



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 is required 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)	<p>Required in all cases where:</p> <ul style="list-style-type: none"> • New buildings are proposed • There is a change in ground level • The site slopes. <p>All plans must have a scale bar and set out key dimensions such as height and distance of the development from the boundaries of the site and height of nearby properties. The original paper size must be indicated, together with a north point.</p>
	Roof Plans Scale 1:50 or 1:100	<p>Required for all planning applications involving extensions to buildings existing roofs and for roof details of proposed new buildings.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans must have a scale bar and set out key dimensions such as heights and distance of the development from the boundaries of the site and adjoining on nearby buildings. The original paper size must be indicated, together with a north point. The plans must indicate the shape of the roof and materials, vents and other key features.</p>
	Access visibility sightlines on block plan of site at scale 1:200 up to 1:500	<p>Required for all applications that propose amended access arrangements onto classified roads or where proposals are likely to result in an increase in the traffic generation using existing access points where required visibility sightlines fall across third party land, the Local Authority will expect confirmation that splays can be</p>

		achieved through a legal agreement between the applicant and the third party landowners.
	Biodiversity Survey and Report	<p>Required for all applications within or adjacent to a local or national designated nature conservation habitat (SSSI's, SaC, BSPA, RAMSAR Site), or one which would have an impact on a designated protected species (e.g. Bats, Red Squirrels and Great Crested Newts). Additional guidance is available on the following link: applicants are advised to seek advice prior to application if in any doubt as to whether a proposal is likely to need this report.</p> <p>http://www.iwight.com/living_here/planning/images/BiodiversityChecklist.pdf</p>
	Environmental Statement	<p>Required for all Schedule 1 and some Schedule 2 projects as defined by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations) 1999.</p> <p>http://www.communities.gov.uk/documents/planningandbuilding/pdf/1682366.pdf</p> <p>If an Environmental Statement is not required under the regulations and confirmed through a formal screening opinion, the Local Planning Authority can still require environmental information to be provided in accordance with the local list requirement. As such there may still be a need to submit for example ecology reports, Transport Assessments and Landscape and Visual Impact Assessments.</p>
	Flood Risk Assessment	Required for all Planning applications for development proposals of 1 hectare or more in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 based on the modelled extents for these Flood Zones taking into account climate change in the Council's published SFRA and the

		<p>latest flood risk information issued by the Environment Agency.</p> <p>But see in addition</p> <p>Isle of Wight Council's SFRA (as adopted June 2010): http://www.iwight.com/living_here/planning/Planning_Policy/Island_Plan/Background_Documents/</p> <p>Environment Agency home webpage on Development and Flood Risk: http://www.environment-agency.gov.uk/research/planning/33698.aspx</p>
	Heritage Statement	<p>Required for all applications which affect a heritage asset (either be a DESIGNATED HERITAGE ASSET (Listed buildings, Historic Park or Garden of National Importance, Conservation Area, Scheduled Ancient Monument) or a NON-DESIGNATED HERITAGE ASSET (Locally Listed Park, Garden Building or Feature, Area of Archaeological Importance, Known site on the Historic Environment Record (HER)), or their setting as required by policy 6.3 of PPS5</p> <p>Guidance for the preparation of Heritage Statements is provided on the Council's website at the following link:</p> <p>http://www.iwight.com/living_here/Conservation_and_Design/Heritage_Statements/</p> <p>The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage assets themselves should have been assessed using appropriate expertise where necessary given the application's impact. The scale of the</p>

		<p>proposed development will also be relevant. All Major applications are more likely to have an impact on adjacent heritage assets.</p> <p>Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, applicants will be required to submit an appropriate site-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.</p>
	<p>Tree Survey/ Arboricultural Implications</p>	<p>Required for all applications where trees or hedgerows within the site or on land adjacent to it could influence or be affected by the development.</p>