

Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- 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:
 - 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 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
 - 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 may include some or all of the following:

- Biodiversity / Protected Species Survey and Report
- Flood risk assessment
- Heritage Statement
- Noise impact assessment
- Other plans (dependant on circumstances of the case)
- Parking and Access Arrangements
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals

- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

In addition:

Critical Dimensions and a recognised metric scale

All plans and drawings submitted are required to have critical dimensions and a recognised metric scale marked on them.

If plans are received without critical dimensions no further checks will be made until they are received. Critical dimensions include heights (including from ground level to eaves and to roof ridges), width and length of buildings and extensions, and distances to site boundaries. These are necessary to ensure the plans are readable on our web site and to ensure that it is clear what you are applying for and what the Council are granting permission for.

Revised August 2014