

Householder Application for Planning Permission for Works or Extension to a Dwelling

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
- 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, if required¹

¹A design and access statement for a householder application is only required where the site is within a site of special scientific interest, a conservation area, or an area of outstanding natural beauty

- 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

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in the accompanying document):

- Daylight/sunlight assessment
- Flood risk assessment
- Noise impact assessment
- Tree survey/arboricultural implications

Application for listed building consent

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
- The completed ownership certificate (A, B, C or D - as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement
- In addition, where ownership certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this regulation

LOCAL REQUIREMENTS - may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Heritage statement (including historical, archaeological features and scheduled ancient monuments)

- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey