

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.

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## 1. Householder application for planning permission for works or extension to a dwelling

### 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 applications 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 to connect to Highway and scale bar required)
  - ✓ A copy of other plans and drawings or information necessary to describe the subject of the application (2 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
  - ✗ [Design and Access Statement](#) if site is in a conservation area and the proposal is for 100m<sup>2</sup> or more of floorspace – **Not in conservation area and proposal less than 100 m<sup>2</sup>**
- Covering letter submitted setting out design principles
- ✓ [The appropriate fee](#)
  - ✓ 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 – **Notices not required**

## LOCAL REQUIREMENTS

Conditional documents required	Document type	Circumstances when document should be submitted	Reason not included or if included, please indicate where it is located, i.e., part of planning statement or design and access statement.
✗	CIL Form	Completion of the <a href="#">Additional Information Form</a> is required when new development (gross) is over 100 sq m.	New development is less than 100 sq m
✗	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 <a href="#">Environment Agency</a> . 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.	Zone 1 and site area less than 1ha
✓	Nature Conservation/ Biodiversity/Ecological assessment	Any application indicated under the <a href="#">Biodiversity Checklist</a>	Checklist and Ecology report submitted
✗	Parking provision	Details of parking provision where the number of bedrooms is increasing	No increase in number of bedrooms
✗	Street scene	Where the development would be within 3m of a boundary.	Not within 3m of a boundary
✗	Tree survey/ arboricultural implications	When the proposed development is within 15m 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 within 15 meters of protected tree or loss of tree with TPO
✓	Ordnance Survey licence number if applicable	This must be provided for all <a href="#">Ordnance Survey</a> based location 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](#)

