

Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

- Completed form (SADC preference for 7 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 (7 copies to be supplied unless the application is submitted electronically), preferably O.S. extract at scale 1:1250 or 1:2500 with two named roads. A larger scale plan with two named roads will be required in rural areas.
- 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 and neighbouring dwellings / buildings with extensions and an indication if one or two storey
 - 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 (see further details in local requirements)
- 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

may include some or all of the following:

- Biodiversity Survey and Report (if applicable)
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Noise impact assessment (if applicable)
- Other plans (7 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements Existing and Proposed
- Photographs/photomontages
- Planning Statement
- Tree survey/Arboricultural implications (if applicable)
- Extensions in the Green Belt must be accompanied by external volume and floor area calculations for the original, existing and proposed dwelling. These should not include structures more than 5m from the dwelling.
- Street Picture showing adjacent buildings and level details.
- Where the development involves a change in ground levels or where one exists, drawings should include existing and proposed ground levels with a cross section, and foundation and eaves detail to show how encroachment is avoided.