

Checklist for Householder Applications

This checklist refers to planning applications that are to be carried out to a house or flat (excluding applications for Listed Building Consent or Conservation Area Consent).

Typical examples of householder applications are extensions to houses or flats.

1. Completed Application Form

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “4. Ownership Certificates” below with regard to certificates on the form.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal www.planningportal.gov.uk.

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of three sets are required for the application to be valid.

2. Location Plan

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

Ordnance Survey plans can be provided by any of the Development Management Sections. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200).

The site plan should be numbered.

An existing site plan should accurately show:

- The direction of north;
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all existing trees on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

A proposed site plan should accurately show:

- The direction of north;
- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all proposed trees and those to be retained on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

4. Ownership Certificates (A, B, C or D as applicable)

The relevant certificates concerning the ownership of the application site must accompany all forms of applications.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known.

If Certificate B has been completed, an Article 6 notice must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

5. Agricultural Land Declaration

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

6. The correct fee

Most applications incur a fee. The Planning Portal includes a fee calculator for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payment methods.

Note: For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement including thickness of external and internal walls.

8. Design and Access Statement (if required)

When is this required?

A Design and Access Statement (DAS) is required if the dwellinghouse, or any part of its curtilage lies within a designated area (i.e. a conservation area or World Heritage Site).

What information is required?

It is a short report accompanying and supporting an application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a DAS depends on the scale and complexity of the application, and the length of the statement varies accordingly. An important part of a DAS is the explanation of how local context has influenced the design. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to sub-components of amount, layout, scale, landscaping, appearance etc.

Information on Design and Access Statements is available from CABE publication 'Design and Access Statements – How to write, read and use them.

www.cabe.org.uk

<http://www.designstatement.co.uk>

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and further include a brief explanation of how the design has taken account of PPS 5: Planning for the Historic Environment, and regard for the following details:

- The historic and special architectural importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building's setting.

9. Application Plans

When is this required?

- Elevation plans should be submitted for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- Roof Plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

What information is required?

All plans should be numbered.

(a). Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included, if only to show that this is in fact the case.

(b). Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

(c). Existing and Proposed Site Sections and Site Levels

Section drawings should be drawn at a scale of 1:50 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

(d). Roof Plan

A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50 or 1:100.

Policy Background

Government policy or guidance:

- PPS 1: Delivering Sustainable Development
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>

14. Protected Species Survey

Where protected or priority species are known or have a reasonable likelihood of occurring, a detailed Protected Species Survey must be carried out by a specialist. Failure to provide information on protected species at the outset can significantly delay the processing of your planning application whilst a survey is carried out.

Applications which involve the modification, extension or demolition of a dwellinghouse which fall within the following categories will be required to provide 3 copies of a protected species survey unless, following consultation with the Council at pre-application stage, it is confirmed in writing that a protected species report will not be required.

- Where the property is known to support roosting bats;
- Pre-1960 buildings within 200 metres of woodland or water;
- Buildings with wooden cladding or hanging tiles within 200 metres of woodland or water
- Pre-1919 buildings within 400 metres of woodland or water;
- Works that affect veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1m at chest height.

Please note certain surveys can only be undertaken at certain times of the year. For further details please contact the Local Planning Authority at pre-application stage.

Policy Background

Government policy or guidance:

- PPS 9: Biodiversity and Geological Conservation
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>
- Planning for Biodiversity and Geological Conservation: A Guide to Good Practice 2006 <http://www.communities.gov.uk/documents/planningandbuilding/pdf/143792.pdf>

Unitary Development Plan:

- Policies DC1, ENV46, ENV47 and ENV52

Area specific requirements and further information:

- Bat Conservation Trust
<http://www.bats.org.uk/>

15. Flood Risk Assessment

When is this required?

For development in a critical drainage area* and Flood Zones 2 & 3.
<http://www.environment-agency.gov.uk/research/planning/93498.aspx>

* As notified to the LPA by the Environment Agency.

What information is required?

A simple flood risk assessment using the link below:
<http://www.environment-agency.gov.uk/static/documents/Research/AdvisoryCommentsfz2.pdf>

Policy Background

Government policy or guidance:

- PPS 25: Development and Flood Risk
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25.pdf>
- PPS 25: Development and Flood Risk - Practice Guide
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps25guideupdate.pdf>
- Environment Agency Standing Advice Development and Flood Risk
<http://www.environment-agency.gov.uk/research/planning/33098.aspx>

Unitary Development Plan:

- Policy DC1

20. Noise Assessment

When is this required and what information is required?

Certain developments could cause noise nuisance to nearby neighbours e.g. a domestic wind turbine or air source heat pumps. These proposals should be accompanied by a noise assessment carried out by a suitably qualified acoustic professional. This will need to demonstrate the existing background noise levels at the site and the noise levels that would be generated by the proposal.

Policy Background

Government policy or guidance:

- Planning Policy Guidance 24: Planning and Noise
<http://www.communities.gov.uk/publications/planningandbuilding/ppg24>

Unitary Development Plan:

- Policy ENV61

30. Tree Survey and/or Statement of Arboricultural Implications of Development

When is this required?

Where a development site includes trees, where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage that would be affected by the development proposal.

What information is required?

All trees should be accurately shown on a scaled plan with the following information:

Species; height in metres; stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the roof flare for multi-stemmed trees; branch spread in metres taken at north, south, east and west points; height in metres of the lowest part of the canopy above ground level.

However, the following details will also be required where a tree is protected by a TPO or the site is located in a Conservation Area:

Age class (young, middle aged, mature, over-mature, veteran); physiological condition (e.g. good, fair, poor, dead); structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat; estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40); category grading (see BS5837: 2005 Trees in Relation to Construction – Recommendations).

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2005.

Policy Background

Government policy or guidance:

- PPS 1: Delivering Sustainable Development
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 3: Housing
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- PPS 7: Sustainable Development in Rural Areas
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>
- PPS 9: Biodiversity and Geological Conservation
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>

Unitary Development Plan:

- Policies DC1 and ENV44

Area specific requirements and further information:

- Paragraph 4.1.3 of BS 5837: 2005 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2005 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2005 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.

