

Royal Borough of Kingston upon Thames Householder Checklist:



Read the Householder Local List before completing this checklist

National Requirements	Submitted Y / N	Detailed justification for not submitting the Information / Drawing / Plan (simply stating “n/a” without providing a written justification will result in the checklist being returned to you and delays in the validation of your application)
Householder Application Form including Ownership Certificate		
Appropriate Fee		
Community Infrastructure Levy (CIL) Additional Information Form 1		
Site Location Plan		
Existing Site Plan		

Proposed Site Plan		
Proposed Block Plan		
Floor Plans (Existing and Proposed)		
Roof Plans (Existing and Proposed)		
Elevations (Existing & Proposed)		
Site Levels and Sections (Existing and Proposed)		
Window / door Section (Existing and Proposed)		

Renewable Energy Sections (Existing and Proposed)		
Design and Access Statement		
Local Requirements	Submitted Y / N	Detailed justification for not submitting the Information / Drawing / Plan
“45 Degree” Plans and Statement Can be included within any Daylight, Sunlight and Overshadowing Assessment		
“25 Degree” Elevation Plan and Statement Can be included within any Daylight, Sunlight and Overshadowing Assessment		
Daylight, Sunlight and Overshadowing Assessment		

Basement Impact Assessment or Construction Method Statement for Basements		
Biodiversity Checklist		
Construction Management Plan (including site waste management plan) (CEMP)		
Fire Statement (London Plan)		
Flood Risk Assessment Form		
Heritage Statement		
Lighting assessment		
Parking and Access Details (Parking Provision and Management Plan)		
Time Stamped Photographs		

Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)		
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