

Householder application for planning permission for works or extension to a dwelling and listed building consent Checklist

As this is a dual form, 2 complete sets of each application are required per application type (unless submitted electronically). 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”.

National Requirements		
Requirement	Included	Reason if not included
<ul style="list-style-type: none"> ▪ Form including the completed Ownership Certificate 		
<ul style="list-style-type: none"> ▪ Location Plan 		
<ul style="list-style-type: none"> ▪ Other information & plans necessary to describe the development 		
<ul style="list-style-type: none"> ▪ Design and Access Statement 		
<ul style="list-style-type: none"> ▪ Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)– Including Internal and External Photographs 		
<ul style="list-style-type: none"> ▪ Fee 		

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

Local Requirement		
Requirement	Included	Reason if not included
<ul style="list-style-type: none"> ▪ Block Plan 		
<ul style="list-style-type: none"> ▪ Complete Proposed and Existing Elevations including inset elevations (if 		
<ul style="list-style-type: none"> ▪ Complete Proposed and Existing Floor plans 		
<ul style="list-style-type: none"> ▪ Elevation plans for all heritage assets should be annotated to clearly describe the proposed materials. 		
<ul style="list-style-type: none"> ▪ For listed building consent applications where windows and doors are to be replaced, casement and framework details of all new fenestration at a scale of 1:5 section and 1:10 elevation. 		
<ul style="list-style-type: none"> ▪ Roof Plans 		
<ul style="list-style-type: none"> ▪ Proposed and Existing Site Sections and Site Levels (Engineering / Operational development only) 		
<ul style="list-style-type: none"> ▪ Additional Plans and Information For example, Section plans / frame and casement plans/ lighting bollard details/ sewage treatment tanks / solar panel details 		
<ul style="list-style-type: none"> ▪ Biodiversity Checklist / Survey & Report 		
<ul style="list-style-type: none"> ▪ Flood Risk Assessment 		
<ul style="list-style-type: none"> ▪ Structural survey (Application for Listed Building Consent) 		
<ul style="list-style-type: none"> ▪ Tree Survey / Aborigicultural Implications 		
<ul style="list-style-type: none"> ▪ Sustainability Statement 		