

Householder Application for Planning Permission for Works or Extension to a Dwelling

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed application form which should be signed and dated	<input type="checkbox"/>	
Completed Ownership Certificate and Agricultural Land Declaration The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> If ownership certificate B is completed, Notice 1 is required If ownership certificate C is completed, Notices 1 and 2 are required If ownership certificate D is completed, Notice 2 is required 	<input type="checkbox"/>	
Design and Access Statement - required for all development within a Conservation Area. The DAS should explain and justify the proposal and detail how it impacts upon the area.	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee - £258 for single householder or if the development affects more than one dwelling (such as rendering or joint applications) £*	<input type="checkbox"/>	<input type="checkbox"/>
Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.	<input type="checkbox"/>	
Block/Site Plan (at a scale of 1:200 or 1:500) highlighting the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements. Any new boundary walls or fencing proposed as part of the development. The direction of north should be shown.	<input type="checkbox"/>	
Elevation Plans (requirements even for blank elevations) Existing and proposed front, rear, side and opposite side elevation (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Floor or Layout Plans (All floors) Existing and proposed floor plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Sections and Finished Floor and Site Levels Plans – only when a change in level is proposed eg on a sloping site Existing and proposed site sections (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Roof Plans (for dormer extensions/roof alterations etc). Existing and proposed roof plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>

LOCAL REQUIREMENTS

	YES	N/A
<p>Ecological Impact Assessment Report</p> <ul style="list-style-type: none"> • Proposed development on which there is a reasonable likelihood that the features listed below that are within or adjacent to the application site, may be affected: <ul style="list-style-type: none"> ◆ Protected species ◆ Species of conservation concern including those listed as Species of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006. ◆ Designated nature conservation sites (including those of geological conservation importance) • Habitats of conservation value, including those listed as Habitats or Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Flood Risk Assessment</p> <ul style="list-style-type: none"> • Applications in flood Zone 1 as designated by the Environment Agency with a site area of 1ha (10,000sq m) or greater. • All applications within flood Zones 2 or 3 as designated by the Environment Agency. • All applications with any part of the site in an area at risk of surface water or groundwater flooding. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Tree Survey/Report - for applications where there are trees within 15m of the development. Applications where trees are to be removed as part of the development.</p>	<input type="checkbox"/>	<input type="checkbox"/>

NB Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.