



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

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all 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)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement if required.

A Design and Access Statement must accompany both applications for outline planning permission and full applications for planning permission, and generally will be required for all planning and listed building consent applications except applications for planning permission only for:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments: statements are not required for applications unless any part of a dwelling house or its curtilage fall within one of the following designated areas:
 - Site of special scientific interest
 - Conservation area
 - Area of outstanding natural beauty

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development

have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the General Development Procedure Order 1995.

- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Additional Mandatory Documents	None
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	In all cases where new buildings are proposed or a proposal involves a change in ground levels or is on a sloping site. All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point .
	Roof plans Scale 1:100/ 1:50	Required for all planning applications involving significant extensions to roof forms and new buildings. All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location
	Biodiversity Survey and report	Any development likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species. Additional guidance is available from the Local Planning Authority on the requirements for a Biodiversity

		Survey and Report.
	Environmental Statement	Schedule 1 and some Schedule 2 projects as defined by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations) 1999. To be provided in the form set out in Schedule 4. If an EIA is not required the LPA may still require environmental information to be provided.
	Flood risk assessment	Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3. See link http://www.environment-agency.gov.uk/aboutus/512398/908812/1351053/571633/?lang=e
	Tree survey/ arboricultural implications	Required for all applications where trees or hedgerows within the site or on land adjacent to it that could influence or be affected by the development.