

# Royal Borough of Kingston upon Thames

## Householder Validation Local List:



In addition to the National requirements, the Local Validation List (Local List) clarifies the additional information required to accompany a planning application so that it can be validated i.e. be assessed by Officers. This will then enable the Local Planning Authority (Development Management) to begin its determination of the application. The scope and degree of the information required will vary for each application.

The following tables set out what information must be submitted with your Householder application in order for it to be made valid and what information may be required depending on the constraints of the site. This document is divided into three sections - do read through all sections carefully before submitting your application.

The [first section](#) sets out the [national requirements that are required for your application to be validated](#); these are defined by law.

The [second section](#) sets out the [local requirements that may be necessary for your application to be validated](#) , depending upon its precise nature.

The **third section (standalone section)** provides a [checklist to be completed and submitted with each application](#)

NB – The information requirements in the tables do not limit the Council’s ability to request additional information in the event that it is found to be necessary during the application’s determination period.

If the relevant information contained within the Local List is not provided with your submission, the processing of your application will be delayed and the application will be made invalid and shall remain invalid until such time that the required information is received. Please note that if your application is found to be invalid you will be given 10 working days in which to make it valid. After 10 days the application will attract an Administration Fee, the fee will be required to be paid in order for the application to be validated. After a further 10 days the application will be disposed of.

<b>Administration Charge</b>	<b>£35 per application</b>
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Developers and applicants are encouraged to engage in pre-application discussions with the Council before an application is made. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

The website address for the Council's pre-application service is:  
<https://www.kingston.gov.uk/applications/pre-application-advice>

## **General Guidance on Plans / Supporting Documents**

The Royal Borough of Kingston upon Thames asks that you submit applications electronically using the Planning Portal. This is by far the quickest way to send, and for Officers to assess submitted applications. Whilst you can submit a hard / paper copy application, please note this will introduce a significant delay into the process whilst the hard / paper copies of drawings / plans / documents are scanned onto the system.

The website address is: <https://www.planningportal.co.uk/applications>

When using the Planning Portal, please be aware that the Council will **NOT ACCEPT** any documents / plans / drawings that need to be printed on paper greater than size A3. Please **DO NOT** submit drawings / plans that are not formatted for printing at A3 or less, as your application will be deemed invalid, and you will be asked to resubmit in line with our requirements.

For applications submitted electronically via The Planning Portal you must adhere to the following guidelines:

1. Submit all necessary documents in one 'go'.
2. Maximum print size for any drawing of A3. **DO NOT** submit drawings / plans that have to be printed at A2, A1 or A0, as we will not accept these, and your application will be deemed invalid. If necessary please make it clear within your online application that hard copies are in the post, only when the hard copies are received will your application be assessed to confirm validation.
3. Maximum single attachment file size of 5MB Maximum application file size of 25MB.
4. All drawings must be attached as .pdf files (file types for non-drawings are .jpg, .doc and .xls which will also be accepted).
5. Ensure all drawings are categorised by type, as presented on the Portal

For all applications, please note the following:

- All plans and drawings **must** be accurately drawn, using a conventional metric scale such as 1:1250, 1:500, 1:200, 1:100 etc, and must be drawn true to the stated scale(s). Plans/drawings must include a scale bar that refers to the paper size, for example: 1:100 on A3, and must also include key dimensions and must not contain disclaimers such as 'not to scale' and 'do not scale' (with the exception of perspective drawings/ images). All plans should be drawn on the same paper size. Where plans and drawings show neighbouring properties and development they must be depicted accurately. If neighbouring properties and developments are not depicted accurately this could result in your application being made invalid or any subsequent planning permission being unimplementable.
- Plans and drawings **should not** be submitted as one combined PDF document. They should be presented on separate PDFs and titled accordingly i.e Existing and Proposed Front Elevation with the drawing number.
- The clearest way to present proposals is to group 'existing' and 'proposed' drawings side by side, using the same scale for both.
- Annotated dimensions **must** be included on the floor plans, site plans, elevation drawings, and section / level plans.

- Each plan / drawing should have a title box stating: the address and proposal; the title of the drawing (for example 'existing rear elevation, proposed first floor plan etc'); the date, scale of the drawing and the drawing number, with revisions clearly identified. Plans / drawings **must** be correctly labelled.
- Each plan / drawing **must** be fully annotated, for example a line between two properties should be annotated to say 'boundary fence', and distances from boundaries should be provided.
- All plans **must** include a North arrow.
- Please refrain from including any personal / sensitive data or information on drawings or documents e.g telephone numbers, email addresses, signatures, car registration numbers, and photographs that include people's faces etc.
- For the purposes of your planning application **existing** means the situation on the ground at the time of submitting an application. If planning permission or a certificate of lawful development has been obtained for a proposal, or part of, which the applicant intends to implement but has not yet commenced, these works must be included as part of the proposed plans / drawings and must form part of the application description. You should indicate on the plans / drawings the reference number of any element of the proposal that has previously been granted planning permission or benefits from a Lawful Development Certificate.

Detailed drawings are the most important part of a planning application, therefore it is essential that they are of a suitable standard and include all the relevant information necessary to illustrate the proposed development in detail. If the submitted drawings do not contain sufficient detail, the registration of a planning application will be delayed until revised or additional drawings / information is submitted.

The Council offers a pre-application advice service through which you can discuss your proposals, including validation requirements, with a planning officer. Details of the service can be found on our [Pre-application planning advice website page](#).

Through the Pre-application advice service:

- You will be able to meet virtually via Google Meet with a Planning Officer to discuss your plans (a face-to-face meeting can be arranged when necessary)
- You will understand how planning policies and other requirements affect your project
- We will identify potential problems early on and help you find solutions
- We will tell you at an early stage whether you'll need specialist advice or surveys
- We will work with you (on larger proposals) to identify and facilitate consultation with the community / community groups / stakeholders / Councillors
- We will work with you to reduce the risk of submitting an invalid application
- We will help save you time and money on plans and application fees by letting you know if your proposal is likely to be acceptable

Where a number of pre-application meetings are likely to be necessary it may be preferable for a Planning Performance Agreement (PPA) to be pursued.

For further information on entering into a Planning Performance Agreement please email [development.management@kingston.gov.uk](mailto:development.management@kingston.gov.uk)

### **Definitions**

**Householder Application** is an application for planning permission for development for an existing dwelling house, or development within the curtilage (garden) of such a dwelling house. Where an application for planning permission concerns more than one dwellinghouse or a flat, a **Full Planning Application** must be submitted.

If there are any doubt as to whether your proposal would amount to Householder Development please email [development.management@kingston.gov.uk](mailto:development.management@kingston.gov.uk)

## Section 1 - National Requirements

This Section contains the National List of Requirements. If any of the necessary information listed in **SECTION ONE** is absent, then it is likely that your application will **NOT BE VALIDATED**.

National List of Requirements			
Validation Requirement	When is it required?	What is required?	Guidance
<a href="#">Householder Application Form</a> including <a href="#">Ownership Certificate</a>	All applications	<p>Choose the relevant application form from the <a href="#">Planning Portal</a> and ensure all sections are completed in full including data required by the GLA planning data standard.</p> <p>Please pay particular attention to the description and ensure all proposed elements are included and the correct <a href="#">Ownership Certificate</a> has been signed.</p>	<p><a href="#">Planning Portal submission guidance</a> <a href="#">Government guidance - Making an application</a></p> <p>Applicants must complete a certificate to confirm that an appropriate notice has been served on any other owners (and agricultural tenants) of the application site.</p> <p>The forms of notice are in Schedule 2 to the <a href="#">Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>.</p> <p>An application is not valid unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to</p>

			<p>£5,000.</p> <p><b>Which ownership certificate should be signed?</b></p> <p><b>Certificate A</b> should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p><b>Certificate B</b> should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land or if you submit an application for works to a flat / apartment you will need to complete Certificate B and notify all other persons who have an interest in the whole block of flats / apartments).</p> <p><b>Certificate C</b> should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p>
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			<p><b>Certificate D</b> should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants</p> <p>An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.</p> <p>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p>Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.</p>
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<p><a href="#">Appropriate Fee</a></p>	<p>All applications  (except where a fee exemption applies in accordance with the regulations)</p>	<p>Applications will not be validated without the appropriate fee being received. You can use the Planning Portal Calculator to check the fee due.</p> <p>Payment should be made online at the time of submission through the Planning Portal.</p> <p>In specific circumstances a fee exemption may apply, and this will be assessed in accordance with the regulations.</p> <p>Please note that if you plan on applying an exemption you will need to submit accompanying evidence.</p>	<p><a href="#">The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023</a></p> <p><a href="#">Government Guidance</a></p> <p>Please note: For certain types of application the Council offers a ‘Fast-track’ service, this service guarantees you a decision notice in writing within 6 working days of the statutory consultation period<sup>1</sup>. Details of this service and the associated cost can be found on the <a href="#">Planning Pages of the Council's website</a>.</p>
<p><a href="#">Community Infrastructure Levy (CIL) Additional Information Form 1</a></p>	<p>All applications that include new build development over 100 sqm (internal), including residential extensions and annexes.</p>	<p>This must be completed to help assess whether the proposal is liable for the Community Infrastructure Levy.</p>	<p>The <a href="#">Community Infrastructure Levy</a> (the ‘levy’) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.</p>
<p><b>Site Location Plan</b></p>	<p>All applications</p>	<p>This should be drawn at a recognised scale, for example 1:1250 or 1:2500 and include the following:</p> <ul style="list-style-type: none"> <li>● Direction of north,</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p>

<sup>1</sup> Subject to the Council’s scheme of delegation

		<ul style="list-style-type: none"> <li>● A Scale Bar,</li> <li>● At least two named roads (where possible).</li> <li>● All the surrounding buildings, roads and footpaths on land adjoining the site,</li> <li>● Neighbouring properties including their numbers,</li> <li>● A red line around all land required for the development (including access to the public highway where relevant),</li> <li>● A blue line around all other land owned by the applicant close to or adjoining the site.</li> </ul> <p>You must include a scale bar that refers to the paper size, for example: 1:1250 on A4.</p>	<p>Please note we do not accept land registry maps. Maps should be based on an up-to-date Ordnance survey.</p> <p>Please note, the red line should encompass all the land necessary to facilitate the development i.e. an application that includes a new vehicle crossover should include the pavement within the red edge with the correct notification served on the Council (see Ownership Certificate above)</p>
<b>Proposed Block Plan</b>	All applications	<p>This should be drawn at a scale of 1:500 and include the following:</p> <ul style="list-style-type: none"> <li>● The proposed development - this can be achieved by hatching / highlighting the proposed development</li> <li>● Boundary locations</li> <li>● Location of existing structures present on the site (including sheds, outbuildings and extensions)</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p>

		<ul style="list-style-type: none"> <li>• Location of landscape features, trees, fences or walls on site and on any adjoining site.</li> <li>• Location of car parking, cycle parking and waste storage areas</li> <li>• Location of utility manholes</li> <li>• Direction of north</li> <li>• Annotations to show key dimensions including distance from boundaries, depth and width of extension etc.</li> <li>• Scale bar that refers to the paper size, for example: 1:500 on A3.</li> </ul> <p>The plan should be annotated with key measurements, including:</p> <ul style="list-style-type: none"> <li>• Distances to boundaries;</li> <li>• Measurements of the proposed development, length, width etc</li> </ul> <p>The plan(s) must be given a unique drawing number and be clearly labelled as <b>Block Plan</b></p>	
<b>Existing Site Plan</b>	All Housholder applications	<p>A plan at a scale of either 1:200 or 1:500 accurately showing:</p> <ul style="list-style-type: none"> <li>• The direction of north;</li> <li>• Scale bar that refers to the paper size, for example: 1:100 on A3;</li> </ul>	<a href="#">Government guidance - Plans and drawings</a>

		<ul style="list-style-type: none"> <li>• The existing buildings / development on site in relation to the site boundaries and other existing buildings on site;</li> <li>• All neighbouring buildings, roads and footpaths on land adjoining;</li> <li>• The site including access arrangements;</li> <li>• All trees and hedges within the application site and on the boundary, including trees and hedges on neighbouring land; and</li> <li>• All public rights of way crossing or adjoining the site.</li> </ul> <p>The plan should be annotated with key measurements, including:</p> <ul style="list-style-type: none"> <li>• Distances to boundaries;</li> </ul> <p>The plan(s) must be given a unique drawing number and be clearly labelled as <b>Existing Site Plan</b></p>	
<b>Proposed Site Plan</b>	All Housholder applications	<p>A plan at a scale of either 1:200 or 1:500 accurately showing:</p> <ul style="list-style-type: none"> <li>• The direction of north;</li> <li>• Scale bar that refers to the paper size, for example: 1:100 on A3;</li> <li>• The proposed buildings / extension on site in relation to the site boundaries and</li> </ul>	<a href="#">Government guidance - Plans and drawings</a>

		<p>other existing buildings on site;</p> <ul style="list-style-type: none"> <li>• All neighbouring buildings, roads and footpaths on land adjoining;</li> <li>• The site including access arrangements;</li> <li>• All trees and hedges within the application site and on the boundary, including trees and hedges on neighbouring land; and</li> <li>• All public rights of way crossing or adjoining the site.</li> </ul> <p>The plan should be annotated with key measurements, including:</p> <ul style="list-style-type: none"> <li>• Distances to boundaries;</li> </ul> <p>The plan(s) must be given a unique drawing number and be clearly labelled as <b>Proposed Site Plan</b></p>	
<b>Floor Plans (Existing and Proposed)</b>	All applications	<p>These should be drawn at a scale of 1:50 or 1:100 and include the following:</p> <ul style="list-style-type: none"> <li>• Annotations to show key dimensions including distance from boundaries, depth and width of extension etc.</li> <li>• All internal measurements and details of the Gross Internal Area (GIA) should be provided</li> <li>• Direction of north</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible please include all Floor Plans i.e Ground Floor, First Floor etc, existing and proposed, on the same plan.</p>

		<p>The plans should identify each relevant floor/ part floor, roof, and means of access. Where existing buildings or walls are to be demolished, these should be clearly shown.</p> <p>The proposed plans should be shown in context with the site boundary and any existing adjacent buildings.</p> <p>Applications for change of use need to be accompanied by floor plans to indicate the extent of the existing and proposed use within the land or building. You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as <b>Existing Ground Floor Plan / Proposed Ground Floor Plan etc</b></p>	<p><b>Please note</b> - The Existing Floor Plan(s) should show the Floor Plan arrangement at the point the application is submitted.</p>
<p><b>Roof Plans (Existing and Proposed)</b></p>	<p>All applications that involve changes to the roof of a building or that propose a new building / extension.</p>	<p>A plan(s) at a scale of 1:50 or 1:100 or 1:200 showing the shape of the roof and details of the roofing materials and any features such as chimney positions, extensions or windows.</p> <p>You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible, please show existing and proposed plans next to each other.</p>

		The plan(s) must be given a unique drawing number and be clearly labelled as <b>Roof Plan - Proposed or Existing</b>	
<b>Elevations (Existing &amp; Proposed)</b>	All applications that involve changes to the external appearance of a building or that proposes a new building.	<p>These should be drawn at a scale of 1:50 or 1:100 and include the following:</p> <ul style="list-style-type: none"> <li>• All windows/doors</li> <li>• Details of materials/finishes for all proposed elevations</li> <li>• Annotations to show key dimensions including external height, width, depth, distance from boundaries etc</li> <li>• Plans should be clearly annotated to show the extent of any demolition works including internal and external demolition</li> <li>• Direction of north</li> </ul> <p>Where a proposed elevation adjoins another building, or is in close proximity, the drawing should clearly show the relationship between the buildings and detail the relative positions of openings, parapets and levels etc on each property.</p> <p>Blank elevations should also be included for clarity.</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible please include all Elevation Plans i.e North, South etc, existing and proposed, on the same plan.</p> <p><b>Please note</b> - The Existing Elevation Plan(s) should show the Floor Plan arrangement at the point the application is submitted.</p>

		<p>The individual drawings should detail their aspect i.e north, south, east, west.</p> <p>You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as <b>Existing North Elevation / Proposed North Elevation</b></p>	
<p><b>Site Levels and Sections (Existing and Proposed)</b></p>	<p>All applications that involve a change in the ground levels or where development is proposed next to changing ground levels</p>	<p>These should be drawn at a scale of 1:50 or 1:100 and include the following:</p> <ul style="list-style-type: none"> <li>• Details of floor levels, building height and relationship to site boundaries</li> <li>• Direction of north (Site Levels Plan)</li> </ul> <p>Full information should also be submitted to demonstrate:</p> <ul style="list-style-type: none"> <li>• How proposed buildings relate to existing site levels and neighbouring development;</li> <li>• Plans showing existing and proposed site levels and existing and proposed finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings.</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible, please show existing and proposed plans next to each other.</p>

		<p>The sections through a building should include all floors, including the basement, loft space and roof, along with any terraces.</p> <p>You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as <b>Existing Section and Site Levels / Proposed Section and Site Levels</b></p>	
<b>Window / door Section (Existing and Proposed)</b>	All applications that involve changes to the windows / doors of a building or that propose a new building.	<p>These should be drawn at a scale of 1:10 or 1:20 and include the following:</p> <ul style="list-style-type: none"> <li>• The depth of the existing and proposed window and any frame/sill recess / reveal</li> <li>• Details of materials/finishes</li> </ul> <p>You must include a scale bar which refers to the paper size, for example: 1:10 on A3. The plan(s) must be given a unique drawing number and be clearly labelled as <b>Existing Window Section / Proposed Window Section</b></p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible, please show existing and proposed drawings next to each other.</p>
<b>Renewable Energy Sections (Existing and</b>	All applications that involve the installation of Renewable Energy	These should be drawn at a scale of 1:10 or 1:20 and include the following:	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a>

<p><b>Proposed)</b></p>	<p>technologies including Solar Panels, Air Source Heat Pumps etc</p>	<ul style="list-style-type: none"> <li>The height of the proposed technology from the roof / ground.</li> </ul> <p>You must include a scale bar which refers to the paper size, for example: 1:10 on A3. The plan(s) must be given a unique drawing number and be clearly labelled as <b>Existing Renewable Energy Section / Proposed Renewable Energy Section</b></p>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible, please show existing and proposed drawings next to each other.</p>
<p><b>Design and Access Statement</b></p>	<ul style="list-style-type: none"> <li>All applications in Conservation Areas or affecting World Heritage Sites, <ul style="list-style-type: none"> <li>Creating floorspace of 100 sqm or more.</li> </ul> </li> <li>Applications for Listed Building Consent</li> </ul> <p>Use the <a href="#">council's interactive Heritage map</a> to find out where the Conservation</p>	<p><u>Application for Planning Permission</u></p> <p>A Design and Access Statement must:</p> <ol style="list-style-type: none"> <li>explain the design principles and concepts that have been applied to the proposed development; and</li> <li>demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.</li> </ol> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Government guidance - Plans and drawings</a></p>

	<p><b>Areas and Listed Buildings are in the borough.</b></p>	<p>Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p> <p><u>Applications for Listed Building Consent:</u></p> <p>Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ul style="list-style-type: none"> <li>(a) the special architectural or historic importance of the building;</li> <li>(b) the particular physical features of the building that justify its designation as a listed building;</li> <li>and</li> <li>(c) the building's setting.</li> </ul> <p>Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed</p>	
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		<p>building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.</p> <p>Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.</p> <p>N.B. Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined Statement should address the elements required in relation to a planning application and the additional requirements in relation to listed building consent.</p>	
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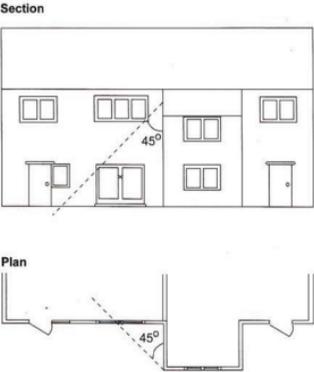
## Section 2 - Local Requirements

This Section contains the Local List of Requirements and sets out the Information likely to be needed in order for your application to be **VALIDATED**. If the information listed in **SECTION TWO** is not submitted, or is submitted but in an inadequate form, and is found by the planning authority to be necessary to demonstrate relevant policies have been satisfied, then your application will usually be **INVALIDATED** i.e your application will remain invalid until such time that the required information has been submitted to the Local Planning Authority. Once the application is valid it is usually necessary to carry out neighbour re-consultation.

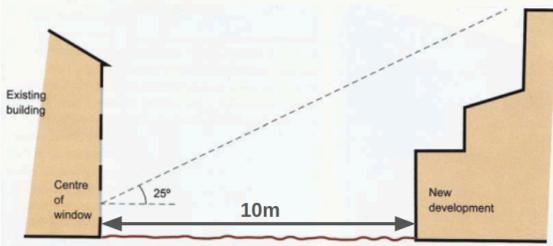
Applicants need to demonstrate that a key planning policy has been satisfied, or a certain key consideration properly addressed as part of their application. It is important to remember “Failure to demonstrate that...” is a common Reason for Refusal, and normally an avoidable outcome. It is an unnecessary cost and frustration to both applicants and neighbours for an application to be refused because drawings or other documents are either inadequate, or absent.

If you think certain documents are not required to accompany your application, please provide a brief explanation why in the Householder Checklist (See Section 3).

Local List of Requirements			
Validation Requirement	When is it required?	What is required?	Guidance
<b>Completed Householder Checklist</b>	All Householder Applications	A completed Checklist must be provided, see Section 3 of this document. The Checklist shall identify the validation requirements that have been provided, and If you think certain documents / information are not required to accompany your application, you must	<b>See Section 3 of this document</b>

		provide a brief explanation why.	
<p><b>“45 Degree” Plans and Statement</b></p> <p>Can be included within any Daylight, Sunlight and Overshadowing Assessment</p>	<p>All Householder applications that involve extensions or the erection of outbuildings.</p>	<p>These should be drawn at a scale of 1:50 or 1:100, they should accurately identify neighbouring building(s) and window(s) and when possible indicate the use of the room served by the window(s), and should be annotated to show the application of the 45 degree ‘rule’.</p> <p>Please note this test applies for both floor plan drawings and elevation drawings.</p> <p><b>If the proposal fails the 45 Degree rule in both the floor and elevation plans a Daylight and Sunlight Report should be submitted with the application.</b></p> 	<p><a href="#">Royal Borough of Kingston upon Thames Residential Design SPD</a> (Policy Guidance 17)</p> <p>The ‘45 degree rule’ of thumb / guidance is used to assess the impact a new building or extension can have on neighbouring properties in terms of safeguarding daylighting. This rule seeks to:</p> <ul style="list-style-type: none"> <li>● maintain a satisfactory relationship between existing buildings and proposed extensions,</li> <li>● avoid new development having an overbearing impact on neighbouring properties, and</li> <li>● prevent excessive loss of daylight or over shadowing of habitable rooms and amenity spaces of adjacent properties</li> </ul> <p>The Council applies the ‘45 degree rule’ in assessing</p>

		<p>Figure 1 : Example of Plans</p>	<p>development proposals. New buildings or extensions to existing buildings should not encroach on a line drawn at an angle of 45 degrees from the midpoint of the closest window to a habitable room in a neighbouring property</p> <p>The '45 degree rule' is only an indicator and the acceptability of a development proposal will also be dependent on ground levels on site and the orientation of the buildings.</p> <p><b>N.B</b> - If your proposal breaches the '45 degree rule' line you are advised to submit a Daylight and Sunlight Assessment.</p>
<p><b>“25 Degree” Elevation Plan and Statement</b></p> <p>Can be included within any Daylight, Sunlight and Overshadowing Assessment</p>	<p>All Householder applications that involve extensions of 2 or more storeys, or where the resultant extension / development is above 2 storeys in height i.e roof extension, or involves the erection of an outbuilding of 2 or more storeys</p>	<p>These should be drawn at a scale of 1:50 or 1:100, they should accurately identify neighbouring building(s) and window(s) and when possible indicate the use of the room served by the window(s), and should be annotated to show the application of the '25 degree rule'</p> <p><b>If the proposal fails the '25 Degree rule' of</b></p>	<p><a href="#">Royal Borough of Kingston upon Thames Residential Design SPD (Policy Guidance 18)</a></p> <p>Loss of Light to Existing Windows New development should be designed so that new buildings or extensions to existing buildings stand a reasonable distance from the boundary of the property so as</p>

		<p><b>thumb a Daylight and Sunlight Report must be submitted with the application.</b></p>  <p>Figure 2 : Example of Plans</p>	<p>not to block an unreasonable amount of light from any existing windows of neighbouring properties.</p> <p>As such:</p> <p>proposed new buildings or extensions to existing buildings taller or closer than three or more times their height (measure from the the centre of the existing window of a neighbouring property) should not encroach on the angle to the horizontal subtended by the new development to the centre of the lowest window should be more than 25 degrees.</p>
<p><b>Daylight, Sunlight and Overshadowing Assessment</b></p>	<p>All Householder applications that fail the '45 degree rule' and / or the '25 degree rule'</p>	<p>Sunlight and daylight studies shall assess the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings.</p> <p>The Assessment must also assess the levels of internal daylight and sunlight received for the proposed development as well as sunlight for any amenity areas.</p>	<p><a href="#">Site layout planning for daylight and sunlight: a guide to good practice (BR 209 2022 edition)</a></p>

		<p>The council expects the impact of the development to be assessed following the methodology set out in the most recent version of Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice 2022".</p> <p>The applicant is also required to provide a summary table for sunlight, and for daylight, which includes the following:</p> <ul style="list-style-type: none"> <li>• the receptor (i.e. each building and window)</li> <li>• the number of rooms in the receptor tested</li> <li>• the number of rooms which meet the BRE criteria</li> <li>• the number of rooms which do not meet the BRE criteria, split by minor, moderate and major significance, as per the criteria outline above</li> <li>• the number of dwellings affected</li> <li>• commentary on minor, moderate and major sunlight and daylight losses.</li> </ul>	
<b>Basement Impact Assessment or</b>	All Householder applications that involve basement development.	A Basement Impact Assessment must be carried out and signed by a Chartered Civil Engineer or Chartered Structural Engineer.	<a href="#">London Plan (March 2021) Policy D10 Basement Development</a>

<p><b>Construction Method Statement for Basements</b></p>		<p>The Basement Impact Assessment (BIA) should address the potential impacts of the proposed scheme on the four main issues:</p> <ul style="list-style-type: none"> <li>● Land Stability,</li> <li>● Structural Stability,</li> <li>● Heritage and Archaeology, and</li> <li>● Groundwater and Surface water drainage and flooding from all sources.</li> </ul> <p>The level of technical information required to address the above issues may vary according to the size of the development proposed, however, it is likely to include the below</p> <ul style="list-style-type: none"> <li>● Desk study: This should establish the site history, age of the property, topography, distance between the boundaries (adjoining properties and highway) and the proposed basement, geology and ground conditions, rivers and watercourses whether existing or old, surface water and groundwater regimes, flood risk from all sources, utilities and other basement developments in the area, so that cumulative effects can be considered.</li> </ul>	<p><a href="#">BRE Site layout planning for daylight and sunlight 2022</a></p>
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		<ul style="list-style-type: none"> <li>● Site Specific Intrusive Investigation: This should include a recorded visual assessment of the existing buildings for any signs of movement, and a ground investigation undertaken by a chartered engineer/geologist assessing groundwater levels, surface and groundwater flow, subsidence and drainage through the use of site specific boreholes and/or trial pit, groundwater monitoring standpipe and recommendations for the foundation design, dewatering process including silt removal/management and discharge location and trial pit investigation to determine the nature of existing foundations.</li> <li>● Engineering Design Work: An outline of the engineering design which should be advanced to detailed proposals stage. Relevant drawings should be provided to show how the designers have addressed ground conditions and the presence of groundwater risk to and from the site, any surcharge from highway and neighbouring buildings, vertical and horizontal loading, drainage layout</li> </ul>	
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		<p>(including attenuation calculation requirement, sump/pump arrangement and non-return valves) and flooding.</p> <ul style="list-style-type: none"> <li>● Outline Construction Method Statement: This document has to discuss and cumulatively analyse all the information obtained from the desk study, site investigation and the engineering design work to assess any potential impact of the proposed scheme works on land stability, structural stability of adjoining buildings and highway if any, groundwater flow in order to identify suitable construction management methods and mitigation measures. This document should consist of an outline of how the excavation and construction works will be undertaken in sequence, underpinning/piling sequencing with drawings, propping and de-propping sequence of any temporary works - It should show how the horizontal and vertical loads are supported and balanced at all stages of construction and consider the interaction between permanent works and temporary works, temporary work drawings, section drawings of the</li> </ul>	
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		<p>basement retaining wall, access details for the construction equipment etc.</p> <ul style="list-style-type: none"> <li>• Proposed drainage scheme including SuDS (Sustainable Drainage Scheme) including drainage layout.</li> <li>• Monitoring regime of the ground movements during construction of the basement works if there is any concern of ground movement or subsidence due to the slope of the land or proximity to a neighbouring building or the highway.</li> </ul> <p>The assessment should also include details of the expected lighting levels within the rooms contained within the proposed basement. This information should be drawn up in accordance with the guidance contained within the <a href="#">BRE Site layout planning for daylight and sunlight 2022</a></p>	
<p><b>Biodiversity Checklist</b></p>	<p>All Householder applications</p> <p>The Checklist should be included in any Ecology (Biodiversity/ Geodiversity) Surveys and Reports</p>	<p>A completed Biodiversity Checklist is required for all householder applications.</p> <p>Please download a copy of the Biodiversity from our <a href="#">Website</a></p>	<p><a href="#">Kingston Biodiversity Action Plan</a></p>

<p><b>Construction Management Plan (including site waste management plan) (CEMP)</b></p>	<p>All Householder applications that include any basement and / or subterranean development</p>	<p>The Construction Management Plan shall include the following information</p> <ul style="list-style-type: none"> <li>● The size, number, routing and manoeuvring tracking of construction vehicles to and from the site, and holding areas for these on/off site</li> <li>● Site layout plan showing manoeuvring tracks for vehicles accessing the site to allow these to turn and exit in forward gear;</li> <li>● Details and location of parking for site operatives and visitor vehicles (including measures taken to ensure satisfactory access and movement for existing occupiers of neighbouring properties during construction);</li> <li>● Details and location where plant and materials will be loaded and unloaded;</li> <li>● Details and location where plant and materials used in constructing the development will be stored, and the location of skips on the highway if required;</li> <li>● Details of any necessary suspension of pavement, roadspace, bus stops and/or parking bays;</li> <li>● Details where security hoardings (including decorative displays and facilities for public viewing) will be</li> </ul>	<p><a href="#">London Plan (March 2021) Policy T7 Deliveries, servicing and construction</a></p> <p><a href="#">London Plan (March 2021) Policy SI Improving air quality</a></p> <p><a href="#">Control of Dust and Emissions (London Plan SPG)</a></p>
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		<p>installed, and the maintenance of such;</p> <ul style="list-style-type: none"> <li>● Details of any wheel washing facilities;</li> <li>● Details of a scheme for recycling/disposing of waste resulting from demolition and construction works (including excavation, location and emptying of skips);</li> <li>● Details of measures that will be applied to control the emission of noise, vibration and dust including working hours. This should follow Best Practice detailed within BS5288:2009 Code of Practice for Noise and Vibration Control on Construction and Open Sites &amp; Best Practice produced by the Greater London Authority (GLA).</li> <li>● Details of any highway licences and traffic orders that may be required (such as for licences for any structures / materials on the highway or pavement; or suspensions to allow the routing of construction vehicles to the site);</li> <li>● Details of the phasing programming and timing of works;</li> <li>● Where applicable, the Construction Management Statement should be written in conjunction with the</li> </ul>	
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		<p>Arboricultural Method Statement, and in accordance with British Statement 5837:2012 'Trees in relation to design, demolition and construction – recommendations', in particular section 5.5, 6.1, 6.2, 6.3 and 7;</p> <ul style="list-style-type: none"> <li>• A construction programme including a 24 hour emergency contact number.</li> <li>• See also TfL guidance on Construction Logistics Plans</li> </ul>	
<b>Fire Statement (London Plan)</b>	All Householder applications	<p>Policy D12 of the <a href="#">London Plan 2021</a> requires all development proposals to achieve the highest standards of fire safety.</p> <p>Where the applicant considers parts of or the whole policy are not relevant to a development, this should be justified in a <b>Reasonable Exception Statement (RES)</b>.</p> <p>The RES route will generally only be appropriate for householder applications and planning applications where no additional dwellings or commercial units are created, no lifts are provided, the external materials are not altered and there are no alterations to the internal or external communal areas that support the evacuation strategy for the</p>	<p><a href="#">London Plan 2021</a></p> <p><a href="#">London Plan Guidance - Fire Safety (consultation 2022)</a></p>

		<p>property. In these applications, the applicant should confirm that current fire safety measures are appropriate and will not be negatively affected by the development. Where existing fire safety measures will be altered, the applicant should identify any mitigation measures.</p> <p><a href="#">Template Reasonable Exception Statement (Form 4)</a></p>	
<b>Flood Risk Assessment Form</b>	<p>All Householder applications located in Flood Zone 2 or 3 / subject to Surface Water Flood Risk / or fall within a Critical Drainage Area</p> <p><b>Visit the Government's <a href="#">flood map for planning</a> website to find out if you are in a Flood Zone 2 or 3 or in an area subject to Surface Water Flood Risk.</b></p> <p><b>Use the <a href="#">Council's interactive Heritage map</a> to find out if you are in a Critical Drainage Area</b></p>	<p>The Flood Risk Assessment should be provided on the standard environment agency form.</p> <p><b>Form available on our <a href="#">website</a></b></p>	<p><a href="#">London Plan (March 2021) Policy SI 12 Flood risk management</a></p> <p><a href="#">NPPF paragraphs relating to flood risk</a></p> <p><a href="#">NPPG on Flood Risk</a></p>
<b>Heritage Statement</b>	All Householder applications where the proposal:	The Heritage Statement should:	<a href="#">London Plan (March 2021) Policy HC1 Heritage conservation and</a>

	<ul style="list-style-type: none"> <li>● affects the significance of designated and non-designated heritage assets; or</li> <li>● involves disturbance of ground within an Archaeological Priority Area.</li> </ul> <p>Designated Heritage Assets include:</p> <ul style="list-style-type: none"> <li>● Listed Buildings</li> <li>● Conservation Areas</li> <li>● World Heritage Sites</li> <li>● Registered Park and Gardens</li> <li>● Scheduled Monuments</li> </ul> <p>Non-designated Heritage Assets include:</p> <ul style="list-style-type: none"> <li>● Locally listed buildings</li> <li>● Local Areas of Special Character</li> </ul> <p><b>Use the <a href="#">Council's interactive Heritage map</a> to find out where the designated and non-designated heritage assets are in the borough.</b></p>	<ul style="list-style-type: none"> <li>● describe the significance of any heritage assets affected, including any contribution made by their setting;</li> <li>● demonstrate how this has informed the development of the proposals;</li> <li>● identify the impact of the proposal on the significance of the heritage asset, and the level of harm (if any); and</li> <li>● Where relevant, include photographs of affected heritage assets and photomontages of the proposal within the affected view.</li> </ul> <p>The information should explain:</p> <ul style="list-style-type: none"> <li>● the sources that you have considered;</li> <li>● the expertise that you have consulted; and</li> <li>● the steps that have been taken to avoid or minimise any adverse impacts on the significance of the heritage asset.</li> </ul> <p>The level of detail should be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on that significance.</p> <p>Where a proposal involves works to a listed building the following information should be also be submitted, as relevant to the</p>	<p><a href="#">growth</a></p> <p><a href="#">NPPF Historic Environment</a></p> <p><a href="#">NPPG Historic Environment</a></p> <p>Historic England Advice Note 12: <a href="#">Statements of Heritage Significance: Analysing Significance in Heritage Assets</a></p> <p><a href="#">Historic England Advice Finder</a></p>
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		<p>proposal:</p> <ul style="list-style-type: none"> <li>• Schedule of external/internal works</li> <li>• Demolition plans at a minimum scale of 1:50, with photographs of the areas to be demolished</li> <li>• Building services strategies</li> <li>• Material specification</li> </ul> <p>Whether a proposal is considered to be within the setting of a Listed Building or Conservation Area, or is considered to be a non-designated heritage asset would be discussed as part of pre-application engagement with officers. Listed Building Consent would also be required for any works to a listed building.</p>	
<b>Lighting assessment</b>	All Householder applications that include external lighting.	Plans / drawings should demonstrate that any lighting would not be visible off-site	<a href="#">NPPG Light Pollution</a>  <a href="#">BAT Conservation Trust - Lighting</a>
<b>Parking and Access Details (Parking Provision and Management Plan)</b>	<p>All Householder applications where</p> <ul style="list-style-type: none"> <li>• Revised / new parking/access forms part of the proposal or</li> <li>• The development would result in the loss of parking provision, or</li> </ul>	<p>Plans should include details of</p> <ul style="list-style-type: none"> <li>• Existing and proposed access and a parking layout.</li> <li>• Existing and proposed Electrical Charging Points provision (ECP) - both passive and active</li> <li>• Details of the Charging Speeds of the</li> </ul>	

		<ul style="list-style-type: none"> <li>proposed active points</li> <li>● Details of how usage of the ECPs will be monitored and capacity increased to meet any additional demand</li> <li>● Details of Accessible Parking</li> <li>● Details of Accessible buggy parking and charging arrangements</li> <li>● Parking Beat / Stress Survey if the application proposes no parking and the site is not within an area of restricted parking e.g. Controlled Parking Area</li> <li>● How and on what terms parking would be allocated and managed.</li> </ul>	
<b>Time Stamped Photographs</b>	All Householder applications	<p>Photographs should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties.</p> <p>Photographs should have been taken within 3 months of the date of the submission of the application.</p> <p>Photographs should be clearly labelled.</p>	<p>The submission of photographs assists Officers in the assessment of your application.</p> <p>When taking the photographs please consider the purpose for which they are intended.</p> <p>As such, photographs should show the application property from a variety of angles and they should show the relationship of the application property with neighbouring properties including the location of the windows that</p>

			serve the neighbouring properties.
<b>Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)</b>	All Householder applications where trees have the potential to be impacted.	<p>The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality.</p> <p>The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees and must include a tree retention/removal plan.</p> <p>CAVAT values should be provided for any trees that are proposed to be lost as a result of the proposed development in accordance with up to date guidance.</p> <p>If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required.</p>	<p><a href="#">London Plan (March 2021) Policy G1 Green infrastructure</a></p> <p><a href="#">London Plan (March 2021) Policy G5 Urban greening</a></p> <p><a href="#">London Plan (March 2021) Policy G7 Trees and woodlands</a></p> <p><a href="#">The Arboricultural Association</a></p>
<b>Advisory Items</b>			
<b>Streetscene Elevations (Existing &amp; Proposed)</b>	Please note, whilst not a validation requirement, Streetscene elevations would assist in the assessment of Householder applications that	An existing elevation(s) at a scale of 1:50 or 1:100 or 1:200 showing relative height and land levels of the proposed development in comparison to neighbouring properties from	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a>

	<p>involve works that would be visible from the public highway</p>	<p>the public highway.</p> <p>A proposed elevation(s) at a scale of 1:50 or 1:100 or 1:200 showing relative height and land levels of the proposed development in comparison to neighbouring properties from the public highway.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as Streetscene Elevations - Proposed</p> <p>If neighbouring properties and developments are not depicted accurately this could result in your application being made invalid or any subsequent planning permission being unimplementable.</p>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>Where possible, please show existing and proposed Streetscene Elevations next to each other.</p>
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# Section 3 - Householder Checklist - Standalone Document

Please visit our [website](#) for a downloadable version of the Checklist