

## Householder application for planning permission for works or extension to a dwelling and Listed Building Consent

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 1 Information Required- National Planning Application Requirements

<b>1</b>	<p><b>Completed form</b></p> <p>Including a signed ownership and agricultural holdings certificate (either A, B, C or D)</p>	
<b>2</b>	<p><b>Design and Access Statement</b></p>	
<b>3</b>	<p><b>Location Plan</b></p> <p>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>	
<b>4</b>	<p><b>Existing and Proposed Block Plan: at a scale of 1:200 or 1:500</b></p> <p>The existing plan must show the existing structures, boundary treatments, trees etc. on the site</p> <ul style="list-style-type: none"> <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>	
<b>5</b>	<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</li> <li>• All existing and proposed elevations affected by the proposal must be shown and labelled.</li> </ul>	
<b>6</b>	<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>	
<b>7</b>	<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>	
<b>8</b>	<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>	
<b>9</b>	<p><b>The correct fee:</b> <a href="#"><u>Planning Portal Fee Calculator</u></a></p>	

<b>10</b>	<b>Where Ownership Certificates B, C or D have been completed</b>	
	Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015	

## Part 2 Information Required- Adopted Local Application Requirements

1.	<p><b>Bin Store</b></p> <p>All proposals involving development that would require bin storage, including all new dwellings. Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points.</p>	
2.	<p><b>Biodiversity Survey and Report</b></p> <p>Required if an important wildlife site, habitat, natural feature or species could be affected by the proposal. A Habitats Regulations Assessment is required where an application may be connected to and impact upon a on any European/Internationally designated Site</p>	
3.	<p><b>Condition Survey</b></p> <p>Applications for planning permission where partial or total demolition is proposed</p>	
4.	<p><b>Daylight/Sunlight Assessment</b></p> <p>Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or where the proposed development may be adversely affected by adjoining sites.</p>	
5.	<p><b>Historic Environment Statement</b></p> <p>Required for planning applications where heritage assets are affected. Heritage assets include:</p> <ul style="list-style-type: none"> <li>• Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields.</li> <li>• Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites.</li> <li>• Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation</li> </ul>	
6.	<p><b>Listed Building Drawings</b></p> <p>Applications for listed building consent that include new architectural features e.g. new windows, doors, mouldings, glazing bars, panelling, staircases, fireplaces, railings are proposed. Detailed elevational drawings at a minimum scale of 1:20 and sections at a minimum scale of 1:5 should be provided.</p>	
7.	<p><b>Structural Survey/report</b></p> <p>Where partial or total demolition is proposed</p>	
8.	<p><b>Tree Survey/ Arboricultural Assessment</b></p> <p>Required for:</p> <ul style="list-style-type: none"> <li>• Proposals affecting trees covered by a tree preservation order</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• Proposals within a Conservation Area, and trees within or adjacent the site are affected by the application</li><li>• All sites with trees and hedges growing within or bounding them, with a stem diameter greater than 75mm when measured at 1.5m above ground level, where the proposals affect the trees/hedges.</li></ul> |  |
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