

Householder Application for Planning Permission for works or extension to a dwelling

Checklist of National requirements

- | | Tick |
|---|--------------------------|
| 1 Application Form (Original and three copies unless submitted electronically) | <input type="checkbox"/> |
| 2 Certificates (Original and three copies unless submitted electronically) | |
| Ownership Certificate completed and signed | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Correct certificate – A, B, C or D as required.• In addition, the required notice where Ownership Certificates B, C or D have been completed | |
| Agricultural Holdings Certificate completed and signed | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Required whether or not the site includes an agricultural holding | |
| 3 Plans (Original and three copies unless submitted electronically) | |
| Location Plan (1:1250 or 1:2500): | <input type="checkbox"/> |
| <ul style="list-style-type: none">• The direction of North• Application site edged red/other land owned by the applicant edged blue• Wherever possible, at least 2 named roads and surrounding buildings | |
| Block Plan/Site Plan (1:100 or 1:200): | <input type="checkbox"/> |
| <ul style="list-style-type: none">• The direction of North• The development in relation to site boundaries and existing buildings on the site with written dimensions• All 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 trees on the site and those on adjacent land which could be affected by the development• The extent of any hard surfacing• Boundary treatment where proposed• New buildings in context with adjacent buildings | |
| Existing and Proposed Elevations (1:50 or 1:100): | <input type="checkbox"/> |
| <ul style="list-style-type: none">• The works in relation to what is already there• All sides of the proposal (blank elevations should also be included)• The proposed building materials and the style, materials and finish of the windows and doors | |
| Existing and Proposed Floor Plans (1:50 or 1:100): | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Existing walls or buildings to be demolished. These should be clearly shown• Details of the existing building(s) as well as the proposed development | |
| Existing and proposed site sections and finished floor and site levels
(1:50 or 1:100): | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development | |

- In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

Roof plans (1:50 or 1:100):

- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

4 Design and Access Statement

- Required where any part of a dwelling house or its curtilage falls within a conservation area or site of special scientific interest

5 Fee

- [Appropriate fee](#)

Checklist of Local Requirements

These may include some or all of the following:

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| | Tick |
| Biodiversity survey and report | <input type="checkbox"/> |
| Design and access statement | <input type="checkbox"/> |
| Flood risk assessment..... | <input type="checkbox"/> |
| Heritage statement | <input type="checkbox"/> |
| Parking provision | <input type="checkbox"/> |

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|---|--------------------------|
| | Tick |
| Planning statement | <input type="checkbox"/> |
| Sunlight/daylight assessment | <input type="checkbox"/> |
| Tree survey | <input type="checkbox"/> |
| Photographs and photomontages | <input type="checkbox"/> |
| Other supporting information and plans..... | <input type="checkbox"/> |