

## Householder application for planning permission for works or extension to a dwelling

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

### Part I Information Required – National Planning Application Requirements

1	<p><b>Completed form</b> Including a signed ownership and agricultural holdings certificate (either A, B, C or D)</p>	
2	<p><b>Location Plan</b> Ordnance survey based, at a scale of 1:1250 or 1:2500.</p> <ul style="list-style-type: none"> <li>• Up-to-date, with north marked, and sufficient to locate the site.</li> <li>• Identifies the land to which the application relates, i.e. a red outline to application site.</li> <li>• Blue outline to other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found</li> </ul>	
3	<p><b>Existing and Proposed Block Plan: at a scale of 1:200 or 1:500</b></p> <ul style="list-style-type: none"> <li>• The existing plan must show the existing structures, boundary treatments, trees etc. on the site</li> <li>• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li> <li>• Any trees or hedges affected by the development should be shown</li> <li>• Any new boundary walls or fencing proposed as part of the development</li> <li>• Parking areas, existing or proposed or any other hard surfacing</li> </ul>	
4	<p><b>Existing and Proposed Elevations at a scale of 1:50 or 1:100</b></p> <ul style="list-style-type: none"> <li>• Required for any extensions or new buildings <ul style="list-style-type: none"> <li>• All existing and proposed elevations affected by the proposal must be shown and labelled</li> </ul> </li> </ul>	
5	<p><b>Existing and Proposed Floor plans at a scale of 1:50 or 1:100</b></p> <ul style="list-style-type: none"> <li>• Required for any extensions or new buildings</li> <li>• All existing and proposed uses of rooms should be shown</li> </ul>	<input type="checkbox"/>
6	<p><b>Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100</b></p> <ul style="list-style-type: none"> <li>• Required if a proposal involves a change in ground levels, the plans should show the existing and finished levels and the relationship to neighbouring development.</li> <li>• Levels should be related to a fixed point datum.</li> <li>• The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels.</li> </ul>	<input type="checkbox"/>
7	<p><b>Roof Plans at a scale of 1:50 or 1:100</b></p> <ul style="list-style-type: none"> <li>• Showing the shape of the roof and any materials, roof lights, flues etc. it may be possible to combine the roof plan with the proposed block , where the roof plan is simple</li> </ul>	<input type="checkbox"/>

Updated July 2018

8	The correct fee: <a href="#">Planning Portal Fee Calculator</a>	<input type="checkbox"/>
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9	<b>Where Ownership Certificates B, C or D have been completed</b> <i>Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</i>	<input type="checkbox"/>
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**Part II Additional Information that may be Required – Published City Council Local Information Requirements**

1	<b>Historic Environment Statement</b> <i>This is required for any proposal affecting the historic environment. This includes ‘heritage assets’ such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and undesignated landscape and buried assets (including archaeological deposits).</i>	<input type="checkbox"/>
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2	<b>Daylight/Sunlight Assessment</b> This may be required for applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space	<input type="checkbox"/>
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3	<b>Flood Risk Assessment/Drainage Strategy</b> <i>If the application site is located within a flood risk zone 2 or 3 then a flood risk assessment will be required. However, all that is required are details of the existing and proposed floor levels for a householder application. Information on Flood Zones within Gloucester may be found on the Environment Agency’s web site: <a href="#">Environment Agency Flood Maps</a></i>	<input type="checkbox"/>
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4	<b>Biodiversity Survey and Report</b> Required if an important wildlife site, habitat, natural feature or species could be affected by the proposal.	<input type="checkbox"/>
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5	<b>Tree Survey/ Arboricultural Assessment</b> <i>For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) within or adjoining the application site should indicate the position and spread of the tree(s) on the application plans.</i>	<input type="checkbox"/>
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