

Please submit Checklist with application. Please indicate with a tick in the that you have submitted the information or state the reason why it has not been submitted.

2. Householder application for planning permission for works or extension to a dwelling and listed building consent

NATIONAL REQUIREMENTS

Completed form (1 original + 1 copy to be supplied unless the application is submitted electronically)

A plan which identifies the land to which the application relates, drawn to a scale of 1:1250 or 1:2500 and showing the direction of North (2 sets to be supplied unless the application is submitted electronically) Red line should connect to Highway.

A copy of other plans and drawings or information necessary to describe the subject of the application (3 sets to be supplied unless the application is submitted electronically) including:

- Block plan of the site at a scale of 1:200 or 1:500 showing the proposed work with dimensions, including those to boundaries, clearly stated,
- 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
- Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100
- Roof plans at a scale of 1:50 or 1:100

A completed combined Ownership and Agricultural Holdings Certificate (A,B,C or D – as applicable) as required by Article 14 of the Town and Country Planning (General Development Procedure) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

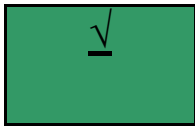
[Design and Access Statement](#) and for [Listed Buildings](#)

[The appropriate fee](#)

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Conditional documents required	Document type	Circumstances when document should be submitted	Reason not included/if included, please indicate where it is located, i.e., part of supporting planning statement or design and access statement.
○	CIL forms	Completion of the Additional Information Form is required when new development (gross) is over 100 sq m.	Not required as development is less than 100m2
○	Flood Risk Assessment	Development proposals with a site area of 1ha or greater in Flood Zone 1 and all proposals for development (including extensions), in Flood Zones 2 and 3. For sites that are less than 1ha in Flood Zone 1 and are in an area identified as having critical drainage problems as identified by the Environment Agency . For further information on Critical Drainage Areas call the Environment Agency on 08708 506 506 to speak to a member of their Development Control team for this district.	Not required. Site area of development is less than 1ha, and site does not have critical drainage problems.
✓	Heritage Statement	All applications	
✓	Nature Conservation/ Biodiversity/ Ecological assessment	Any application indicated under the Biodiversity Checklist	(Biodiversity checklist completed and submitted as part of application)
○	Parking provision	Details of parking provision where the number of bedrooms is increasing	Not required. No increase in number of bedrooms
✓	Street scene	Where the development would be within 3m of a boundary.	
○	Structural Survey	Where the structural integrity of the building is affected	
○	Tree survey/ arboricultural implications	When the proposed development is within 15 m of a protected tree or involves the loss of trees which are covered by a tree preservation order or are within a conservation area	Not applicable
Additional mandatory documents ✓	Photographs/ photomontages	Showing the whole building and its setting and/or the particular section of the building affected by the proposals	Submitted as part of Design and Access Statement
✓	Ordnance Survey licence number if applicable	This must be provided for all Ordnance Survey based location plans and block plans	

	Scale bar	A scale bar attached to ALL plans	
--	-----------	-----------------------------------	--

Please submit this form with your application

Additional information on the local requirements can be found in Part II of the [Planning Application Requirements \(Local\)](#)

Applications can be easily submitted online through the [Planning Portal](#)

