

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)		✓	NO RISK
Parking plan where loss of garage or increase in the number of bedrooms.		✓	NO CHANGE
Tree Survey/Arboricultural implications (British Standard 5837:2012) (see separate note).		✓	COMFORS ONLY