

GUIDANCE CHECKLIST

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

NATIONAL REQUIREMENTS

1) Completed forms (4 copies required)

2) Plans (4 copies required)

A plan which identifies the application site drawn to an identified scale and showing the direction of North. The application site should be clearly outlined, normally in red. Any other land owned by the applicant, close to or adjoining the application site, should be clearly distinguished on the plan, normally in blue.

Plans and information necessary to describe the application including:

Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

(Separate floor plans and elevations as existing may not be required in all cases. The test will be whether the plans as submitted clearly show what is being changed).

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) (Required in cases where there is a change in ground levels or a sloping site).

Roof plans (at a scale of 1:50 or 1:100) (Required where there are significant extensions to roof forms and new buildings).

3) Ownership Certificate

The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the above order must be given or published.

4) Agricultural Holdings Certificate

Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

5) Design and Access Statement

Design and Access Statement, if required

6) The appropriate fee.

LOCAL REQUIREMENTS

The list below sets out what the council is likely to require, but there could be other information specific to the application which may be required. Any such information will be requested as early as possible during the application process. Full detailed descriptions of all possible local requirements and the circumstances under which they are required can be found on our website

	When required
Flood Risk Assessment	For planning applications within Environment Agency Flood Zones 2 and 3.
Parking provision to be shown on block plan	Please include if your works might result in less or changes to existing garages or parking areas.
Tree Survey - Arboricultural Statement	Where development is within the crown spread of any tree to be retained.
Daylight/sunlight assessment	In circumstances where there is likely to be a significant impact upon the current levels of sunlight/daylight enjoyed by adjoining occupiers. Particularly where habitable rooms would be close to or affected by adjoining development.