

Validation checklist

Householder application

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Householder application for planning permission for works or extension to a dwelling.

The checklist includes all necessary and potential documentation required to be submitted to achieve a valid planning application.

This checklist must be read in conjunction with the adopted [planning application requirements](#) (PAR).

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Statutory national requirements

An application MUST include the following information/documents to be made valid. Please [see guidance on making an application here](#)

Application form

The completed application form should be [submitted through the national planning portal](#).

Location plan

The location plan should:

- typically be at a scale of 1:1250 or 1:2500
- be based on an up to date map
- identify sufficient roads and/or buildings on land adjoining the application site

The application site:

- should be edged clearly with a red line
- have a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site

The quickest and most efficient way to submit your application and fee is [via the Planning Portal](#).

In cases where you're unable to, or choose not to, submit via the portal, you'll need to email developmentcontrol@luton.gov.uk to confirm you wish to pay the application processing fee and application fee. Upon receipt of this confirmation, we'll send you the payment details.

Please note: we do not accept cheques sent to Luton Council at this current time.

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

Plans and documents

The site plan should typically at a scale of 1:1250 or 1:2500.

The site plan should accurately show:

1. the direction of north
2. the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
3. the plan should also show **all of the following**, unless these would NOT influence or be affected by the proposed development:
 - a) all the buildings, roads and footpaths on land adjoining the site including access arrangements
 - b) all public rights of way crossing or adjoining the site
 - c) the position of all trees on the site, and those on adjacent land
 - d) the extent and type of any hard surfacing
 - e) 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
 - v) appearance
- 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
 - iv) how features which ensure access to the development will be maintained

Local requirements

Plans and 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

Elevation should be at a scale of 1:50 or 1:100.

Full height dimensions. Where there is a change to raise the roof, full height dimensions are required.

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
- indicate, where possible:
 - the proposed building materials
 - 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.

(This may be pre-existing and existing for retrospective applications)

Existing and proposed floor plans

Existing and proposed floor plans should be at a scale of 1:50 or 1:100.

Floor plans should be provided for:

- new development
- existing buildings altered by the proposed development

These should highlight any existing walls or buildings that are to be demolished, where applicable.

(This may be pre-existing and existing for retrospective applications)

Roof plans

Roof plans should be at a scale of 1:50 or 1:100.

The drawings submitted should show details of the existing building(s) as well as those for the proposed development with all dimensions (in metric) including length, width and height on each floor/level and boundary lines on all sides.

Roof plans should be provided for any roof that would be created or altered by the proposed development and should:

- show the shape of the roof
- show its location
- specify the roofing material to be used

Parking and access arrangements

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

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
- the means of protecting these trees during construction works

The information should be prepared by a qualified arboriculturist.

Other possible documentation

The following documents should be submitted where applicable:

- annexe accommodation justification statement
- archaeology assessment
- biodiversity survey and report
- conservation area/listed buildings
- crossovers*
- daylight/sunlight assessment
- flood risk assessment
- heritage statement
- parking strategy including cycle parking provision
- photographs and photomontages
- planning statement
- structural survey
- tree protection method statement

* If your application involves a new vehicular crossover or an extension to an existing crossover, you'll need to seek approval from Volker Highways. [See dropped kerbs/crossover](#).

Personal and confidential statement

We may publish any information you submit as part of your application. You must tell us if there is any information you do not want us to publish when you submit your application.

If however, we believe that this information is in the public interest, we reserve the right to publish it. We may also decide parts of your submission are not in the public interest and may redact this information.