

Enfield Council

Local Validation Requirements for planning applications

28th September 2026

Householder Applications

PLANNING APPLICATION CHECKLIST

Householder Applications

This checklist sets out the information you need to submit with your application for an alteration to an existing house such as extensions, conservatories, replacing windows, loft conversions or outbuildings. This does not include flats. For extensions to flats, maisonettes or more than one house you will need to apply using the full planning permission application.

If more than half of the original walls of the house are to be demolished, or if the property cannot remain standing during the proposed works, then the application is not considered a householder extension and you will need to apply using the full planning permission application; the fee will be for a new house. It lists the statutory National Planning Application Requirements that must accompany all applications and may include additional Local Planning Application information that Enfield Local Planning Authority requires for this type of application.

Pre-application Service

You can engage in [pre-application discussions](#) with Enfield Local Planning Authority to identify whether or not your proposal is likely to be acceptable, what can be done to make your application acceptable, how we will apply our policies to your proposal and which type of application form you will need and the related or supporting information you will need to submit.

Submitting applications

You can use the [Planning Portal](#) to submit most applications for planning consent online. As soon as payment for the application has been confirmed, it will be passed to the Enfield Local Planning Authority for the application process to begin.

Alternatively, application forms can be printed, filled in by hand and sent to the Enfield Local Planning Authority directly. Please note there is a fee for applications received by post or email. If the correct requirements are provided, your application will be validated within 5 working days of receipt.

If your application is missing items or has errors, we will send you an email explaining why your application is invalid and what you need to do next.

If you do not provide the information required within 21 days of submission and your application is therefore withdrawn as invalid, we will retain an administration fee to cover our costs.

If you think certain documents are not required to accompany your application, please complete an Article 12 notice and provide a brief explanation why (for Article 12 form see Section 3 - Guidance on validation process).

Plans and drawings

Please read the Local Validation List carefully before submitting a planning application, as not all the information is required for every application.

There are requirements for plans/drawings in both the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Supporting documents

Guidance on our core policies for guiding patterns of development can be found in [Enfield Core Strategy \(2010\)](#), [Enfield Development Management Document \(2014\)](#) and [Supplementary Planning Documents](#). The [Local Plan Policies Map](#) provides information for your location including site constraints (e.g. Conservation Area, Tree Preservation Orders).

Text on plans and statements should be of a reasonable size and in a clear font to be easily read (e.g. Arial 12).

Publicly accessible information

The information submitted as part of a planning application will be published online and made publicly available, but if there are exceptional circumstances, the Enfield Local Planning Authority must be consulted. Advice on sensitive information in planning applications can also be found in [Planning Practice Guidance \(NPPG\)](#).

How to use this document

The **first section** sets out the **national requirements that are required for your application to be validated**; these are defined by Statutory Instruments.

The **second section** sets out the **local requirements** that may be necessary for the successful processing of your application, depending upon its precise nature, constraints or scale. The matters set out in this section are **not needed for your application to be validated** but may be required to demonstrate that relevant planning policies have been satisfied by your proposals - failing to submit them at the outset, with your application, could jeopardise what could otherwise be a favourable decision on your application.

Section One

- National Validation Requirements - plans and documents for all applications

Section Two

- Local Validation Requirements - plans and documents for all applications
- Validation Requirements Checklist - quick guide for all applications

Section Three

- Guidance on supporting documents for applications
- Guidance on planning statements
- Glossary
- Guidance on validation requirements
- Guidance on validation process

SECTION ONE

NATIONAL VALIDATION REQUIREMENTS - YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION:

If any of the necessary information listed in SECTION ONE is not provided, then it is likely that your application will be invalid.

Requirement	When	Reason	Notes
1.Completed 1APP National Standard Application Form	Required for all householder applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	The Application must include: - Completed Ownership Certificate - Agricultural Land Declaration (A, B, C or D as applicable) signed and dated Where Ownership Certificate B, C or D has been completed, the correct Notice (under DMPO 2015) must be given and served on the owner(s) and/or published in a local newspaper. The application form must include data required by the Greater London Authority Data Standard.
2.Application fee	Required for all householder applications liable for a fee	The Town and Country Planning (fees for Applications, deemed applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	Refer to Planning Portal Planning Fee Calculator

3.Location Plan	Required for all householder applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	A Location Plan must include: • The direction north • A unique reference number • An up-to date Ordnance Survey map at scale (typically 1:1250 or 1:2500 for larger sites) • Sufficient name roads and/or buildings on land adjoining the application site • The application site boundaries and all land necessary to carry out the proposed development e.g., land required for access to the site from the road, outlined in red • A blue line drawn around any other land owned by the applicant that is close to or adjacent to the property Refer to Planning Portal maps, plans and planning applications
4.Design and Access Statement	Required for householder applications: • In a Conservation Area and comprising 100m² or more new floor space • Affecting the setting, appearance or character of a listed building, an historic park or garden or a scheduled ancient monument.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	A Design and Access statement must explain: • The design principles, concepts and policies applied • The appraisal of the context • The accessibility principles, concepts and policies applied Refer to Planning Portal Design and Access Statements.

5.Additional plans and drawings necessary to describe the proposed development	Required for all householder applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Plans or drawings must be drawn to an identified scale and show The direction of north. Linear scale bar and site address should be shown, especially for electronic submissions.
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SECTION TWO

LOCAL VALIDATION REQUIREMENTS - PLANS AND DOCUMENTS

Providing the necessary information of the right quality is essential to the decision-making process particularly where pre application advise has not been sought.

If the information listed in Section One and Section Two is not submitted, or is submitted but in inadequate form, and is found by the Local Planning Authority to be necessary to demonstrate relevant policies have been satisfied, then your application will usually be refused.

Applicants need to demonstrate a key policy has been satisfied, or a certain key consideration properly addressed as part of their application. It is important to remember “in the absence of...” or “failure to demonstrate that...” is a common Reason for Refusal, and normally an avoidable outcome. It can be an unnecessary cost and frustration to both applicants and neighbours for an application to be refused because drawings or other documents are either inadequate, or absent.

If you think certain documents are not required to accompany your application, please provide a brief explanation why in your submission (see Section 3 - Guidance on validation process).

Requirement	When	Reason	Notes
1.Existing and Proposed Block Plan - Scale 1:100, 1:200 or 1:500 clearly showing all the site boundaries and the direction of North	All householder applications involving building work or alterations to buildings.	In order to describe the development proposed.	Plans should include: • footprint of new building works and existing structures • roads / parking areas / dropped kerbs and footpaths • landscaping / position of trees - label any individually protected trees (TPO) • fences / site boundaries / street furniture

2.Existing and Proposed Elevations - Scale 1:50 or 1:100	All householder applications involving building work or alterations to buildings.	In order to describe the development proposed.	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, highlighting any structures to be demolished (cross-hatched in red on existing plans only), and showing the relationship to neighbouring buildings including relative building heights.
3.Existing and Proposed Floor Plans - Scale 1:50 or 1:100	All householder applications involving building work or alterations to buildings.	In order to describe the development proposed.	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, and highlighting any structures to be demolished (cross-hatched in red on existing plans only).
4.Existing and Proposed Roof Plan - Scale 1:50 or 1:100	All householder applications involving building work or alterations to the roof (s) of buildings.	In order to describe the development proposed.	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, and highlighting any structures to be demolished (cross-hatched in red on existing plans only).
5.Existing and Proposed Sections - Scale 1:50 or 1:100	All householder applications involving building work or alterations to buildings.	In order to describe the development proposed	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, and highlighting any structures to be demolished (cross-hatched in red on existing plans only) and finished floor, ceiling and site levels. Cross and long sections should be provided for all new and altered buildings to reveal construction details. These should be shown in context with ground levels and adjacent buildings where necessary.

VALIDATION REQUIREMENTS - CHECKLIST

Part 1: National Planning Application Requirements		
1-5	Documents and Drawings	★
Part 2: Local Application Requirements		
1-5	Plans and Documents	★
Part 4: Local Application Requirements		
1	Archaeological Assessment	✓
2	Basement Impact Assessment (BIA)	✓
3	Community Infrastructure Levy Information	✓
4	Daylight / Sunlight Assessment	✓
5	Flood Risk Assessment	✓
6	Heritage Statement	✓
7	Noise And Ventilation Impact Assessment	✓
8	Planning Statement	✓
9	Sustainable Drainage Strategy (SuDS)	✓
10	Tree Assessment	✓

- ★ Instances where such details are required. (Potential exception: See Design and Access Statement)
- ✓ Instances where such details could be required (See 'When' in table below).

It is recommended you engage in [pre-application discussions](#) with Enfield Local Planning Authority to confirm whether the related or supporting information is required.

SECTION THREE

GUIDANCE ON SUPPORTING DOCUMENTS FOR APPLICATIONS

Requirement	When	Reason	Notes
Archaeological Assessment	<u>Proposals</u> within 50m of Scheduled Monuments and include new basements, extensions to basements or other extensive groundworks <u>Proposals</u> involving new basements, extensions to basements or other extensive groundworks within an Archaeological Priority Area (APA)	London Plan (2021) - D10, HC1	An assessment of potential archaeological heritage should be provided. This should be prepared by a qualified individual or organisation and should use existing information to establish the archaeological significance of the site and the impact of the proposals on surviving monuments or remains. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site. You can check the Historic England APA constraint map and guidance Refer to Scheduled Monuments Refer to the Greater London Archaeological Advisory Service

Basement Impact Assessment (BIA)	<u>Proposals</u> that include new basements, extensions to basements or other extensive groundworks	London Plan (2021) - D10 Enfield Development Management Document (2014) – DMD59, DMD60 and DMD62	The BIA must include the following stages to accurately assess the scale, location and complexity of a scheme: • Stage 1 - Screening • Stage 2 - Scoping • Stage 3 - Site investigation and study • Stage 4 - Impact assessment • Stage 5 - Review and decision making. The purpose of a BIA is to assess whether any predicted damage to neighbouring properties and the water environment is acceptable or can be corrected by the developer. Basement development may affect groundwater flows, and even though the displaced water will find a new course around the area of obstruction this may have other consequences for nearby properties, trees, etc. Therefore, a BIA should include: • Onsite geological investigation • Depth to groundwater and relative depth of the basement level • Identification of groundwater flow routes, and demonstration that the proposed basement will not impact these • Measures to reduce the impact of the basement on groundwater flows and flooding Applicants should provide a non-technical summary of the evidence against each stage of the BIA in a format that can be understood by those without technical knowledge. This should be prepared by a suitably qualified individual or organisation. Where a new basement, extensions to basements or other extensive groundworks are proposed to a Listed Building, or immediately adjacent to a Listed Building, this should be peer reviewed by a Conservation Accredited Engineer.
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Community Infrastructure Levy Information	<u>Proposals</u> comprising 100m ² or more new floor space.	Required by National Planning Practice Guidance: Paragraph: 098 Reference ID: 25-098- 20190901	For more information, refer to where CIL charges apply . CIL is a charge on new development to pay for infrastructure (e.g., sports facilities, schools, parks, health facilities and transport). If your proposal meets any of the requirements for the payment of CIL, then you will need to complete the additional information form on the Planning Portal, in addition to demonstrating the potential CIL charges using the CIL calculator .
Daylight / Sunlight Assessment	Required only in exceptional cases, <u>proposals</u> that may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.	London Plan (2021) - D1-D9 Enfield Core Strategy (2010) - CP4, CP30, CP32 Enfield Development Management Document (2014) - DMD6, DMD8, DMD10, DMD37, DMD43, DMD69	The assessment should identify and examine the impacts on existing properties and sites with extant planning permissions. The Enfield Local Planning Authority may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant. Refer to: Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice BRE (2022)

Flood Risk Assessment	<u>Proposals</u> involving new buildings, basements, extensions to basements or ground level extensions with the following constraints: • Surface Water Flood Risk • Flood Zone 2 • Flood Zone 3a • Flood Zone 3b <u>Proposals</u> comprising 1 hectare or more in Flood Zone 1 <u>Proposals</u> creating new buildings, basements, extensions to basements or ground level extensions within 8m of a watercourse (including culverted)	London Plan (2021) - SI 12, SI 13 Enfield Core Strategy (2010) - CP21, CP28, CP29 Enfield Development Management Document (2014) - DMD59, DMD60, DMD61, DMD62, DMD63 The Enfield Strategic Flood Risk Assessment (2008).	The assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. Those proposing developments should take advice from the emergency services when producing an evacuation plan for the development as part of the flood risk assessment. It is advised: • Finished floor levels must be at least 150mm above the 1 in 100 year (plus climate change) surface water flood depth and 300mm above the 1 in 100 year (plus climate change) fluvial flood depth • The development must not reduce flood storage on site – therefore level for level flood compensation will be required • A Flood Management/Evacuation Plan must be provided demonstrating that the evacuation route is in the “Very Low Hazard Level” according to FD2320 • Flood resistant and resilient measures should be utilised where appropriate You can check these constraints on our Local Plan Policies Map and Flood Mapping Refer to Flood Management and Strategic Flood Risk Assessment Refer to Flood Map and Flood Risks
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Heritage Statement	<u>Proposals</u> that have the potential to affect a heritage asset or its setting. This includes: • Listed Buildings • Conservation Areas • Registered Parks and Gardens • Registered Battlefields • Non-designated heritage assets (including those identified by Enfield's Local Heritage List or the Greater London Historic Environment Record)	London Plan (2021) - HC1-HC7 Enfield Core Strategy (2010) - CP37, CP38 Enfield Development Management Document (2014) - DMD44 Enfield Heritage Strategy 2019 - 2024 (2019) - Objection 11	A Heritage Statement should: • Identify which heritage asset(s) are affected (both positively and negatively). • Assess the significance and condition of the affected heritage asset(s) and the contribution of setting to significance. • Describe the works proposed including, where appropriate, large scale details; a material schedule; and methodologies. • Specify how the proposal avoids and/or minimises harmful impacts. • Determine the impact of the proposal upon the significance of affected heritage asset(s) • Justify any harmful impacts. • A Heritage Statement can be integrated into a Design and Access Statement. Where a Townscape and Visual Impact Assessment (TVIA) is also provided, this should be cross-referenced within the Heritage Statement. Applicants are discouraged from integrating Heritage Statements into a TVIA. Further sources of information include: • Development Management Document (2014) Appendix 6 • Historic England (2019) HEAN 12 Statements of Heritage Significance • Historic England (2017) GPA 3 The Setting of Heritage Assets Refer to Listed Buildings You can check these constraints on our Local Plan Policies Map
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Noise And Ventilation Impact Assessment	<u>Proposals</u> that may have a potentially adverse effect on the noise nuisance (e.g., involving the installation of flues, air conditioning, plant, extraction and mechanical gates).	London Plan (2021) - D14 Enfield Core Strategy (2010) - CP4, CP30, CP32 Enfield Development Management Document (2014) - DMD8, DMD68	A noise assessment should be prepared by a qualified acoustician detailing Noise Exposure Categories and associated impact and mitigation measures. If the proposal involves installing equipment that may create noise, it is important to ensure that noise levels are no greater than 10 dBA below background noise levels. If noise levels rise above this level, it is important to explain in a statement what the levels are and when, and what mitigation measures are proposed. This should include: • plans to scale showing the position and design of ventilation and extraction equipment. • full manufacturers details of the equipment proposed including odour abatement techniques • a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements). The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014.
Planning Statement	<u>Proposals</u> within Green Belt or Metropolitan Open Land and/or affecting the openness of the Green Belt or Metropolitan Open Land	London Plan (2021) - G1-G9 Enfield Core Strategy (2010) - CP31-CP33 Enfield Development Management Document (2014) - DMD82-DMD91.	The statement should demonstrate the impacts of the proposal upon the openness of the Green Belt or Metropolitan Open Land. You can check these constraints on our Local Plan Policies Map

Sustainable Drainage Strategy (SuDS)	Proposals involving extensions to basements or ground level extensions	London Plan (2021) - SI 12, SI 13 Enfield Core Strategy (2010) - CP28, CP28 Enfield Development Management Document (2014) - DMD45, DMD59, DMD60, DMD61, DMD62, DMD63	All relevant proposals require a completed SuDS pro-forma. Householder developments should incorporate source control SuDS measures (e.g. green roofs, rain gardens and permeable paving). The strategy should include: • A plan of the existing site • Plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks) • Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan • Details of overland flow routes for exceedance events • A management plan for future maintenance
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Tree Assessment	<u>Proposals</u> involving: - the removal or pruning of any existing trees* or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m of the building works. - Proposals that include new basements, extensions to basements or other extensive groundworks or engineering operations where these may affect trees* or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m of the building works.	London Plan (2021) - G6 and G7 Enfield Core Strategy (2010) - CP34, CP36 Enfield Development Management Document (2014) - DMD37, DMD79, DMD80 and DMD81 British Standard BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations	*The tree needs to have a trunk diameter of 75mm or more when measured at 1.5m above ground level. The Tree Assessment should include: - a full tree survey - trees proposed for retention/removal, with Root Protection Areas and shade segments shown on proposed layout plans (Tree Constraints Plan) For more impactful schemes, the assessment should also include: - an Arboricultural Impact Assessment (AIA) - evaluation of tree constraints - draft tree protection recommendations All reports must be prepared by a suitably qualified arboriculturist and in accordance with policy DMD80 and British Standard BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations. Refer to Tree Protection and Planning You can check these constraints on our Local Plan Policies Map
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GLOSSARY

Listed Building

Buildings are [listed](#) when they have special architectural or historical interest. Government listing gives a building statutory protection, meaning that you must get Listed Building Consent before undertaking any work that affects its significance. Listed Building consent applications run in parallel with your householder application.

Conservation Area

Conservation areas exist to manage and protect the special architectural and historic interest of a place - in other words, the features that make it unique. Enfield has 22 [conservation areas](#) which we have a duty to preserve and enhance. Part of this duty involves reviewing 'character appraisals' of each area, as well as management proposals. In conservation areas there are some extra planning controls and considerations in place to protect the historic and architectural elements which make the place special.

Article 4 Directions

To protect particularly important features in a conservation area, we may issue an Article 4 Direction. This means that if you are planning any development, you will have to submit a planning application for certain works that would not normally require it. You will find links to [Article 4 Directions](#) in the relevant conservation area pages.

Non-designated heritage assets

Every borough will contain a number of buildings, designed landscapes and archaeological sites that are not on Historic England's National Heritage List for England, but have been identified locally as having some heritage interest meriting consideration on planning decisions. Creating a [Local List](#) is a way for local councils and communities to identify these local landmarks. Many property owners see the recognition of their buildings' heritage character as a positive benefit.

GUIDANCE ON VALIDATION REQUIREMENTS

1. Hardstanding

A plan of your front garden is required drawn to a scale of not less than 1:100 (if not drawn to scale all key dimensions must be given in metric). On this drawing, details of levels, drainage, planting areas and direction of surface water flow are required. In addition, a cross section drawing is required, to show the construction of the hardstand/parking area indicating the materials to be used. Advice and guidance are available [here](#).

2. Crossover works

In circumstance where vehicles are required to cross the footway, a plan of your front garden is required to show the size of the garden, the width and position of the crossover, and the distance from either side of crossover to property boundaries. Any features such as walls, pathways, parking areas, trees, and lamp posts must also be marked on this plan. The plan should ideally be drawn to a scale of not less than 1:100 although a hand drawn plan is acceptable if all the dimensions specified are included and shown in metric.

3. Listed Building Consent

When a building is listed all of the building is protected, including the inside, its internal features and any later extensions.

This means consent is required from the Local Planning Authority for changes that would affect the building's character - as listed buildings are a crucial part of England's national heritage it is a criminal offence to carry out works which affect their interest without consent.

Whilst regular maintenance and some repairs do not require listed building consent, larger scale changes such as extensions and removing internal walls will. Advice on maintenance, repairs and what will require listed building consent is available from the Local Planning Authority. Because all listed buildings are different and unique, what is actually protected can vary widely from one building to the next; residents can save time and money on proposed changes you can engage in [pre-application discussions](#) with Enfield Local Planning Authority.

Your building does not have to be preserved exactly as it is now, but alterations and extensions must be carried out in a manner that respects the building's historical and architectural importance. If you are not sure whether listed building consent is required, please engage in [pre-application discussions](#) with Enfield Local Planning Authority.

GUIDANCE ON VALIDATION PROCESS (NOTICE UNDER ARTICLE 12)

If you think any of the documents in the local list are not needed or you have received an invalidation letter from the Local Authority you are entitled under the Development Management Procedure Order to ask for waiver.

You must first send the Local Planning Authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. This must set out the reasons why the applicant considers that the information requested by the Local Planning Authority, in refusing to validate the planning application, does not meet the statutory tests.

A challenge must be on the following grounds:

- that the requirement(s) are unreasonable having regard, in particular, to the nature and scale of the proposed development; and,
- that the requirement(s) are about a matter which it is unreasonable to think will be a material consideration in the determination of the application.

The Local Authority will consider your request for a waiver and will then confirm that either the information is not required or maintain that the information is required.

Once the validation or non-validation notice has been issued, there is no statutory requirement for the applicant to provide further information nor the local Authority to ask for it, including those matters set out in the Article 12 notice. The application will be determined as submitted.

Notice under Article 12:

Request for Waiver of Planning Application Requirement (Local List) under Article 12 of The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015

The applicant (name).....hereby requests Enfield Council to waive the requirement to include those particulars or evidence in the submitted application, at:

(Site address)

(i) List below Enfield's local planning application requirements which you do not consider are needed as part of your application submission. Please list each item separately	(ii) explain below the reasons why you do not think the information is needed, setting out a reason for each requirement.