

Local List – Validation of Planning and other Applications
Annex A.1
Householder Application for Planning Permission for
Works or Extension to a Dwelling

Form

1.0 One original plus three copies of the Standard Application Form are required.

Certificates, Notice and Declaration

1.1 One of the ownership certificates must be completed – it must be signed by the applicant or the agent (if one has been employed), and it must be dated.

1.2 The Agricultural Holdings Certificate must be completed – it must be signed by the applicant or the agent (if one has been employed), and it must be dated.

1.3 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

Fee

2.0 The correct fee must be submitted with the application:

Householder Applications	
The enlargement, improvement or other alteration of existing dwelling houses	<ul style="list-style-type: none"> • £150.00 per dwelling; • where the application relates to two or more dwellings £295.00

Plans and Drawings

3.0 Four copies of the following plans and drawings are required (as necessary):

3.1 *In all cases* – a **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) showing:

- the application site area outlined in red (this should include all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings);
- any other land in the same ownership / control close to or adjoining the application site outlined in blue;
- which way is north;
- the scale used; and

- the surrounding roads, paths, buildings and structures.

3.2 *If the proposal will alter an existing building/structure footprint, or create a new building/structure footprint – a **Block Plan** at a scale of 1:500 or **Site Plan** at 1:200 showing:*

- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road and adjacent buildings and structures;
- any existing or proposed vehicle parking spaces / areas;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- detailed landscape proposals including the extent and type of any hard surfacing;
- the location of any existing or proposed drainage;
- which way is north; and
- the scale used.

3.3 *If the proposal will lead to a change in the level of the land – **Site Plans** to a scale of 1:200 showing **existing** and **proposed** ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point. They should also show which way is north and the scale used.*

3.4 *If the proposal will create, alter or add to a floor – **Floor Plans** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal;
- the name of each of the rooms or areas;
- details of the existing and proposed drainage;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed floor plans; and
- the scale used.

3.5 *If the proposal will create, alter or add to a building/structure – **Detailed Elevation Drawings** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal;
- ground level;
- existing and proposed floor levels;
- where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed elevation drawings; and
- the scale used.

3.6 *If the proposal will create, alter or add to a building – **Section Drawings** to a scale of 1:50 or 1:100 showing cross section(s) through the **existing** (if any) and **proposed** building and remainder of the site relating these to adjoining ground levels. They should also show the scale used.*

- 3.7 *If the proposal will amend a planning permission – four copies of **plans and drawings ‘as approved’** by the planning permission that is to be amended **are also required**. These will enable consultees, neighbours and members of the public to consider the proposed changes.*

Supporting Information

- 4.0 This section lists the different types of supporting information that might be required to support an application. Specific requirements will be highlighted during any pre-application discussions. If appropriate, the information may be reserved by condition(s). Proposals will be expected to accord with the policy requirements relating to sustainable construction and design (Local Plan Policy DVS1A and this Council's *Sustainable Design and Construction Guide*).

- 4.1 **Barn Conversions – Structural Survey** (Local Plan Policy ECN5): if the application relates to the conversion of a barn or outbuilding, then four copies of a statement clarifying the precise extent of the proposed demolition, retention and new build works must be provided before the application is registered. In some cases a full structural survey may be requested before the application is registered.

In addition, the submitted drawings must clearly show the precise extent of: any new build; any re-build; and the original fabric to be retained.

It will be expected that any subsequent building regulation application will adhere in all respects to the approved planning / listed building consent plans, conditions and informatives attached to a planning permission and/or listed building consent.

- 4.2 **Dependent Relative's Annexe**: if the application relates to the creation of a dependent relative's annexe, then a letter of justification from the relative's doctor (or other appropriate person) must be provided before the application is registered.

- 4.3 **Design and Access Statement** (Local Plan Policy DVS1): four copies of a design and access statement must be provided before the application is registered **unless** the application relates to:

- a material change of use of land or buildings that **does not** involve operational development; or
- engineering or mining operations; or
- development to an existing dwelling (or within the curtilage of a dwelling for any purpose incidental to the enjoyment of the dwelling) **unless** the dwelling falls within an area of outstanding natural beauty, a conservation area, or a site of special scientific interest.

Circular 01/2006 (*Guidance on changes to the Development Control System*) sets out what the Design and Access Statement is intended to do and what it should contain. **For ‘Householder’ and ‘Full’ applications**, the Circular indicates that the following issues should be covered:

- **Amount**: that is a description of the development including its size and the reasons for this.

- **Layout:** the way the building/s are sited and its relationships to other buildings and spaces.
- **Scale:** the height, width and length of a building/s in relation to its surroundings.
- **Landscaping:** the treatment of surrounding spaces to protect the amenities of the site and surrounding area.
- **Appearance:** the visual impression the building/s make including external built form, its materials and decoration.
- **Use:** the proposed use of the building/s and how these relate to the existing surrounding areas.
- **Context:** the relationship of the building to its surroundings and whether there has been any community involvement to advise them and receive and consider their comments prior to the submission being made.
- **Access:** access to the development, not the internal arrangements.

The statement should take the form of a short report that illustrates the process that has led to the development proposal. It should explain and justify the proposal in a structured way (as set out above). The level of detail required will depend on the scale and complexity of the application. The statement, therefore, need not be long.

Further guidance is available from the Planning Portal (www.planningportal.gov.uk) and from CABI (www.cabi.org.uk).

- 4.4 **Flood Risk Assessment** (Local Plan Policies DVS6 and DVS7): if the proposed development falls within flood zone 2 or flood zone 3, then four copies of a flood risk assessment must be provided before the application is registered. *Planning Policy Statement 25: Development and Flood Risk* provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. The Environment Agency can provide detailed advice on flood zones in the area.
- 4.5 **Foul Drainage Assessment:** where non-mains drainage is proposed for new development and extensions that include additional bedrooms / bathrooms, four copies of a completed foul drainage assessment form (and associated plan(s)) must be provided before the application is registered. This must be completed in accordance with the guidance set out in the Environment Agency's National Standing Advice to Local Planning Authorities involving non-mains drainage. The form is consistent with the advice set out in *DETR Circular 03/99 'Planning Requirements in respect of the Use of Non-Mains Drainage Sewerage Incorporating Septic Tanks in New Development'*. Copies of foul drainage assessment form (FDA1) are available from the Council's Customer Service Centre or the Environment Agency.
- 4.6 **Protected Species** (Local Plan Policies ENV11 and ECN5): this Council is required to evaluate the impact of any proposal on biodiversity interests, including the range and population of protected species (e.g. bat populations, barn owls, badgers etc.). If an application relates to or includes:
- the conversion, alteration or restoration of a rural building or barn;
 - derelict and older house conversions;
 - demolitions;
 - removal or significant works to mature trees;

- disturbance to caves or quarries;
- any other circumstance where information suggests protected species are present

then four copies of a protected species survey must be provided before the application is registered. The survey must be carried out by suitably qualified and experienced persons and must be carried out at an appropriate time and month of the year, in suitable weather and use recognised surveying techniques. Detailed guidance on dealing with nature conservation and development is given in Planning Policy Statement 9: 'Biodiversity and Geological Conservation'

4.7 **Statement for Overcoming Reasons for Refusal:** where an application forms a re-submission of a proposal that has already been refused, then four copies of a statement for overcoming the reasons for refusal must be provided before the application is registered.

4.8 **Wind Turbines:** where the application relates to one or more free-standing wind turbines which are over 11 metres high and/or has a rotor diameter of over 2 metres, then four copies of a letter from 'Defence Estates Safeguarding' must be provided before the application is registered. The letter:

- should demonstrate that pre-application discussion have taken place;
- should not be over two years old; and
- should confirm for each turbine proposed the:
 - maximum hub heights above ground level (to the nearest metre);
 - length of the turbine blades (in metres); and
 - precise turbine positions (by Ordnance Survey 100km grid square and 10 figure grid references (5 figure Easting and 5 figure Northing)).

If the information in the letter does not precisely match the information in the application, Defence Estates Safeguarding have asked Local Authorities to decline to consider the application until Defence Estates Safeguarding has been re-consulted. Further advice is available from Defence Estates Safeguarding and the British Wind Energy Association (www.bwea.com).