

## Householder application for planning permission for works or extension to a dwelling

### NATIONAL REQUIREMENTS

- **Completed application form** (1 copy to be supplied unless the application is submitted electronically)
- **A location plan** which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (1 copy to be supplied unless the application is submitted electronically)

Planning Practice Guidance:

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line on the location plan. It 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). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Please do not show the proposal on the location plan

- **A copy of other plans and drawings or information necessary** to describe the subject of the application (1 copy to be supplied unless the application is submitted electronically). **Please see local requirements for specifics.**

- **The completed Ownership Certificate and Agricultural Holdings certificate** (A, B, C or D - as applicable) and as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
- **In addition where Ownership Certificates B, C or D have been completed**, notice(s) as required by Article 13 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 for:**
  - Applications in a conservation area if creating 100sqm or more
- **The appropriate fee**  
Found on our web pages:  
<https://www.fenland.gov.uk/planningforms>

## LOCAL REQUIREMENTS

- **All Plans:**  
For the avoidance of doubt, 'Do not scale' quoted on plans will not be accepted
  - Site plan (e.g. at a scale of 1:100 or 1:200 showing the access, proposal, all site boundaries and position of all surrounding buildings)
  - Existing and proposed elevations in full (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans in full (e.g. at a scale of 1:50 or 1:100)
  - Roof plans for all applications involving extensions and/or changes to roof forms (e.g. at a scale of 1:50 or 1:100)
  - Street scene plan - A plan showing the street scene at a scale of 1:200 for any proposals affecting the street scene

**Policy Driver:** Policies LP2, LP14 and LP16 of the Fenland Local Plan 2014.

- **Biodiversity Checklist/Report**

Completion of the checklist is required **FOR ALL** applications with an accompanying ecology report if required as indicated on the checklist, the report to be undertaken by a qualified Ecologist.

<https://www.fenland.gov.uk/planningforms>

Ecology reports, undertaken by a qualified Ecologist, are also required if the site is within any international, national, regional or locally designated area for nature conservation.

**More Information at:**

<http://www.naturalengland.org.uk/>  
(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework 2021 and Policy LP19 of the Fenland Local Plan 2014.

- **Heritage Statement**

Required for applications where it affects a heritage asset or the setting of one being:

Listed Buildings or affecting the setting of listed buildings, conservation areas or the setting of a conservation area, scheduled ancient monuments or the setting of a scheduled ancient monument.

**More information at:**

Please refer to our website (link below) for further information on Heritage Statements and what these should contain

<http://www.fenland.gov.uk/article/9145/Heritage-Statements>

**Policy Driver:** Paragraph 194 of the National Planning Policy Framework 2021 and Policy LP18 of the Fenland Local Plan 2014.

- **Flood risk assessment**

Required where indicated on the Environment Agency flood risk matrix

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework 2021 and Policy LP14 of the Fenland Local Plan 2014.

- **Tree Report/Arboricultural Implications**

Trees subject to tree preservation orders or within a conservation area:

A tree report is required for trees or any part of a tree including canopy and root protection area within 10 metres of the proposed development

**More information at:**

Please visit our customer service centres or contact 01354 654321 should you wish to check if a tree falls within the above criteria.

**Policy Driver:** National Planning Policy Framework 2021

**PLEASE NOTE:**

**ANY REPORTS OR STATEMENTS SUBMITTED ARE TO BE NO MORE THAN 12 MONTHS OLD**