

Householder application for planning permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area Checklist

Plans should be dated and numbered, show their original paper size, metric scale, a scale bar, north point and include key dimensions. Where the disclaimer states “do not scale”, the disclaimer must continue to read as “unless for planning purposes”. As this is a dual form, 2 complete sets of each application are required, 2 per application type (unless submitted electronically).

National Requirements		
Requirement	Included	Reason if not included
▪ Form including the completed Ownership Certificate		
▪ Location Plan and other necessary plans		
▪ Fee		

The local requirements **highlighted in yellow**, where applicable, are mandatory.

Local Requirement		
Requirement	Included	Reason if not included
▪ Block Plan including site access details		
▪ Proposed and Existing Elevations including inset elevations (if applicable).		
▪ Elevations for heritage assets should be clearly annotated to clearly describe the proposed materials.		
▪ Proposed and Existing Floor plans		
▪ Roof Plans		
▪ Proposed and Existing Site Sections and Site Levels (1:50/1:100)		
▪ Lighting Assessment		
▪ Sustainability Statement		
▪ Additional Plans and Information For example, Section plans / frame and casement plans/ lighting bollard details/ sewage treatment tanks / solar panel details		
▪ Biodiversity Checklist / Survey & Report		
▪ Flood Risk Assessment		
▪ Tree Survey / Arboricultural Implications		
▪ Design and Access Statement		