



working on behalf of Barking and Dagenham

Be First
5th Floor, MAKE IT Barking
15 Linton Road
Barking
IG11 8HE

VALIDATION CHECKLIST

APPLICATION FOR PRIOR APPROVAL FOR A PROPOSED LARGER HOME EXTENSION

This application relates to larger single-storey rear extensions in accordance with The Town and Country Planning (General Permitted Development) (England) Order 2015 (i.e. between 4 and 8 metres in length beyond the original rear wall for a detached house and between 3 and 6 metres in length beyond the original rear wall for all other houses).

Currently it is not possible to submit this type of application via the Planning Portal. Therefore, please submit via e-mail (planning@befirst.london) or other electronic means such as a memory stick or electronic transfer (for example We Transfer or equivalent). Do not send hard copies as we are a paperless office.

STATUTORY NATIONAL INFORMATION REQUIREMENTS

An application MUST include the following information/documents:

Written Description of Proposal

A homeowner wishing to build a larger single-storey rear extension must notify the Local Planning Authority and provide a written description of the proposal which includes the length that the extension extends beyond the rear wall of the original house, the height at the eaves** and the height at the highest point of the extension. The applicant is also required to provide the addresses of any adjoining properties to the application site, including any at the rear of the site. A contact address should be provided for the applicant and if the applicant is happy to receive correspondence by e-mail, then an e-mail address should also be provided.

To ensure that all of the necessary information is provided you are encouraged to complete and submit the application form 'Notification for Prior Approval for a Proposed Larger Home Extension' which is available to download on the Planning Portal.

The correct fee

Please [pay on the Council's website](#) and confirm payment details to us.

Please note that we do not accept cheques sent to London Borough of Barking and Dagenham or Be First.

The [Planning Portal's Fee Calculator](#) can help you calculate the planning fee required for your application.

Plan

The submitted plan should indicate the location of the site and show the proposed siting of the extension. It should also be labelled with the dimensions of the proposed extension and the location of any proposed windows and doors should be indicated.

OPTIONAL INFORMATION

The Local Planning Authority would also find the information below helpful if you are willing to provide it:

Sketch of Proposed Roof Shape

A sketch showing the shape of the proposed roof of the extension if it will be pitched.

Photograph(s)

Photograph(s) of the proposed location of the extension (i.e. showing the rear elevation and rear garden of the existing house).

*** The height of the eaves is measured from the natural ground level at the base of the external wall of the extension to the point where the external wall would meet (if projected upwards) the upper surface of the roof slope. Parapet walls and overhanging parts of eaves should not be included in any calculation of eaves height.*

Last updated: 27th July 2026