

# VALIDATION CRITERIA GUIDANCE

This document has been put together to provide guidance on the level of information required to validate most householder and basic planning applications. For the full validation list for non-householder developments please see local list for validation of planning applications.

## Minimum Check list:

- Completed application form including ownership certificate (available from <https://www.planningportal.co.uk/>)
- [Planning application fee](#)
- Location plan
- Site plan
- Existing floor plans & elevations
- Proposed floor plans & elevations
- Proposed & existing roof plans
- Section drawing with existing and finished floor levels (if proposal involves a change in levels or the site is sloping)

Eastleigh Borough Council encourage the submission of all planning applications electronically via the: [THE PLANNING PORTAL](https://www.planningportal.co.uk/) - <https://www.planningportal.co.uk/>

**FOR ANY PLANNING RELATED QUERIES PLEASE CONTACT US**

**TELEPHONE: 023 8068 8000**

**EMAIL: [planning@eastleigh.gov.uk](mailto:planning@eastleigh.gov.uk)**

**\*All drawings to scale at A4**

APPLICATION FORM

Householder application form (example showing front page only).

Householder Application for Planning Permission for works or extension to a dwelling.  
Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

<p><b>1. Applicant Name and Address</b></p> <p>Title: <input type="text"/> First name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Company (optional): <input type="text"/></p> <p>Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/></p> <p>House name: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>Town: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Postcode: <input type="text"/></p>	<p><b>2. Agent Name and Address</b></p> <p>Title: <input type="text"/> First name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Company (optional): <input type="text"/></p> <p>Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/></p> <p>House name: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>Town: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Postcode: <input type="text"/></p>
<p><b>3. Description of Proposed Works</b></p> <p>Please describe the proposed works:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

SDate: 2015-04-02 #5 \$Revision: 6149 \$

Application form with one completed ownership certificate

Certificate A - Sole owner of the application site outlined in red

**11. Ownership Certificates and Agricultural Land Declaration**

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.  
\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:  Or signed - Agent:  Date (DD/MM/YYYY):

Certificate B - Notice has been served on the owner of the application site outlined in red

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.  
\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:  Or signed - Agent:  Date (DD/MM/YYYY):

Certificate C & D - The owner of the application site is not known

All application forms available from:  
<https://www.planningportal.co.uk/>

**LOCATION PLAN**

- Show named roads
- Metric scale 1:1250 or 1:2500
- Show buildings on adjoining land to application site
- Site clearly outlined in red, including all land necessary to carry out work i.e Access to site from public highway.
- Any land in applicant ownership close or adjoining outlined in blue.
- Scale bar & north arrow



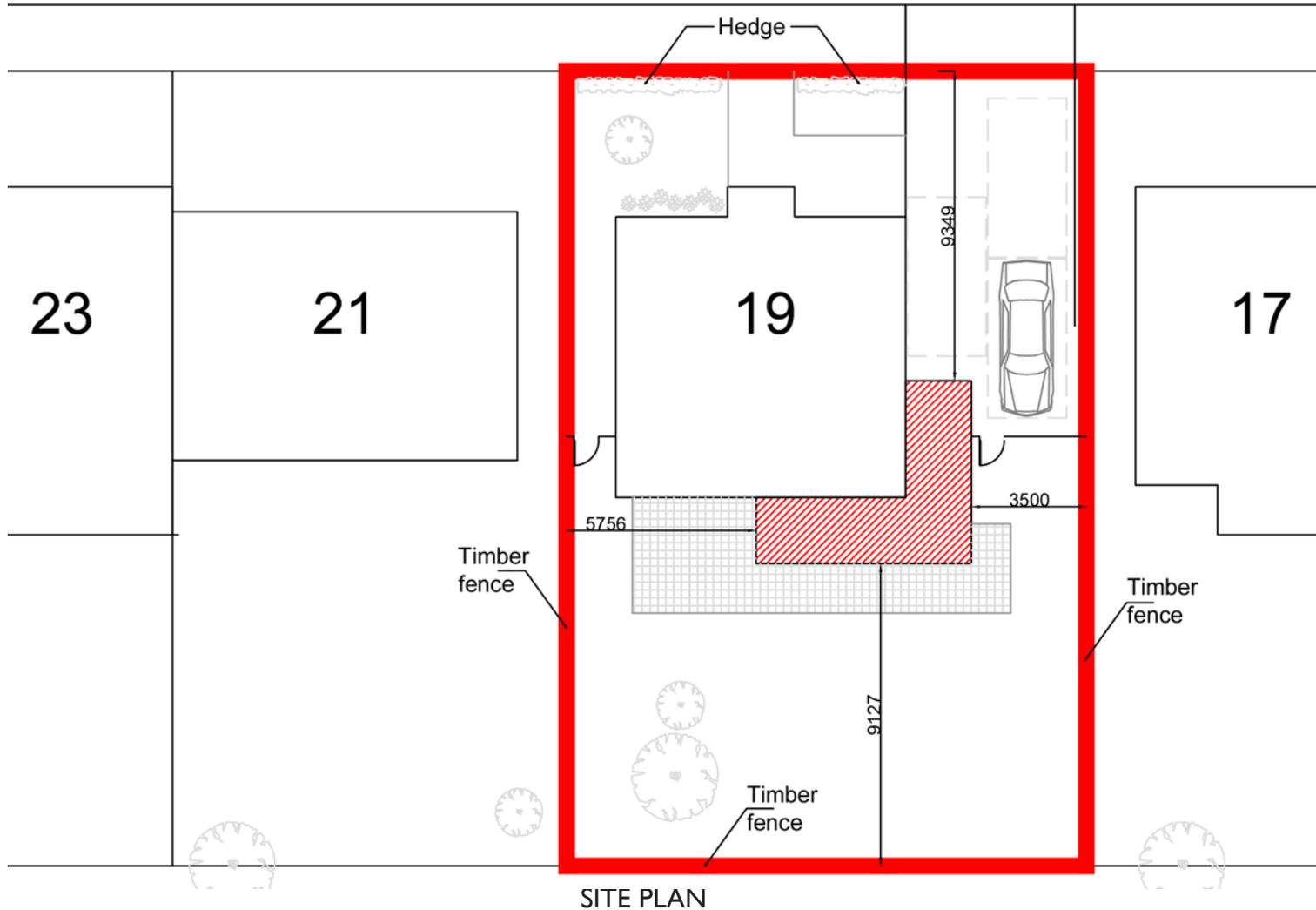
LOCATION PLAN



STREET NAME



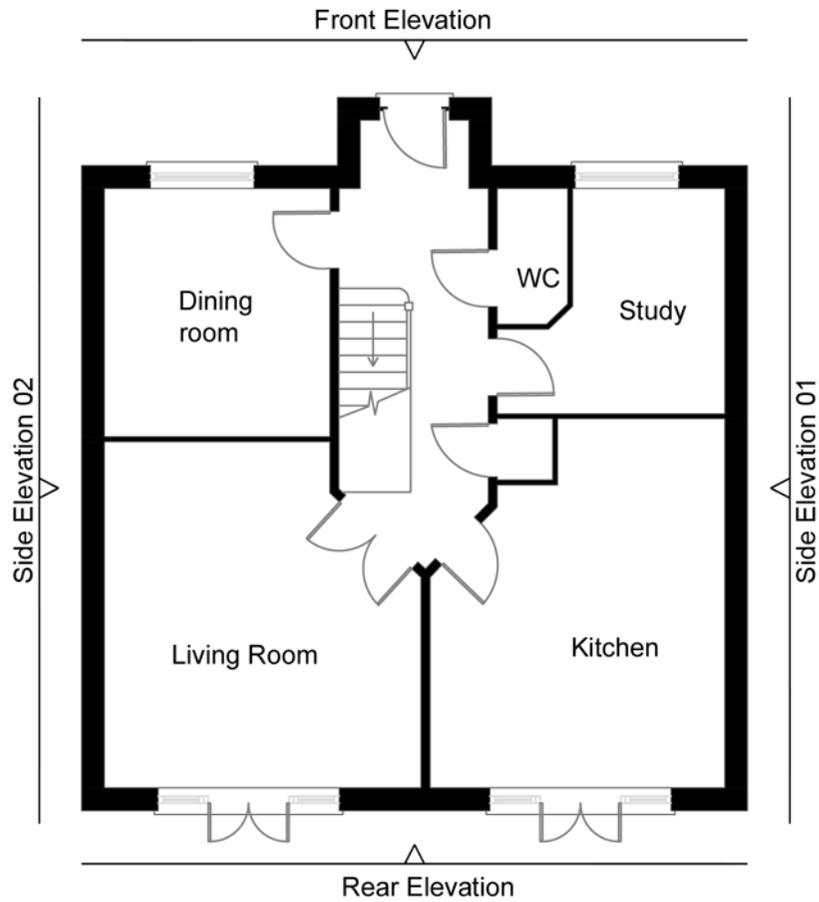
Scale 1:200



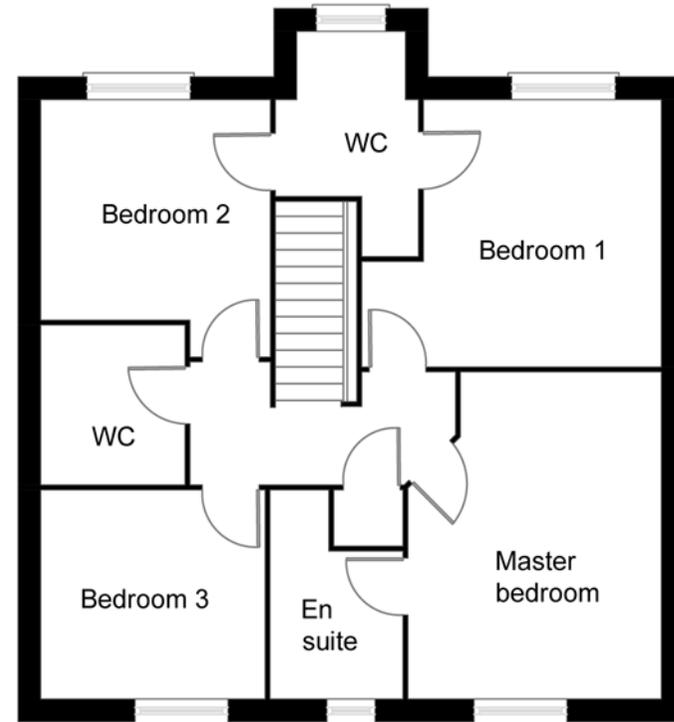
**SITE PLAN**

- Show named roads
- Metric scale 1:200 or 1:500
- Show all buildings, roads and footpaths adjoining the site, including access arrangement.
- Position of all trees on site & adjacent land.
- On-site car parking arrangements.
- Car Parking Standards
  - Up to 3 bedroom house - 2 parking spaces
  - 4 or more bedroom house - 3 parking spaces
- Boundary treatment.
- Scale bar & north arrow

EXISTING



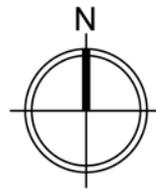
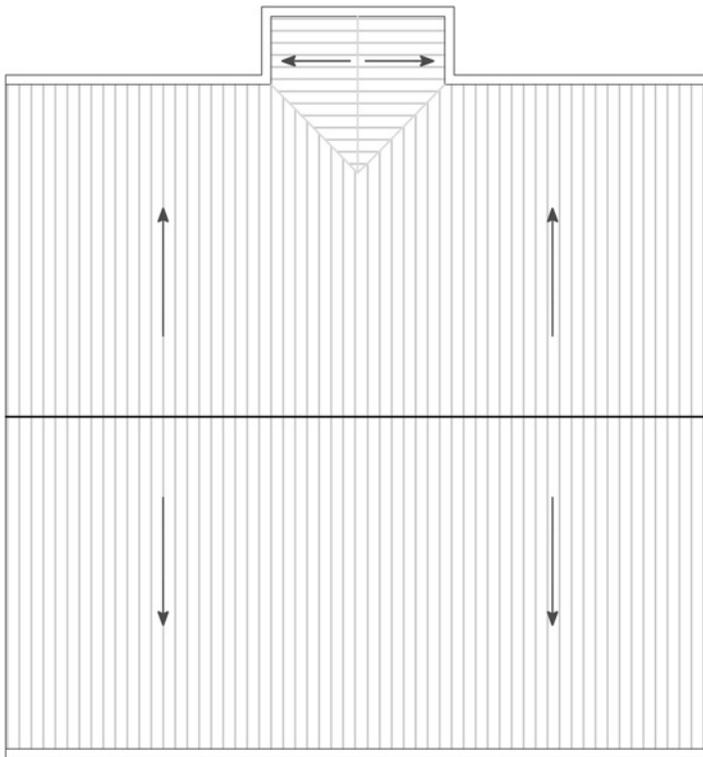
GROUND FLOOR PLAN



FIRST FLOOR PLAN

**EXISTING FLOOR PLANS**

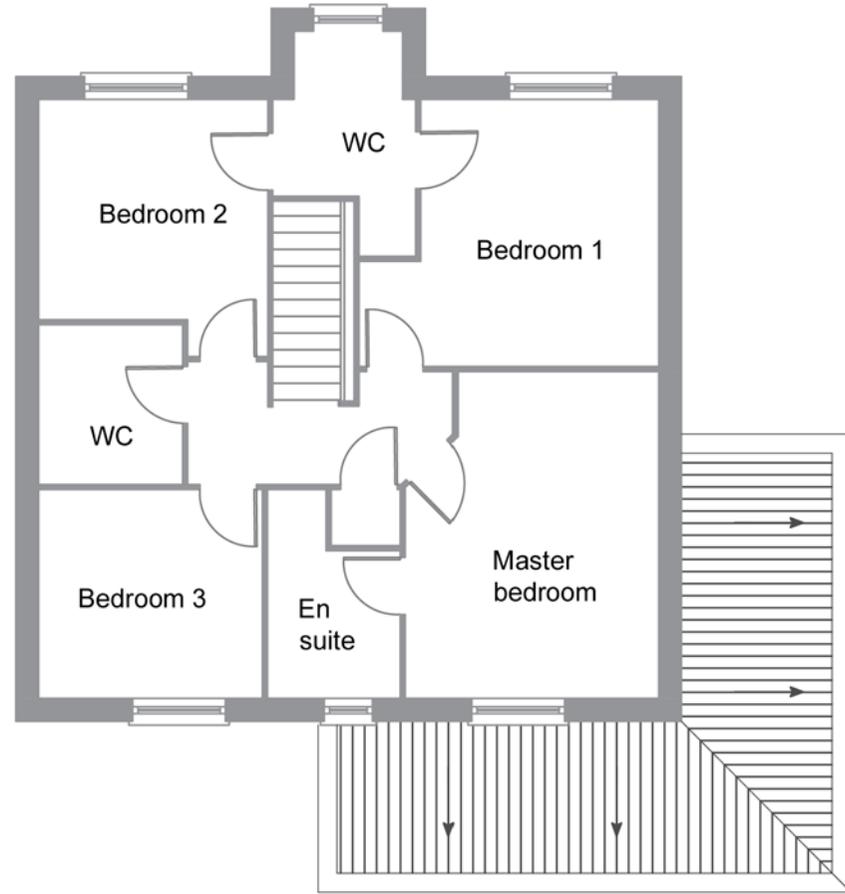
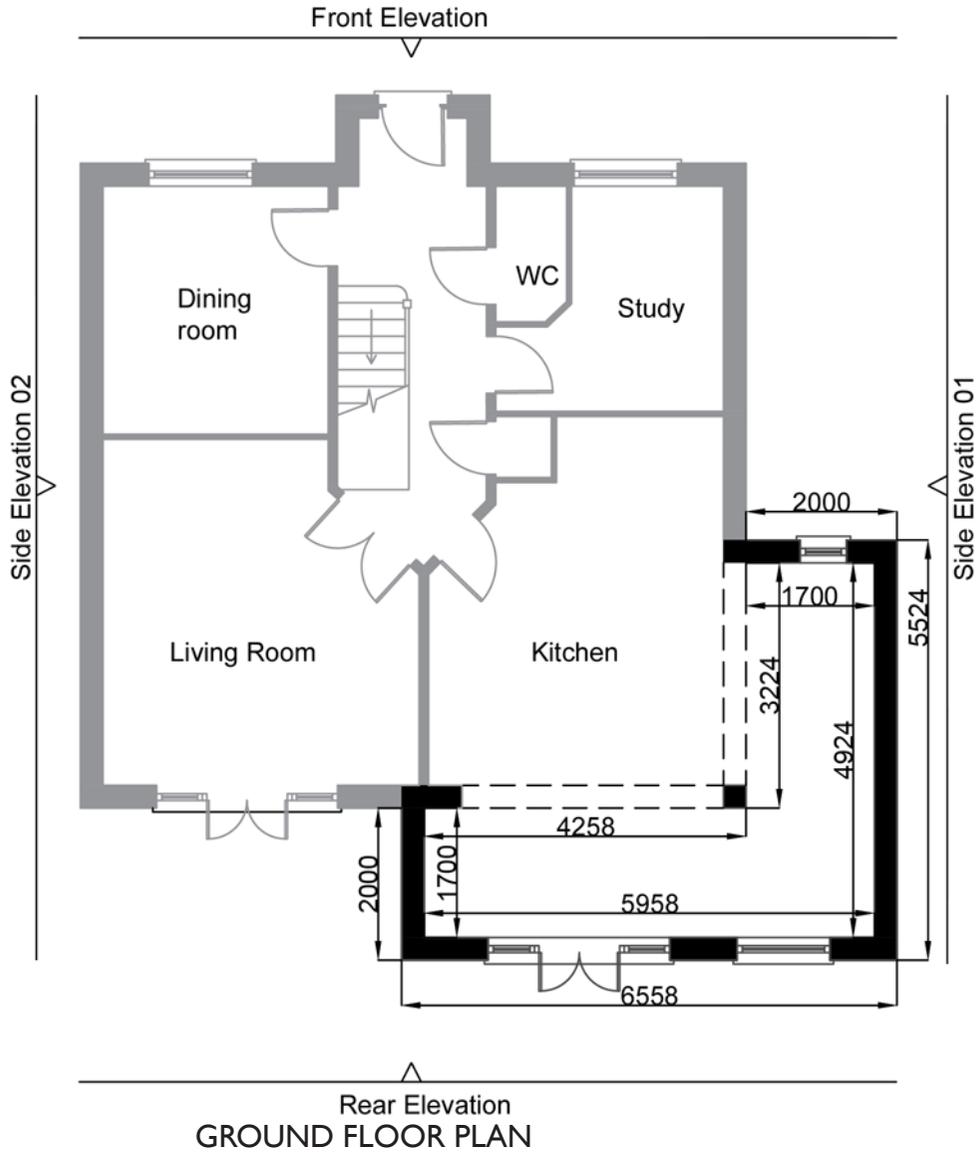
- Metric scale 1:50 or 1:100
- General layout of building.
- Existing roof Plan.
- Scale bar.



Scale 1:100

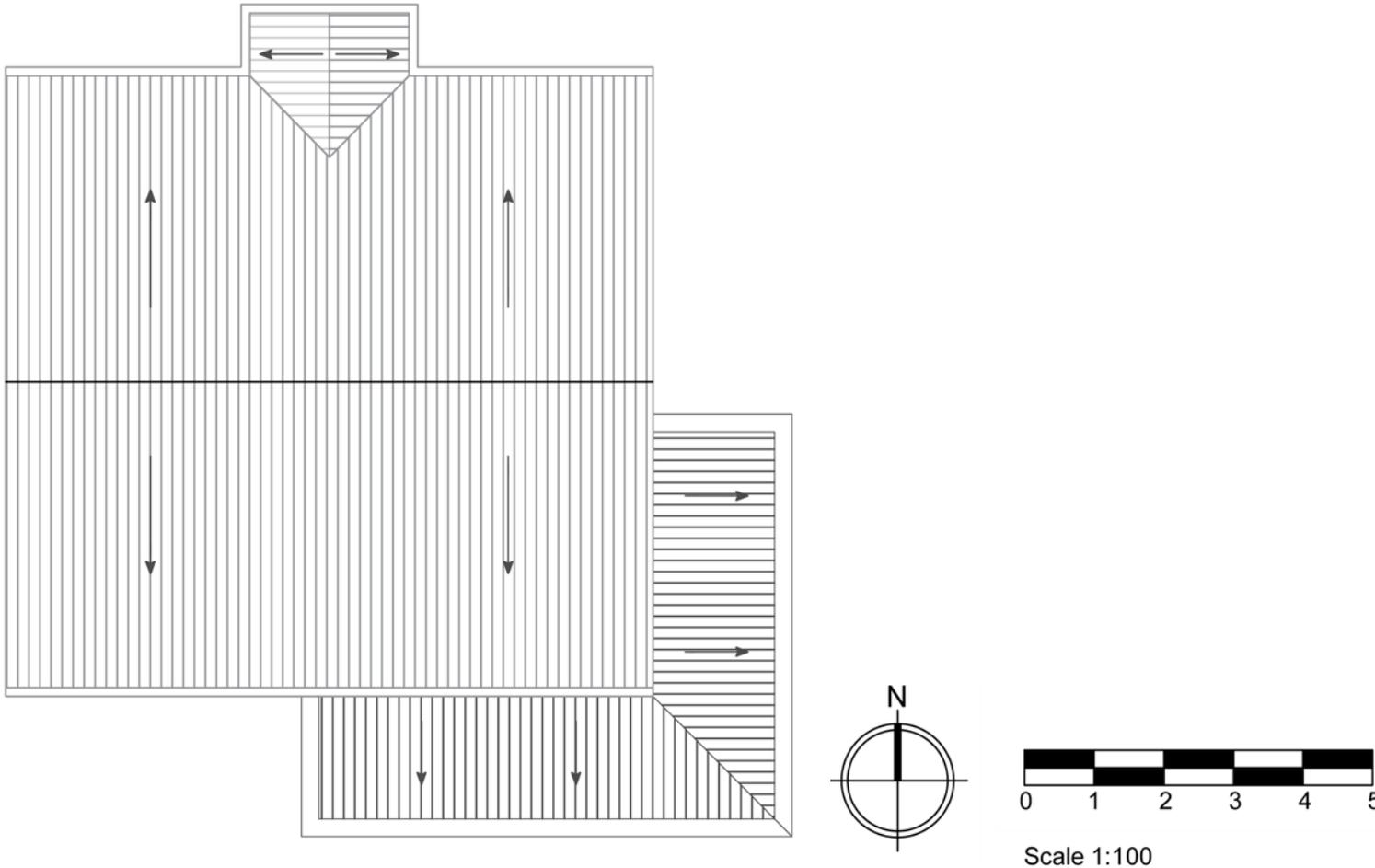
ROOF PLAN

PROPOSED



**PROPOSED FLOOR PLANS**

- Metric scale 1:50 or 1:100
- General layout of building.
- Proposed development to be easily identifiable.
- Proposed Roof plan.
- Scale bar.

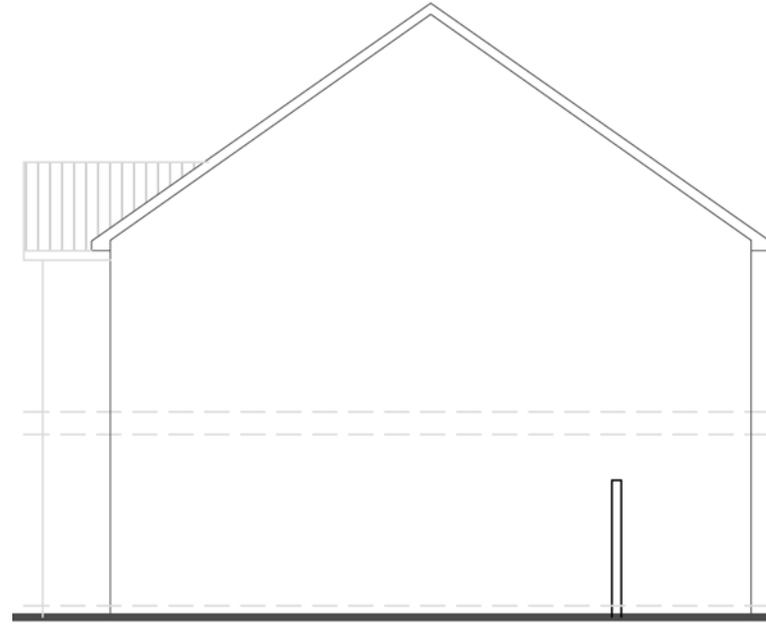


ROOF PLAN

EXISTING



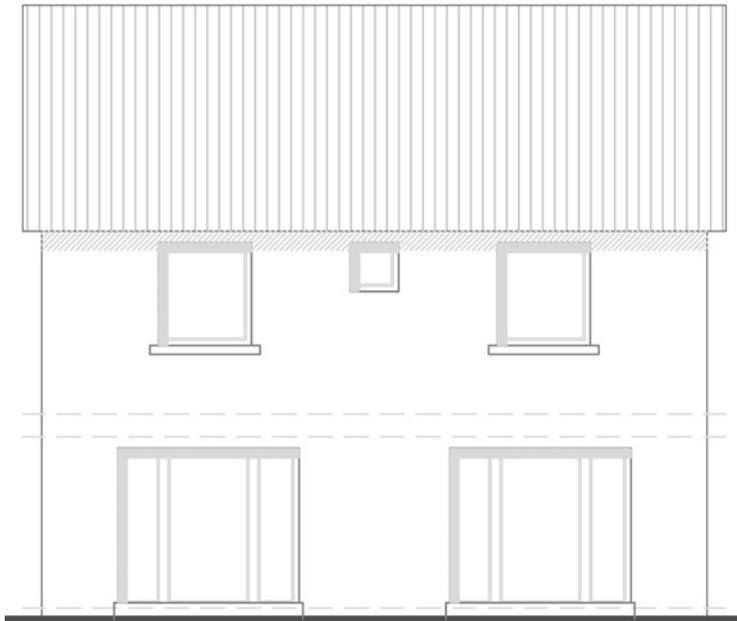
FRONT ELEVATION



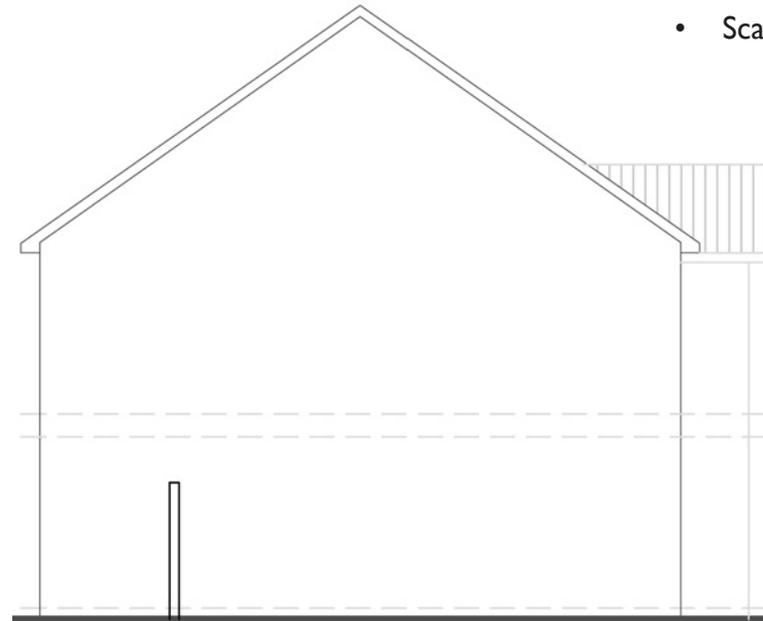
SIDE ELEVATION 01

**EXISTING ELEVATIONS**

- Metric scale 1:50 or 1:100
- General layout of building.
- Scale bar.



REAR ELEVATION



SIDE ELEVATION 02

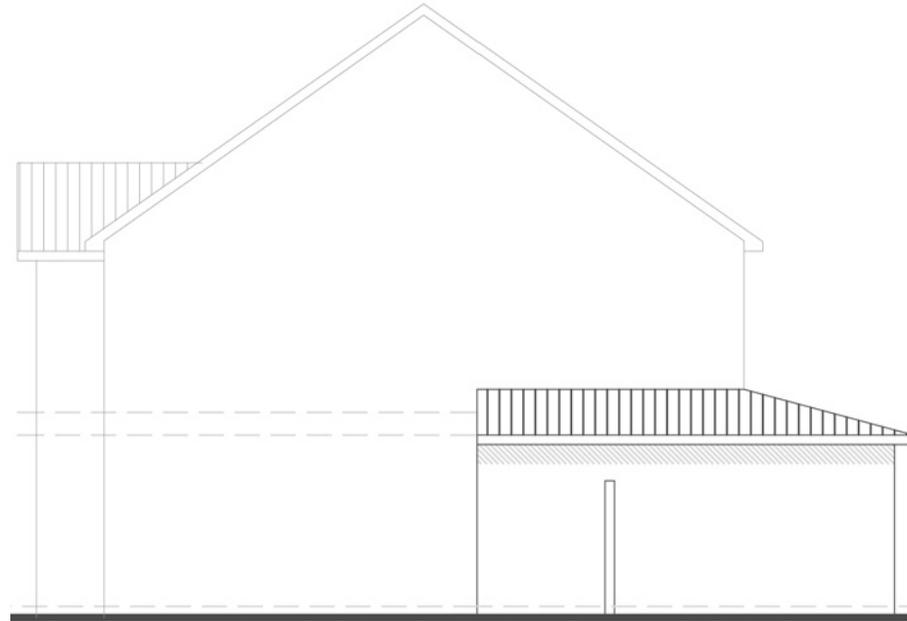


Scale 1:100

PROPOSED



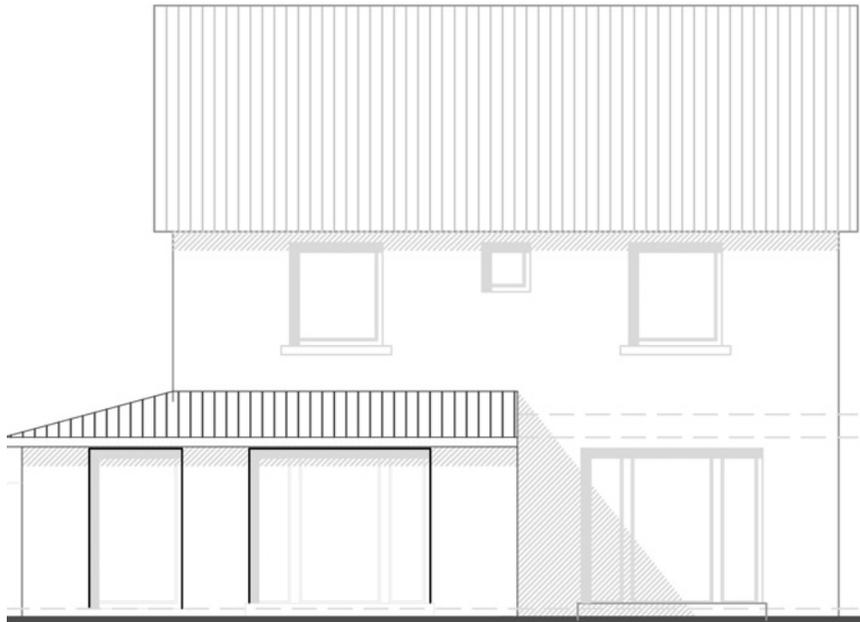
FRONT ELEVATION



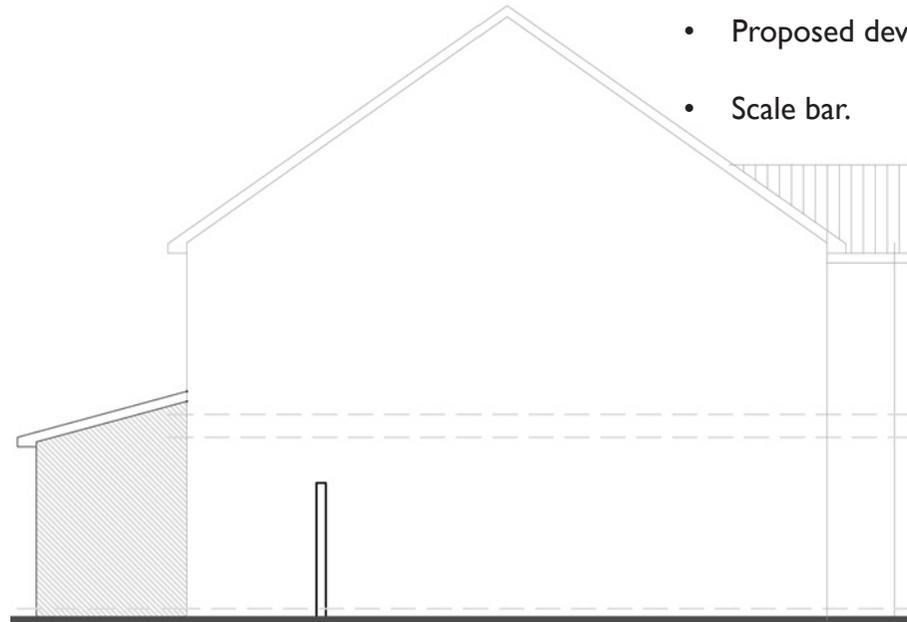
SIDE ELEVATION 01

**PROPOSED ELEVATIONS**

- Metric scale 1:50 or 1:100
- General layout of building.
- Proposed development.
- Scale bar.



REAR ELEVATION



SIDE ELEVATION 02



Scale 1:100