

Householder Application for Planning Permission for Works or Extension to a Dwelling

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed form which should be signed and dated	<input type="checkbox"/>	
Completed Ownership Certificate and Agricultural Land Declaration you should sign Certificate A if you (and spouse or partner) own the application site and providing there are no agricultural tenants on the land. If someone else other than you (and spouse or partner) is the owner and/or there is an agricultural tenant on the land, you should serve NOTICE on the owner and/or agricultural tenant and then complete, date and sign Certificate B, C or D.	<input type="checkbox"/>	
Design and Access Statement - required for all development within a Conservation Area. The DAS should explain and justify the proposal and detail how it impacts upon the area.	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee - £206 for single householder or if the development affects more than one dwelling (such as rendering or joint applications) £407	<input type="checkbox"/>	<input type="checkbox"/>
Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.	<input type="checkbox"/>	
Block/Site Plan (at a scale of 1:200 or 1:500) highlighting the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements. Any new boundary walls or fencing proposed as part of the development. The direction of north should be shown.	<input type="checkbox"/>	
Elevation Plans (requirements even for blank elevations) Existing and proposed front, rear, side and opposite side elevation (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Floor or Layout Plans (All floors) Existing and proposed floor plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Sections and Finished Floor and Site Levels Plans – only when a change in level is proposed eg on a sloping site		
Existing and proposed site sections (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Roof Plans (for dormer extensions/roof alterations etc). Existing and proposed roof plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>

VALIDATION CHECKLIST

LOCAL REQUIREMENTS	YES	N/A
<p>Biodiversity Survey and Report</p> <ul style="list-style-type: none"> • Proposed development on which there is a reasonable likelihood that the features listed below may be effected, either positively or negatively, within or adjacent to the application site: <ul style="list-style-type: none"> ◆ Protected and priority species ◆ Designated sites, important habitats, or other biodiversity features ◆ Features of geological conservation importance • This includes alterations to water courses or the demolition, alteration or conversion of older or rural buildings which may support protected or priority species. • This includes applications within Sites of Special Scientific Interest (SSSI's), Sites of Nature Conservation and Ancient Woodland 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Flood Risk Assessment</p> <ul style="list-style-type: none"> • Applications in flood Zone 1 as designated by the Environment Agency with a site area of 1ha (10,000sq m) or greater. • For all development within flood Zones 2 or 3 as designated by the Environment Agency. • All applications with any part of the site in an area at risk of surface water or groundwater flooding. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Tree Survey - for applications where there are trees within, or on land adjacent to, the application site that could influence or be affected by the development. Applications where trees are to be removed as part of the development.</p>	<input type="checkbox"/>	<input type="checkbox"/>

NB Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.