

RUNNYMEDE BOROUGH COUNCIL**VALIDATION CHECKLIST**

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING WHICH IS NOT A LISTED BUILDING OR IN A CONSERVATION AREA
--

REQUIREMENTS FOR ALL APPLICATIONS (3 copies unless submitted electronically)

The completed **application form** signed and dated

Completed and Dated Ownership Certificate (A, B, C, D)

Should any part of the works, including foundations, guttering or any other overhanging features, encroach outside the application site, do not complete Certificate A and refer to separate note

YES

N/A

Article 7 (Agricultural Holdings Certificate)

Location Plan with application site edged red and any adjoining land owned by the applicant edged blue at scale of 1:1250

Appropriate Fee

YES

NO

If NO, please explain below:

--

FOR PROPOSALS INCORPORATING PLANT/MACHINERY (EG SWIMMING POOLS/WIND TURBINES):

Manufacturer's specification/leaflet required. Details of operational noise levels measured in decibels (dB) must be provided

YES

N/A

FOR EXTENSIONS REQUIRING ALTERATION TO AN EXISTING ROOF:

Existing and proposed roof plans required at 1:50 or 1:100

YES

N/A

RUNNYMEDE BOROUGH COUNCIL



VALIDATION CHECKLIST

REQUIREMENTS FOR EXTENSIONS, DETACHED OUTBUILDINGS & OTHER ALTERATIONS

Existing Site Plan at scale of 1:200 or 1:500 plotting existing buildings on site and adjoining properties

Proposed Site Plan at scale of 1:200 or 1:500 showing proposed extension and works and plotting all existing buildings to be retained on site and adjoining properties

Elevations (requirements dependent on position of extension eg no front elevation required for rear extension etc. Existing not required for detached garages/outbuildings)

Existing front elevation at scale of 1:50/1:100

YES

N/A

Existing rear elevation at scale of 1:50/1:100

YES

N/A

Existing side elevation at scale of 1:50/1:100

YES

N/A

Existing opposite side elevation at scale of 1:50/1:100

YES

N/A

Proposed front elevation at scale of 1:50/1:100

YES

N/A

Proposed rear elevation at scale of 1:50/1:100

YES

N/A

Proposed side elevation at scale of 1:50/1:100

YES

N/A

Proposed opposite side elevation at scale of 1:50/1:100

YES

N/A

Floor Plans (for each floor ie ground and first floor required for two-storey extensions etc)

Existing floor plans at scale of 1:50/1:100 (see guidance note)

YES

N/A

Proposed floor plans at scale of 1:50/1:100

YES

N/A

Cross Section at scale of 1:50/1:100 for basements and loft conversions in the Green Belt (see guidance note)

YES

N/A

REQUIREMENTS FOR NEW VEHICULAR ACCESSES

Site Plan to mark extent of access in red at 1:200/1:500

YES

N/A

REQUIREMENTS FOR BOUNDARY WALLS, GATES, FENCES

Site Plan submitted above to mark position of wall/gate/fence in red at 1:200/1:500

YES

N/A

Elevation of wall/fence at 1:50/1:100 (2 elevations or more required for corner sites)

RUNNYMEDE BOROUGH COUNCIL



VALIDATION CRITERIA

GUIDANCE NOTES FOR HOUSEHOLDER APPLICATIONS

CERTIFICATES AND ENCROACHMENT ONTO ADJOINING PROPERTY

- It must be confirmed whether or not any extension, including guttering or foundations, will encroach onto an adjoining property. Should this be the case, Certificate B will normally be required in such instances.
- Where some or all of the owners of the application site or adjoining properties cannot be identified, completion of Certificate C or Certificate D may be appropriate.

LOCATION PLAN

- This is to enable us to identify the property and fulfil our legal obligation to notify neighbouring properties of development. All should be marked with a north point and identify a minimum of two roads. The application site must be outlined clearly with a continuous red line to include access to the highway.

SITE PLAN

- This is to enable adjoining neighbours and planning officers to identify at a smaller scale the specific position of new buildings/extensions relative to their own property, which can be difficult from a location plan. This must plot the dwelling to be extended, car parking, boundary treatment and trees.

EXISTING ELEVATIONS AND FLOOR PLANS

- Existing elevations will be required in all cases.
- Existing floor plans will be required for each floor if the proposed extension/alteration directly links to that floor, and for roof extensions a plan of the existing floor below will be required to demonstrate the means by which the converted roof is accessed.
- For extensions and works to dwellings in the Green Belt, floorplans should be as at May 1986 rather than existing floorplans. This is to comply with Policy GB6 of the adopted Local Plan.
- For roof extensions, an existing roof plan is required.
- For satellite dishes, a photograph of the elevation to which the dish will be attached will be considered acceptable.

PROPOSED ELEVATIONS AND FLOOR PLANS

- Proposed floor plans will be required for each floor if the proposed extension or alteration directly links to that floor and for roof extensions a plan of the existing floor below will be required. These must detail any areas to be demolished in a different colour or by dotted lines.
- All proposed elevations will be required except for extensions entirely attached to the front elevation, in which case a rear elevation will not be required and vice versa. Additionally, where an elevation adjoins another building in a semi-detached/terraced situation, part of the adjoining elevation must also be provided.

RUNNYMEDE BOROUGH COUNCIL



VALIDATION CRITERIA

GUIDANCE NOTES

CROSS SECTIONS

- For alterations or extensions to dwellings in the Green Belt, existing and proposed cross sections at a scale of 1:50/1:100 indicating the extent of the roofspace above 1.5 metres in height.
- For applications involving basements to dwellings in the Green Belt, a proposed cross section at a scale of 1:50/1:100 showing the proposed site levels to illustrate whether the basement is fully below ground level or partially below ground level.