

Please note **ALL** plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least **1 copy of all documents** should be provided.

Please make sure you have checked the national and local level requirements before submitting your application. If you do not send all the information we need your application will be deemed invalid.

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

NATIONAL REQUIREMENTS:	Yes	
Completed form (signed and dated)		
The completed Ownership Certificate (A, B, C or D – as applicable) stating the ownership of the land to which the application relates under Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 – must be signed		
A Site Location Plan typically to a scale of 1:1250 or 1:2500 which identifies the land to which the application relates outlined in red and any other land owned by the applicant, close to or adjoining the application site outlined in blue and showing the direction of North .		
• The appropriate fee		
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article		
Design and Access Statement – This is a mandatory requirement for certain applications please refer to Design and Access Statement Guidance to check if applicable		
	Yes	N/A
A copy of other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> • Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries • Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) • Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) • Roof plans (e.g. at a scale of 1:50 or 1:100) 		
LOCAL REQUIREMENTS:	Yes	N/A
Flood Risk Assessment (FRA) required for all applications in Environment agency Flood Zones 2 and/or 3 relating to all extensions / buildings unless first floor or above only		
Surface Water Drainage Strategy – setting out how the development is to be drained: <ul style="list-style-type: none"> • creating impermeable area over more than 50% of the site • development in Flood Zones 2 and 3 		
Parking and access details required if application proposes changes to parking or access (must be shown on block plan or other drawings)		
Heritage Statement - a written statement that includes an analysis of the significance of the archaeology, history and character of the building/structure), (where proposed development is likely to affect heritage assets or their settings)		
Ecology - The application should include a Wildlife and Geology Trigger Table to establish if Habitat Survey is required.		
Tree survey and report for all trees within application site or likely to be affected by proposed development		

Official Use

Checked by:

Dated: