

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

National Requirements Checklist

Completed form (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 (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 (3 copies to be supplied unless the application is submitted electronically) including:

Existing and proposed 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)

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Roof 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

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

The appropriate fee

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 must be given and/or published in accordance with this Article

Local Requirements Checklist

You may be required to include some or all of the following. You can check with an officer prior to submission, but some requirements may not be identified until the application has been submitted in which case you will be informed as an application progresses:

- Archaeological Evaluation (desk or field based)
- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages
- Planning Statement
- Renewable energy and sustainable construction statement
- Tree survey/Arboricultural implications
- Any other plan/s, information or statements as may be reasonably required