

Planning Application Requirements Checklist for:

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

Your application **MUST** include the items listed under National Requirements. It must also include those under Local Requirements where relevant. Any missing requirement could delay the validation of your application.

For a more detailed explanation of and guidance on each local requirement, please refer to the PAR descriptions list.

NATIONAL REQUIREMENTS

Details required	Yes
Completed form.	✓
A plan which identifies the land to which the application relates and showing the direction of North, drawn to a scale of 1:1250 or 1:2500 with the application site outlined in red.	✓
Block plan of the site at a scale of 1:200 or 1:500 showing any site boundaries.	✓
Existing and proposed elevations at a scale of 1:50 or 1:100.	✓
Existing and proposed floor plans at a scale of 1:50 or 1:100.	✓
Roof plans at a scale of 1:50 or 1:100.	✓
The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	✓
The appropriate fee (see Fees list).	
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

Details required	Yes	No	If No, please explain why not
Biodiversity Checklist and Biodiversity survey and report where Biodiversity Checklist identifies the need for one.	✓		
Flood risk assessment (see separate note)		✓	NOT IN FLOOD RISK ZONE
Parking plan where loss of garage or increase in the number of bedrooms.		✓	NO EXTRA BEDROOMS
Tree Survey/Arboricultural implications (British Standard 5837:2012) (see separate note).		✓	NO TREES Near proposed works.