

HOUSEHOLDER APPLICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).

NAME OF APPLICANT: _____

NAME OF AGENT: _____

ADDRESS OF DEVELOPMENT: _____

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- ☐ Have you completed the householder application forms and signed and dated all copies?
- ☐ Have you completed, signed and dated the correct Certificate? (Remember if any part of the proposed development is not on land that you own you should complete section B of the certificate and Serve Notice on the owner).
- ☐ Have you enclosed the fee of £258.00?
- ☐ Have you provided a site location plan at a scale of 1:1250 and edged the application site in red (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- ☐ Have you provided existing and proposed site plans at a scale of 1:200 or 1:500.
- ☐ Have you provided existing and proposed floor plans at a scale of 1:50 or 1:100 and indicated all boundary lines around the property (single storey extensions should show all of the ground floor; two storey extensions should show all of the ground and first floor).
- ☐ Have you provided roof plans (e.g. at a scale of 1:50 or 1:100)
- ☐ Have you provided existing and proposed elevations at a scale of 1:50 or 1:100 (you should include all elevations affected by the proposal).
- ☐ If there are existing changes in ground levels within the site or you propose to change the levels have you submitted full details of this at a scale of 1:50 or 1:100 (ie. Levels and sections).
- ☐ Please mark on a scaled plan the position of all trees and hedges on your own property and those on adjoining land which are within falling distance of the boundary (i.e. the distance from the boundary to the trees and hedges is less than (or equal to) their height). If any trees are to be removed or pruned as part of the

proposal you need to show this on your drawings and provide a Tree Survey, Impact Study and Method Statement.

- ☐ Flood Risk Assessment if required. To determine whether a Flood Risk Assessment will be required please check our website.
- ☐ Have you included a full Design and Access Statement, (only required if the property is a Listed Building or in a Conservation Area
- ☐ In the case of properties in Conservation Areas or which are Listed Buildings photographs should be provided
- ☐ Existing and proposed car parking arrangements
- ☐ In the case of side extensions, details of existing and proposed refuse and recyclables storage arrangements

Please note: If you need advice on any of these points, please do not hesitate to contact our Development Control Section on 01282 661333 before submitting your application.

GUIDANCE NOTES

GENERAL

All drawings must contain a drawing title, drawing number and revision numbers. All documents must be referenced. For applications involving extensions or new buildings or other structures (excluding fences or new accesses) to properties within the Green Belt drawings must show previous extensions and calculations of volumes (volume of original dwelling, any previous extension/structure and proposed extension/structure). All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres

CERTIFICATES AND ENCROACHMENT ONTO ADJOINING PROPERTY

You must confirm whether or not any extension, including guttering or foundations, will encroach onto an adjoining property. Should this be the case, Certificate B will be required in such instances. Where some or all of the owners of the application site or adjoining properties cannot be identified, completion of Certificate C or Certificate D may be appropriate.

LOCATION PLAN

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named 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 by the applicant, close to or adjoining the application site.

The plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal

www.planningportal.gov.uk.

SITE PLAN

Existing and proposed site plans must be provided. The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) The proposed development, in relation to neighbouring dwellings, are required to show the nearest habitable room window(s) of these dwellings. The 45 Degree line must also be shown to indicate compliance with the 45 Degree rule. Extensions should be designed so as not to cross the 45 degree line from the neighbour's nearest habitable room window. The 45 degree line is drawn in the horizontal plane and taken from the middle of the neighbour's window. The line will show the maximum width and/or depth that a proposed extension can build up to avoid obstruction from light or views (References to main habitable rooms include lounge / living spaces, games rooms, studies, family rooms, morning rooms, kitchens and bedrooms. Non-habitable or minor habitable rooms include bathrooms, wc's, utility rooms and garages).
- d) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- f) The extent and type of any hard surfacing to include indication of existing/proposed grassed areas/soft landscaping..
- g) Boundary treatment including walls or fencing where this is proposed.
- h) Details of existing and proposed parking provision and access arrangements
- i) Details of existing and proposed bin storage arrangements

EXISTING AND PROPOSED ELEVATIONS

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Any areas to be demolished must be shown in a different colour or by dotted lines.

All proposed elevations will be required. Additionally, where an elevation adjoins another building, part of the adjoining elevation must also be provided.

EXISTING AND PROPOSED FLOOR PLANS

These should be drawn to 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 drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable)

- Existing elevations will be required in all cases.
- Existing floor plans will be required for each floor if the proposed extension/alteration directly links to that floor, and for roof extensions a plan of the existing floor below will be required to demonstrate the means by which the converted roof is accessed.
- For roof extensions, an existing roof plan is required.
- For satellite dishes, a photograph of the elevation to which the dish will be attached will be considered acceptable.

EXISTING AND PROPOSED SITE SECTIONS AND FINISHED FLOOR AND SITE LEVELS

Such plans must be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. The levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

DESIGN AND ACCESS STATEMENTS

All householder applications relating to properties in Conservation Areas or which are Listed Buildings must be accompanied by a Design and Access Statement. A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long.