

Householder & Certificate of Lawfulness Applications – Validation Checklist

This document indicates the national and local validation requirements for Householder (short code HSE) and Certificate of Lawfulness Existing (short code CLU) or Certificate of Lawfulness Proposed (short code CLD) planning applications. Please check what the short code for your application type is and using this code, check what the national and local validation requirements are for the application type.

For the National requirements:, identify the short code column. Look down the column, where it is a ticked, see across for National requirement. For the Local requirements: identify the short code in the green boxes; answer the questions about what the proposal involves to identify the local requirements. For information on the areas that apply, select and complete the application address in the link “validation requirement property search” on the website www.brent.gov.uk/planningvalidation,

National Validation Requirements

HSE	CLU & CLD	National Requirement	Include d √ or X
√	√	Standard application form completed	
√	√	Location plan	
√		Block plan of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries	
√		Existing and proposed elevations (eg at a scale of 1:50 or 1:100)	
√		Existing and proposed floor plans (eg at a scale of 1:50 or 1:100)	
√		Roof plans (eg at a scale of 1:50 or 1:100)	
√		Ownership Certificate (A, B, C or D - as applicable) completed, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
√		Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article	
√		Agricultural Holdings Certificate completed, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
√		Design and Access Statement , if the property is within a conservation area or is a listed building	
√	√	The appropriate fee	
	√	Such evidence verifying the information included in the application as can be provided	
	√	Such other information as is considered to be relevant to the application	

Local Validation Requirements

HSE	Householder full planning permission
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Proposal based validation requirement

Included

Does proposal involve:	√ or X	If √, local requirement is:	√ or X
Loss of garages or parking or conversion of garage into habitable room?		Site plan showing parking provision,	
Vehicle crossover, vehicle access or new hard standing?		Detailed site layout and elevation plans to a scale of not less than 1:100, showing all changes to garden or land affected, such as soft and hard landscaping, walls, gates, pathways etc	
Trees or hedges on the site or on adjoining properties which are within falling distance of the boundary?		Site plan showing the position of trees and hedges and indicate which trees you propose to remove or prune (if any)	
Retention or proposed replacement of double glazed windows and / or doors?		<ul style="list-style-type: none"> All window elevations to be replaced, at scale of 1:10 or with all dimensions clearly annotated Property elevations or photographs of whole property, with the windows to be replaced, numbered to correspond with window elevations A cross section at scale 1:5 or with all dimensions clearly annotated through the transom, showing the relationship of opening and fixed lights and drip rail, with full size details of any glazing bars, which must be mounted externally 	

Area based local validation requirement

Included

Is site in:	√ or X	If √, local requirement is:	√ or X
<ul style="list-style-type: none"> Archaeological Priority Area APA's Site of Archaeological Importance Listed Building 		Heritage Statement	

CLU CLD	Certificate of lawfulness for existing use or operation Certificate of lawfulness for proposed use or operation			Included
Does proposal involve:	√ or X	If √, local requirement is:	√ or X	
Detached buildings, site boundary works such as walls & fencing, hard surfacing and/or vehicle crossovers?		Site plan		
Existing building works or use?		<ul style="list-style-type: none"> • As original & existing floor plans • As original and existing elevations 		
Proposed building works or use?		<ul style="list-style-type: none"> • Existing and proposed floor plans • Existing and proposed elevations 		
Retention or proposed replacement of windows and / or doors?		<ul style="list-style-type: none"> • All window elevations to be replaced, at scale of 1:10 or with all dimensions clearly annotated. • Property elevations or photographs of whole property, with the windows to be replaced, numbered to correspond with window elevations • A cross section at scale 1:5 or preferably full size through the transom, showing the relationship of opening and fixed lights and drip rail, with full size details of any glazing bars, which must be mounted externally 		