

ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID
PLANNING APPLICATION (LOCAL LIST)

**HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION
TO A DWELLING AND CONSERVATION AREA CONSENT**

Application Form

One completed original plus two copies of the mandatory Standard Application Form are required.

Note: you must sign and date sections 12 (ownership certificates), 13 (agricultural land declaration) and 15 (declaration).

Fee

The correct fee must be submitted with the application:

- **£172 (from 22/11/2012)** if the application relates to one dwelling
- **£339 (from 22/11/2012)** if the application relates to two or more dwellings

Plans, Drawings and Supporting Information

You must provide enough information to describe your proposal.

The table below lists the types of plans, drawings and supporting information that might be required. Those items marked with a ✓ are mandatory national requirements. The other items are our local requirements.

Plans and Drawings	
Location Plan (scale 1:2500 or 1:1250) with site outlined in red	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – if the proposal will alter an existing building footprint or create a new building footprint	✓
Site Levels (scale 1:200) – if the proposal will lead to a change in the level of the land	✓
Floor Plans – Existing and Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a floor	✓
Elevation Drawings – Existing and Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a building	✓
Cross Section Drawings through building – Existing and Proposed (scale 1:50 or 1:100) – if the proposal is for a loft conversion	✓
Supporting Information	
Design and Access Statement – if the site is in a Conservation Area or the proposal affects a Heritage Asset	✓
Heritage Statement (including photographs and a schedule of works) – if the proposal will affect a Heritage Asset	✓
Wildlife Trigger List (and, if required, Wildlife Report)	✓

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Supporting Information	
Arboricultural Implications Assessment – if the proposal will affect trees or hedges on or adjacent to the site	
Flood Risk Assessment – if the site is in Environment Agency’s Flood Zones 2 or 3 or is identified as being at flood risk in surface water mapping or if the site is over 1 hectare	
Foul Drainage Assessment – if the proposal would lead to increased outputs and sewerage is dealt with by non-mains	
Landscape Proposals – if the proposal will affect the existing character or appearance of a site	
Letter of justification from an appropriately qualified person – if the proposal is for a Dependant Relative’s Annexe	
Manufacturer’s details – if the proposal is for solar / photovoltaic panels, a wind turbine or any other form of energy generating equipment	
Overcoming Reasons for Refusal Statement – if the proposal is a re-submission following the refusal of an earlier application	
Road Safety Audit (Stage 1) – if the proposal includes re-alignment of highway or construction of highway features	
Structural survey or statement – if the proposal is for the conversion of a barn / outbuilding	
Surface Water Drainage Strategy – if the site area over 1 hectare	

The ‘glossary of terms for plans, drawings and supporting information’ that supports this Local List provides for more information about each item.

Notes:

- If you do not provide enough information to describe your proposal, or the information that you provide is inadequate, your application will be invalid. If this happens we will contact you (by phone, by e-mail or by letter) to explain what is required to create a valid application. If we do not receive the information we have requested within 21 days the application will be withdrawn and any fees paid refunded (unless a time extension has been agreed).
- 1 original and 2 copies of each plan, drawing and supporting document should be provided.
- The location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.