

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.
X	CIL forms	Completion of the Additional Information Form is required when new development (gross) is over 100 sq m.	
O	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.	
O	Heritage Statement	All applications	
X	Nature Conservation/ Biodiversity/Ecological assessment	Any application indicated under the Biodiversity Checklist	
O	Parking provision	Details of parking provision where the number of bedrooms is increasing	
O	Street scene	Where the development would be within 3m of a boundary.	
O	Structural Survey	Where the structural integrity of the building is affected	
O	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	
Additional mandatory documents O	Photographs/ photomontages	Showing the whole building and its setting and/or the particular section of the building affected by the proposals	
X	Ordnance Survey licence number if applicable	This must be provided for all Ordnance Survey based location plans and block plans	

X	Scale bar	A scale bar attached to ALL plans	
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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](#)

