



Householder Application Checklist (Forms 1, 2 and 3)

If you are making an application for (1) Planning Permission for Works or Extension to a Dwelling or (2) Works or Extension to a Dwelling and Conservation Area Consent or (3) for Works or Extension to a Dwelling and Listed Building Consent, please use the following checklist. If you have any queries, please speak to Customer Services in the first instance on 01234-718068.

Application Form		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> Complete all sections of the relevant form and ensure it is signed and dated. 	
Ownership and Agricultural Holdings Certificate		
	<ul style="list-style-type: none"> Complete and sign the relevant Certificate A, B, C or D as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. 	
Correct Fee		
	<ul style="list-style-type: none"> To check for the fee please refer to the fees list. 	
Location Plan		
	<ul style="list-style-type: none"> At a scale of either 1:1250 or 1:2500. Based on an up to date Ordnance Survey map. North point to be clearly shown. Application site edged in red. Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue. Where possible at least two named roads should be shown. 	
Site/Block Plan		
	<ul style="list-style-type: none"> At a scale or either 1:500 or 1:200 or 1:100. Based on an up to date Ordnance Survey map. North point to be clearly shown. Proposed development to be clearly shown in relation to site boundaries, existing buildings. All neighbouring properties adjoining the application site should be shown in full. All roads and footpaths on land adjoining the site, including access arrangements to be shown. The location, species and spread of all trees within and immediately adjacent the applications site to be illustrated. In some instances, it maybe necessary for a tree report to be submitted in accordance with <i>BS5837: 2012 Trees in relation to design, demolition and construction</i> (eg. where a proposal affects trees in a conservation area or a tree covered by a tree preservation order). The location and type and hard surfacing. Details of all proposed boundary treatments. 	
Existing and Proposed Elevations		
	<ul style="list-style-type: none"> At a scale of 1:50 or 1:100. Existing elevations of the affected building to be shown in their entirety (see example drawings on page 5). Proposed elevations of the affected building to be shown in 	

	<p>their entirety (see example drawings on page 5).</p> <ul style="list-style-type: none"> Proposed works in relation to the existing dwelling to be clearly shown. 	
Existing and Proposed Floor Plans		
	<ul style="list-style-type: none"> At a scale of 1:50 or 1:100. Full existing floor plans of all affected levels of the building. Full proposed floor plans of all affected levels of the building (eg. a single storey extension will require only ground floor plans). Where existing buildings or walls are to be demolished, these should be clearly shown on the plans. 	
Existing and Proposed Roof Plans		
Only required in cases where there is an unusual or complicated roof structure.	<ul style="list-style-type: none"> At a scale or 1:50 or 1:100. Shape of the roof to be illustrated (including valleys and ridges). 	
Existing and Proposed Site Sections and Finished Floor and Site Levels		
Only required in the case of sloping sites or where a proposal involves a change in ground levels	<ul style="list-style-type: none"> At a scale of 1:50 or 1:100 or 1:200. Drawings should show existing and finished levels of the site in relation to the surrounding land and buildings (contours or spot levels or cross or long sections would be acceptable). 	
Design and Access Statement		
Only required if your dwelling is located within a Conservation Area. Contact the Customer Services on 718068 to check if your property is affected.	<p>This is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal. Typically it will include details of the amount (eg. number of units or floor space), layout (eg. details of the buildings and spaces), scale (eg. details of height, width and depth), landscaping (eg. details of existing and proposed planting), access (eg. pedestrian, vehicular) and appearance of the development (eg. details of the architectural style, materials, decoration, lighting, colour and texture). It should also justify the proposal and explain the impact of the development has on the character and appearance of the conservation area.</p>	
Flood Risk Assessment/Statement		
Only required if your dwelling is located with flood zone 1, 2 or 3. Contact the Customer Services on 718068 to check if your property is affected.	<p>This should be a short written statement confirming EITHER (i) floor levels within the proposed development will be set no lower than existing levels AND, flood proofing of the proposed development has been considered by the applicant and incorporated where appropriate OR (ii) floor levels within the extension will be set 300mm above the known or modelled 1 in 100 year (annual probability 1% chance) river flood level or 1 in 200 year (annual probability 0.5% chance) tidal and coastal flood level. This must be demonstrated by a plan to Ordnance Datum/GPS showing finished floor levels relative to the known or modelled floor level. In some instances, a detailed Flood Risk Assessment maybe required (eg. for basement extensions or for extensions in zone 1).</p>	
Heritage Statement		
Required if the property is: A listed building, in the setting of a listed building or in a conservation area	<p>This should explain the historical significance of the affected listed building, including any contribution made by its setting. The level of detail should be proportionate to the significance of the building and the amount of work proposed, and should explain the potential impact on this significance.</p>	

AN EXAMPLE OF THE STANDARD OF APPLICATION DRAWINGS FOR A HOUSE EXTENSION

These examples of plans and elevations are for a single storey extension. If applying for a two or more storey extension you would need to show all the floor plans.

Location Plan 1:1250 or 1:2500 Red line to site boundaries



Site/Block Plan 1:500 or 1:200



Full Elevations 1:100 or 1:50



EXISTING: Rear elevation



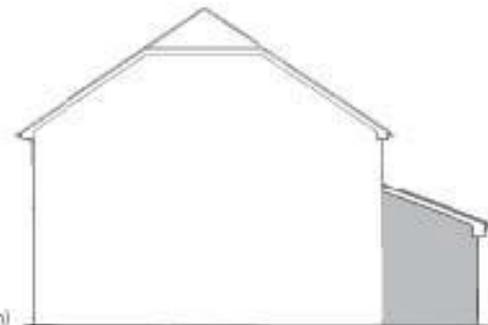
EXISTING: Side elevation (south)



PROPOSED: Rear elevation

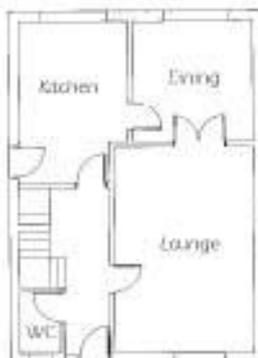


PROPOSED: Side elevation (south)



PROPOSED:
Side elevation (north)

Floor Plans 1:100 or 1:50



EXISTING: Ground floor



PROPOSED: Ground floor

