

Household extensions summary checklist based on the Validation Requirements for the Submission of Planning Applications list (from 6th February 2023)

The following list summarises the main validation requirements for house extensions applications. Further information can be found in the [Validation Requirements list](#). Applicants should also refer to the [House Extensions and Alterations Supplementary Planning Document \(SPD\)](#)

Table 1 Section A: List of National requirements

Item	Required	Submitted	Notes
Application Form	Yes	Yes/No	
Ownership Certificate(s)	Yes	Yes/No	
Planning Fee	Yes	Yes/No	

Table 2: Plans required

Item	Required	Submitted	Notes
Location Plan (including showing up to the public/adopted highway)	Yes	Yes/No	
Site Layout Plan or Block Plan	Yes	Yes/No	
Existing and Proposed Elevations	Yes	Yes/No	
Existing and Proposed Floor Plans	Yes	Yes/No	
Streetscene Plan	ALL applications that would result in a proposal that would increase the height of a building adjacent to an existing building or for the erection of new buildings.	Yes/No	
Roof Plans	Yes	Yes/No	
Existing and Proposed Site Levels (including Finished Floor Levels)	ALL applications involving new buildings or floor space and any application that involve groundworks and /or engineering operations e.g. access tracks, hard surfaced areas, re-grading of land where there are any changes in level across the site or a change to ground level and it would add to the understanding of the proposal.	Yes/No	
Existing and Proposed Sections	Proposals on sloping or uneven land or sites where immediately adjoining land is on a different level	Yes/No	

Table 3: Additional national requirements

Item	Required	Submitted	Notes
Flood Risk Assessment (FRA) (where applicable)	All developments in flood zone 2 or 3, including minor development and change of use.	Yes/No	

Table 4 Section A: List of Local information requirements

Item	Required	Submitted	Notes
Climate Change Statement	Yes		This requirement is from a Kirklees Council Cabinet decision in June 2021 that all planning applications must be accompanied by a Climate Change Statement. This document should bring together information relating to climate change into one place rather than requiring additional technical assessments. Applicants to be directed to: Climate Change: The Planning Response and Guidance Note for Developers (June 2021) and template (the level of detail should be proportionate to the scale of the proposal - some questions may not be relevant for extensions applicants)
Ecological Surveys and Reports (in accordance with British Standard BS 42020:2013)	Refer to 'Planning Constraints Biodiversity' layer on Kompass. Yes, if the SSSI IRZs (Impact Risk Zone) the site is in indicates that 'all' planning applications must submit an Ecological Survey		

	<p><u>and/or</u></p> <p>Yes, if the site is in or adjacent to the following:</p> <ul style="list-style-type: none"> - Local Wildlife Site - Local Geological Site - Wildlife Habitat Network - Protected species layers, e.g. bat alert layer, great crested newt layer 		
Foul Drainage Assessment	ALL applications which propose to incorporate a non-mains foul drainage system.		
Heritage Statement or Heritage Impact Assessment (as appropriate)	<p>ALL applications affecting a heritage asset including:</p> <ul style="list-style-type: none"> • Development within or affecting the setting of a Conservation Area (CA) • Listed Building Consent applications • Planning applications affecting a Listed Building or its curtilage or setting • Applications for relevant demolition in a CA • Applications affecting nationally and locally designated parks/gardens or their setting • Applications affecting non-designated heritage assets • Applications affecting a scheduled monument 		Heritage statements Kirklees Council