

## 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 (original plus three copies to be supplied unless the application is submitted electronically)	✓
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 (original plus three copies to be supplied unless the application is submitted electronically)	✓
A copy of other plans and drawings or information necessary to describe the subject of the application (original plus three copies 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 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	✓
• 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	✓
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 (see separate explanation)	
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 survey and report (a separate self help list is available)	✓		
Flood risk assessment		✓	See Attached
Parking provision		✓	See Attached
Tree Survey/Arboricultural implications (British Standard 5837:2005)		✓	See Attached