Householder application for planning permission for works or extension to a dwelling and Relevant Demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)

- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)

- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - 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)

- The completed Ownership Certificate (A, B, C or D - as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

• Design and access statement, if required

• The appropriate fee

• 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.

LOCAL REQUIREMENTS

• **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist. Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation.

  **More Information at:**
  (Search for: ‘Standing Advice’)

  **Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 9)

• **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


  **Policy Driver:** Paragraph 128 of the NPPF and Local Plan Policy LP18.
- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

  More Information at:
  http://www.environment-agency.gov.uk/

  **Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 25).

- **Justification statement:** identifying the context and need for the demolition. This may include a structural survey (not more than 12 months old)

  **Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 5)

- **Photographs:** required of any buildings to be demolished. Photographs should show the whole building and its setting and/or the particular section of the building affected by the proposals.

  **Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 5)

- **Tree Report/Arboricultural Implications** – A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

  More information at:
  Please visit our One Stop Shops or contact 01354 654321 should you wish to check if a tree falls within the above criteria.

  **Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 1)