**Householder Application Validation Checklist**

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| **DOCUMENTATION REQUIREMENTS** |
| All applications should preferably be submitted via the Planning Portal. Alternatively, to assist with the application process it would help if all forms, plans and documents relevant to the application were submitted by email to [planningvalidation@walthamforest.gov.uk](mailto:planningvalidation@walthamforest.gov.uk). On occasion if required we may request hard copies of drawings to be submitted. |
| Maximum file size is 5MB.  Any file greater should be divided into parts and suitably named. Alternatively any large file documents can be sent via WeTransfer |
| **Drawing Confirmation**  All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-5 metres. |
| This checklist should be read in conjunction with the Local Validation Requirements for planning applications. |

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| **NATIONAL REQUIREMENTS** | |
| The London Borough of Waltham Forest requires an original plus one (1) copy of all plans forms and documents are required where the application is not submitted via Planning Portal. | |
| **Completed Application Form** | |
| **Ownership Certificate (A, B, C or D as applicable)** | |
| **Agricultural Holdings Certificate** | |
| **The Appropriate Fee** | * [Calculate **fees on Planning Portal website**](http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator) |
| **Location Plan** | |
| **Design and Access Statement where the site is located within a conservation area**. | |

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| **LOCAL REQUIREMENTS**  **The following information is also required with applications.** | |
|  | **Notes** |
| **Existing and Proposed Elevations**  (at a 1:50 or 1:100 scale) | Required |
| **Existing and Proposed Floor Plans including roof plans**  (at a 1:50 or 1:100 scale) | Required |
| **Existing and Proposed Sections**  (at a scale of 1:50 or 1:100 scale) | Required |
| **Archaeological desk based assessment** | Required where groundworks are proposed within an Archaeological Priority Area. Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. |
| **Basement Impact Assessment** | Required for all applications which includes a basement |
| **CIL (Community Infrastructure Levy) - Additional Information Form** | Required for all proposals including new buildings or extensions which involve the creation of 100 square metres or more of gross internal floorspace, or involve the creation of one or more dwellings (even where this is below 100 square metres) |
| **Heritage Statement (Listed Buildings Appraisal)** | Required for all applications within or affecting conservation areas, listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications |
| **Details of materials** | Required for all developments involving building work |
| **Tree Survey / Arboricultural Implications** | Required for all applications where there are trees within the application site, or on land adjacent to trees that would influence or be affected by the development (including street trees). |

**Submitting a Planning Application via the Planning Portal or by email**

It is recommended that Householder Planning Applications be submitted using the Planning Portal. In this instance, the following requirements for file formats and sizes should be met.

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| **File Type**   * All drawings should be attached as **.pdf (Adobe Acrobat)** files. * Other files types that will be accepted are .jpg, .doc and .xls files only. * All files should be clearly labelled / named referencing the drawings they contain. |
| **File Size**   * The maximum size of any single attachment must be no more than 5MB. * All drawings submitted electronically must be A3 or smaller. |
| **Electronic Plan Information Requirements**  All drawings must include the following information:   * The print (paper) size; * The relevant scale at that print size, such as 1:50, 1:100, * A scale bar showing the length of one metre and five metres, * Key dimensions. |

**Questions**

Please refer to the Local Validation Requirements for planning applications.