



working on behalf of Barking and Dagenham

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

VALIDATION CHECKLIST

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

Please submit via the Planning Portal (our preferred method). If you are unable to submit via the Portal then please use 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:	
Application Form	The completed application form should be submitted.
Location Plan (typically at a scale of 1:1250 or 1:2500)	The location plan should be based on an up-to-date map and should identify sufficient roads and/or buildings on land adjoining the application site. The application site should be edged clearly with a red line and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
The correct fee	The quickest and most efficient way to submit your application and fee is via the Planning Portal. In cases where you are unable to submit via the Planning Portal you will need to 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.

Site Plan (typically at a scale of 1:100 or 1:200)

The site plan should accurately show:

- a. the direction of north;
- b. the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

and the following, unless these would NOT influence or be affected by the proposed development:

- c. all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d. all public rights of way crossing or adjoining the site;
- e. the position of all trees on the site, and those on adjacent land;
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed.

Ownership Certificate and Agricultural Land Declaration

An ownership certificate and agricultural land declaration A, B, C or D which is part of the application form must be completed stating the ownership of the property. For this purpose, an 'Owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Notice(s)

If ownership certificate B, C or D has been completed, a notice to all owners of the application site must be completed and served in accordance with Article 13 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

Design and Access Statement

This is only required for a householder application where any part of the dwelling house or its curtilage falls within a conservation area.

The Design and Access Statement shall set out the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.

The Design and Access Statement shall:

(a) explain the design principles and concepts that have been applied to the following aspects of the development:

- (i) amount;
- (ii) layout;
- (iii) scale;
- (iv) landscaping; and
- (v) appearance; and

(b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relation to its proposed use.

The Design and Access Statement shall also:

(a) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;

(b) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and

(c) explain:

- (i) how any specific issues which might affect access to the development have been addressed;
- (ii) how prospective users will be able to gain access to the development from the existing transport network;
- (iii) why the main points of access to the site and the layout of access routes within the site have been chosen; and
- (iv) how features which ensure access to the development will be maintained.

COMMUNITY INFRASTRUCTURE LEVY (CIL) REQUIREMENTS

A householder application for 100 square metres or more of new floor space MUST be accompanied by the following documents:

Community Infrastructure Levy (CIL) Forms

Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application - Additional Information Requirement

form; and

Community Infrastructure Levy (CIL) Form 1: Assumption of Liability.

LOCAL INFORMATION REQUIREMENTS

An application MAY also require the submission of the following information/documents:

Plans / Drawings

All plans / drawings should be drawn at an identified standard metric scale. They should be named and numbered in a logical manner and given titles which refer to their content.

It may be appropriate for applicants to provide some or all of the following plans / drawings, depending on the nature of the proposal:

Existing and Proposed Elevations (at a scale of 1:50 or 1:100)

These should clearly show the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. These should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity to it, the drawing should show the relationship between the two buildings and detail the positions of the openings on each property.

Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100)

Floor plans should be provided for new development, and for existing buildings altered by the proposed development. These should highlight any existing walls or buildings that are to be demolished, where applicable.

Existing and Proposed Site Sections and Finished Floor and Site Levels (at a scale of 1:50 or 1:100)

Existing and proposed site sections and finished floor and site levels should be provided where a change is proposed. These should show how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site).

Roof Plans (at a scale of 1:50 or 1:100)

Roof plans should be provided for any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.

Parking and Access Arrangements

Where the proposed development affects parking / access at the site or in the surrounding area, details of existing and proposed parking / access should be submitted.

Relevant local and regional policies include policy BR9 of the Borough Wide Development Policies Development Plan Document (March 2011), policy 6.13 of The London Plan (2016) and policy T6 of the draft London Plan (2019).

Tree Survey / Arboricultural Implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. The information should be prepared by a qualified arboriculturist.

Relevant local and regional policies include policy BR3 of the Borough Wide Development Policies Development Plan Document (March 2011), LBBD SPD 'Biodiversity' (February 2012), LBBD SPD 'Trees and Development' (February 2012), policies 7.19 and 7.21 of The London Plan (2016) and policies G6 and G7 of the draft London Plan.

Last updated: 27th July 2026