

Checklist 5: Householder Applications

Validation Requirements	Householder Applications	Required	Submitted
-------------------------	--------------------------	----------	-----------

National Requirements

Completed planning application form	See Note 1	Yes	Yes / No
Location plan	See Note 2	Yes	Yes / No
Site Plan	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 7	Yes	Yes / No

Tyne and Wear Requirements

Application Plans	See Note 8	Yes	Yes / No
Archaeological Assessments	See Note 11	Yes / No	Yes / No
Ecological Survey Assessment and Mitigation Report & Protected Species Survey	See Note 13	Yes / No	Yes / No
Flood Risk and Drainage Assessment	See Note 15	Yes / No	Yes / No
Noise Assessment	See Note 20	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 30	Yes / No	Yes / No

Please note: The above documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.

These checklists do not apply where the intention is to carry out a development as 'permitted development' or under the Neighbour Notification Scheme / Prior Approval Notification process. Further information on permitted development and whether these have been withdrawn is available on the council's webpage and on the Planning Portal:

https://www.planningportal.co.uk/info/200125/do_you_need_permission