

WARNING

The three most common reasons for applications being invalid are: 1) incorrect or no fee; 2) failure to submit an appropriate flood risk assessment; or 3) failure to submit an appropriate design and access statement.

Please be sure to check your application before submitting, using the following links:

1. FEES

[Planning Portal Fee Calculator](#)

[Fee Schedule](#)

2. FLOOD RISK ASSESSMENT

Two thirds of the borough is within a flood risk zone. If your application is for a property in a flood risk zone then you must submit a Flood Risk Assessment.

[Flood Risk Map](#)

[Property Search](#) enter property details and then select the constraints tab to see if a property is in a flood risk zone.

[Householder Matrix for Flood Risk Assessments](#)

3. DESIGN AND ACCESS STATEMENT

If your application includes external alterations to a property in a conservation area then you must submit a Design and Access Statement.

[Property Search](#) enter property details and then select the constraints tab to see if a property is in a conservation area.

Section 6 of the DCLG document [Guidance on Information Requirements and Validation](#) outlines the development types that require a Design and Access Statement, as well as what a Design and Access Statement should contain, and its role in the decision-making process.