

Introduction

This document has been produced to advise agents and applicants of the list of information required when submitting applications for planning permission of other similar consents to the London Borough of Hounslow.

On 6 April 2008 the Government introduced a mandatory Standard Application Form accompanied by changes to the procedures involved in the validation of applications.

There are two elements to the validation requirements:

- A national list of mandatory information that must be submitted with every planning application; and
- A local list of additional information that may be required when making an application to the London Borough Of Hounslow

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires, as a minimum, that an application for planning permission includes the items set out in the national list. The National Planning Practice Guidance on validation requirements states that a local list must be:

- Reasonable, having regard in particular to the nature and scale of the proposed development; and
- Be about a matter that is reasonable to think it will be a material consideration in the determination of the application.

In addition, the local planning authority must consult on a draft local list, formally adopt the local list and publish it on its website, and review the local list every two years.

The local requirements list includes a list of documents that are likely to be required so that a full assessment of the application can be made. To avoid any delay, it is in the interests of applicants to ensure all the relevant information is provided at submission. The list is not exhaustive and it is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined. The list does not therefore limit the Council's ability to request additional information should further issues arise during the planning application determination period.

The local list suggests a number of different documents that may be required to help assess and determine an application. Not everything on the list will be required and each application will be dealt with on a case by case basis. If you are unsure on what information to submit, then please contact the planning team.

To understand which items can be required for different types of applications, use the application type checklists.

Number of copies of applications to be submitted

For all major applications, at least 2 (two) paper copies and 1 (one) copy of the application on a CD are required. One copy of the application will be sent to a library / libraries of Council's choosing for public viewing.

For applications that are likely to be controversial and of significant public interest further paper copies and CDs may be requested prior to the validation of the application.

For minor applications, one electronic copy should be submitted. Only in exceptional circumstances will a paper copy of an application be accepted instead of an electronic submission.

Pre-application advice service

The Council offer a pre-application service for all applications to discuss proposals prior to formal submission. Further information and the relevant application form may be found on the following link:

https://www.hounslow.gov.uk/info/20063/pre-application_advice

Validation criteria

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and associated details necessary to provide sufficient information for the determination of the application. The specified national criteria are mandatory and must be adhered to if an application is to be accepted as valid.

An email address for both the applicant and / or agent must be provided on the application form. Where an application is invalid, the Council will write contact the agent via email to explain what information is required to be submitted and within what timeframe.

Submission of planning applications

Online planning applications are simple to make using the Planning Portal: www.planningportal.co.uk . You can use the forms and tools to create your proposal, calculate your fee and add any attachments. You can also pay the fee online on the Planning Portal.

Alternatively, you can send an electronic copy of the application to: planning@hounslow.gov.uk

Consultation

This checklist has been through 6 (six) weeks of public consultation between 14 October and 29 November 2019.

Discharge of Conditions Checklist

This checklist covers the information required to be submitted to accompany an for the discharge of conditions. The level of information and detail required will depend on the scale of the development. This list is not exhaustive and the Council may request additional information to be submitted to enable a proper assessment of your proposal.

QUICK CHECKLIST

NATIONAL REQUIREMENTS

Application form	
Relevant Information	

If you are unsure what documents you need to provide, or what any of the above documents are, a full detailed checklist can be found overleaf. In the event that you are still unsure after reviewing this detailed checklist, you should contact the Hounslow Planning Department for further guidance.

DETAILED CHECKLIST

NATIONAL REQUIREMENTS

Application form

A completed application form should be submitted as part of any application. The relevant certificate should be signed and a copy of the notice if certificate B, C or D has been completed.

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).

Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

The relevant application forms are available to download from the Planning Portal on the following link:
https://www.planningportal.co.uk/info/200126/applications/61/paper_forms

Relevant information

ie. Documents, samples, reports relating to the condition to be discharged.