

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS AND/OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

| Document Required | Guidance Notes | Where to look for further assistance | Policy Driver | Provided (Y/N) |
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| Completed application form, ownership certificate and agricultural land declaration | <p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p> <p>The ownership certificate must be provided where there are owners of the site other than the applicant. In the event that the applicant is the owner of the site, Certificate A should be completed.</p> | <p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p> | Town and Country Planning (Development Management Procedure Order) 2015 (as amended) | |
| Location Plan | <p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be up to date • Include the direction of north | <p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Plans-and-</p> | Town and Country Planning (Development Management Procedure Order) 2015 (as | |

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| | <ul style="list-style-type: none"> • Include sufficient named roads to identify the exact location of the site (wherever possible at least two) • Include all the surrounding buildings, roads and footpaths on land adjoining the site • Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site | drawings | amended) | |
| Relevant fee | <p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p> | <p>Please see https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1 to assist in the calculation of the planning fee</p> <p>https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p> | Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) | |
| Block Plan | <p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:200 or 1:500 (metric) • Include the direction of north | Additional plans and drawings will in most cases be necessary to describe the proposed development, as | See article 7(1)(c)(ii) of the Town and Country Planning (Development | |

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| | <ul style="list-style-type: none"> • Show the proposed development in relation to the site boundaries and other existing buildings on the site • Show all buildings, roads and footpaths on land adjoining the site including access arrangements • Show all public rights of way crossing or adjoining the site • Show the position of all trees on the site and adjacent land • Show the extent and type of any hard surfacing • Show the type and height of boundary treatment (e.g. walls, fences etc.) | <p>required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>Management Procedure (England) (Order) 2015</p> | |
| <p>Existing and proposed elevations (at a scale of 1:50 or 1:100);</p> | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Should clearly show the proposed works in relation to what is already there • Show all sides of the proposal • Show where a proposed elevation adjoins or is in close proximity to another building • Drawings should clearly show the relationship between the buildings and detail positions of the | <p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> | |

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| | openings on each property | | | |
| Existing and proposed floor plans (at a scale of 1:50 or 1:100); | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Include written dimensions to show overall size of any new buildings or extensions. • Show where existing buildings or walls are to be demolished (if applicable) • Show details of the layout of existing building(s) as well as those for the proposed development | Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015). | See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | |
| Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100); | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) • Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided | Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015). | See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015 | |
| Roof plans (at a scale of 1:50 or 1:100). | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar | Additional plans and drawings will in most | See article 7(1)(c)(ii) of the | |

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| | <ul style="list-style-type: none"> • Normally be at a scale of 1:50 or 1:100 (metric). • Show the shape of the roof, its location and any features such as chimney positions or windows | <p>cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> | <p>Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> | |
| Demolition Plans (at a scale of 1:100 or 1:50) | <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric). • Clearly shows any parts of the building that are to be demolished | <p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)</p> | <p>See Planning (Listed Building and Conservation Area) Act 1990 – Section 10</p> | |
| Design and Access Statement | <p>A Design and Access Statement must:</p> <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the development; • demonstrate how the design of the development takes the context of the site into account; • explain the approach to access, and how Local Plan policies relating to access have been taken into account; • state what, if any, consultation has | <p>https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</p> <p>https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them</p> | <p>See Planning (Listed Building and Conservation Area) Act 1990 – Section 10</p> | |

| | <p>been undertaken on issues relating to access to the development and how this has informed the approach to access; and</p> <ul style="list-style-type: none"> explain how any specific issues which might affect access to the development have been addressed. | | | |
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| Local List of Requirements | | | | |
| Requirements | Guidance Notes | Where to look for further assistance | Policy Driver | Provided (Y/N) |
| <p>Any other relevant information necessary to describe the subject of the application.</p> <p>This could include:</p> <ul style="list-style-type: none"> Photographs Schedule of works Method Statement for the works/repairs Technical specifications of materials/finishes (e.g. a lime mortar specification) Information on proposed changes to services (e.g. new plumbing) Samples of proposed | <p>Providing additional information at the application stage may help resolve the need for conditions on a decision notice.</p> <p>All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. scale 1:200 at A3.</p> <p>This information is required to provide clear information to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p> | | | |

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| materials (to be viewed on site) | | | | |
| Archaeology Assessment | <p>An archaeological desk based assessment is required for all applications where groundworks are proposed within a:</p> <ul style="list-style-type: none"> • Scheduled monument • Archaeological sites for local preservation • Archaeological sites subject to recording conditions <p>A desk based assessment should:</p> <ul style="list-style-type: none"> • Detail previous nearby finds recorded in the heritage environment record • Discuss the archaeological potential of the site <p>A written scheme of investigation may be required.</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included.</p> | <p>Find out about archaeological assessments and evaluations at http://www.archaeologists.net/codes/ifa</p> | <p>National Planning Policy Framework</p> <p>Policy 111 of the St Albans District Local Plan Review 1994</p> | |
| Biodiversity Survey and Report | <p>You will need to provide this with applications where the type and location of development are such that the impact</p> | <p>https://www.gov.uk/guidance/protected-species-how-to-review-planning-</p> | <p>National Planning Policy Framework</p> | |

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| | <p>on biodiversity may be significant.</p> <p>A Preliminary Ecological Appraisal survey and report should provide an initial assessment of the impact of the proposed development on wildlife. Proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats, should also be included where appropriate. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations. The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment.</p> | <p>applications#when-applicants-need-a-species-survey</p> <p>https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/biodiversity-wildlife/hertfordshire-ecological-advice-service.aspx</p> | | |
| Daylight/Sunlight Assessment | Required for applications that break the established building grain and street | https://www.bregroup.com/services/testing/indoor | National Planning Policy Framework | |

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| | <p>pattern. Where primary side facing windows exist adjacent to the proposed development and the proposal would breach a 25 degree line, a Daylight and Sunlight Assessment will be required in order to establish the level of harm which would occur from the proposed development. This may also be requested for a proposal which breaches the 45 degree line taken from the centre point of the nearest habitable room window on neighbouring properties.</p> <p>Should include diagrams of how the shadows of the building will impact on neighbours for all four quarters of the year. Both diagrammatic and technical information may be required (in certain circumstances therefore it may need to be demonstrated that the guidance set out in the BRE's <i>Site Layout For Daylight and Sunlight: A Guide to Good Practice (2nd edition)</i> have been achieved).</p> | <p>-environment-testing/natural-light/</p> | <p>Policy 72 of the St Albans District Local Plan Review 1994.</p> | |
| Flood Risk Assessment | <p>Required for all new development in Flood Zones 2 and 3.</p> <p>The FRA should:</p> <ul style="list-style-type: none"> • Assess the existing situation • Assess whether the proposal is likely to be affected by current or future flooding from any source • Satisfy the LPA that the | <p>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> | <p>National Planning Policy Framework</p> <p>Policy 84 of the St Albans District Local Plan Review 1994.</p> | |

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| | <p>development is safe and where possible reduces flood risk overall</p> <ul style="list-style-type: none"> • State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding • Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met</p> | | | |
| Heritage Statement | <p>This is required for Applications which are likely to affect:</p> <ul style="list-style-type: none"> • Designated heritage assets (e.g. Listed Buildings) • Non designated heritage assets such as Locally Listed Buildings, Areas of local archaeological | <p>https://historicengland.org.uk/content/docs/guidance/statements-of-heritage-significance-consultation-draft/</p> <p>This information can be found by using the</p> | National Planning Policy Framework | |

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| | <p>importance and Locally Listed Gardens</p> <p>The Statement should:</p> <ul style="list-style-type: none"> • As a minimum reference the appropriate Historic Environment Records. • Shall state the significance of the heritage asset, including any contribution made by its setting. In some applications this may be limited to the areas affected by the proposals. • Shall contain an impact assessment which describes any potential impact of the proposals on the significance of heritage assets affected, including any contribution made by their setting. In some applications this may be limited to the areas affected by the proposals • Include a structural survey (if required) | <p>Planning Constraints map layers in our Local Information Service on the Council's website: http://gis.stalbans.gov.uk/wmlcustomerservice/</p> | | |
| <p>Tree Survey and Arboricultural Implications Assessment including Tree Protection Method Statement</p> | <p>This is required where:</p> <ul style="list-style-type: none"> • There are significant trees within the site or street trees that may be affected by the development or construction works, including storage of materials; or • There is a Tree Preservation | <p>BS5837:2012 Trees in relation to design, demolition and construction - Recommendations</p> | <p>National Planning Policy Framework</p> <p>Policy 74 – Landscaping and Tree Preservation – St Albans</p> | |

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| | <p>Order protecting trees on the application site; or</p> <ul style="list-style-type: none"> • The proposed development is sited near to a protected tree(s) on neighbouring land; or • For application sites within Conservation Areas where trees are present. | | District Local Plan Review 1994. | |
| Parking Strategy including cycle parking provision | <p>Any new development proposal which provides a level of parking which falls below maximum standards should include a justification for the quantum of parking that is proposed.</p> <p>Existing and proposed arrangements for:</p> <ul style="list-style-type: none"> • Parking and cycle storage • Access and turning arrangements for vehicles and pedestrians. <p>This may be shown on the block plan.</p> | | <p>National Planning Policy Framework</p> <p>Policies 39 and 40 of the St Albans District Local Plan Review 1994</p> | |
| Supporting Planning Statement | <p>Required for:</p> <p>Applications within the Metropolitan Green Belt</p> <p>Statements should:</p> <ul style="list-style-type: none"> • Include a full explanation of the proposal including any relevant background or site history • Identify the context and need for the proposed development including justifications | | <p>National Planning Policy Framework</p> <p>St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan 2019</p> <p>National Planning</p> | |

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| | <ul style="list-style-type: none"> • Include an overview of how the proposal accords with the Local Plan and other relevant documents | | Practice Guidance | |
| Structural Survey | <p>Applications involving the reuse of existing buildings or where it is proposed to demolish part of any heritage building due to its condition will require a structural survey.</p> <p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p> | | <p>National Planning Policy Framework</p> <p>Policy 87 of the St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan – Policy H2</p> | |
| Street scene drawings. | <p>Normally required when there is a notable difference in height between a proposed development and the neighbouring buildings.</p> <p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Be of a scale of 1:100 or 1:200 • As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors | <p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure</p> | <p>See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> | |

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| | <ul style="list-style-type: none"> • Accurately show any differences in levels, including dimensions • Include written dimensions for gaps between buildings | (England) (Order) 2015. | | |
| Harpenden Neighbourhood Plan Requirements | <p>In addition to the above requirements, for major applications within the Neighbourhood Plan area, the following documents may also be required (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Design Statement (ESD1 and 2) • Car Parking Design (ESD5) • Sustainability Statement (ESD15) • Water Conservation Statement (ESD19) • Pollution Management (ESD20) | | <p>Harpenden Neighbourhood Plan 2019</p> <p>https://www.harpenden.gov.uk/neighbourhood-plan</p> | |

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (February 2019) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <http://www.stalbans.gov.uk/planning/makingaplanningapplication/householderpreapp.aspx>