

**Householder Application Validation Checklist**

Complete this checklist and submit it with your application to extend or alter an existing house or for any development within the curtilage of a residential property.

**You will need to submit this completed checklist with your application. It will not be accepted without it.**

Guidance and information on the drawing and documents listed below can be found in our [Validation Checklist Guidance Note.](https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2022/12/2022-12-07-Final-Validation-Guide.pdf)

**National requirements**

|  |  |  |
| --- | --- | --- |
| **Requirement**  | **Included – Y/N**  | **If No, short statement why detail is not required**  |
|  Completed application form, signed and dated   |   |   |
|  Completed Ownership Certificate (A, B, C or D as appropriate) – within application form   |   |   |
|  Correct application fee   |   |   |
|  Location Plan   |   |   |
|  Proposed Site/Block Plan   |   |   |
|  Existing and Proposed Elevations   |   |   |
|  Existing and Proposed Floor Plans   |   |   |
|  Existing and Proposed Roof Plans   |   |   |
|  Site sections and finished floor and site levels   |   |   |
|  Design and Access Statement  |   |   |

**Local List Requirements**

In addition to the national requirements set out above, the following information may also be required and this is dependent on the particulars of your application and proposal.

Please see the Validation Checklist Guidance Note for further advice on the information which may need to be submitted with your application.

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| **Requirement**  | **Included – Y/N**  | **If N short statement why not required**  |
|  Arboricultural Assessment/Tree Survey  |  |  |
|  Biodiversity Assessment and Surveys   |  |  |
|  CIL Form 1 and measurements plan   |  |  |
|  Flood Risk Assessment (site-specific)   |  |  |
|  Heritage Statement   |   |   |
|  Planning Statement   |   |   |
|  Structural Survey   |   |   |
|  Sustainable Design Measures Statement/Checklist  [South Sustainable Construction Checklist](https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/local-plan-and-planning-policies/local-plan-2035/sustainable-construction-checklist/)  [Vale Sustainable Construction Checklist](https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/local-plan-and-planning-policies/sustainable-construction-checklist/)   |   |   |

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