

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

NATIONAL REQUIREMENTS

Have you provided the following information? Tick box as appropriate.

	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 building, trees, means of access
	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 requirements and exemptions relating to Design and Access Statements are explained on page 6)
	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 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

In addition to the above information that must be submitted with the application, some or all of the following additional information may also be required:

	1. Supporting Planning Statement		30. Protection of wildlife
	2. Design & Access Statement if within Conservation Area.		31. Development Within a Conservation Area
	2. Materials		35. Noise Impact Assessment

	3. Tree survey/Arboricultural implications		36. Air Quality Assessment
	4.Landscape proposals		37. Flood risk assessment (e.g. For applications in Environment Agency Flood Zone relating to basements or rear extensions)
	9.Sunlight/daylight assessment		38.Ground Contamination/landfill gas
	12.Wildlife measures		46.Photographs/photomontages
	17.Parking and Access Arrangements		47.Other supporting information/plans