construction Statement | Required where proposing extensive retrofit works to improve the environmental performance of the building | Mayoral SD&C SPD Local Plan - Policy 34 | The sustainability statement should outline the elements of the scheme that address sustainable development issues. |
| Tree Survey/Arboricultural Method Statement | Where there are trees or hedges on the proposed development site or on land adjacent to the proposed development site that are potentially affected by the development proposal or might be important as part of the local landscape character. | London Plan – Policy G7 Local Plan – Policies 27, 29 & 30 | <p>You will need to provide information including:</p> <ul style="list-style-type: none"> • species, spread, height, position and condition of trees • which trees you are proposing to fell • which trees will be affected in any way by the proposed development • measures that will be used to protect retained trees during construction • justification for removal of any protected or important trees <p>You will need to provide the information in line with current British Standards BS:5837 and BS:8545, and Trees and Design Action Group (TDAG) and The Arboricultural Association guidance</p> |

Local Plan – The Havering Local Plan (2016-31) and supporting documents were adopted on 17 November 2021

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