

# Householder Planning Application Checklist

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## Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This list of national and local requirements covers most Householder applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

## Definition

Householder Planning applications are broadly defined as the alteration, improvement and/or enlargement of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse.

It does not include an application for a change of use or an application to change the number of dwellings in a building. Such proposals will require an application for full planning permission.

National Requirements	Policy / Drivers
<p><b>Completed, signed and dated application form</b></p>	<ul style="list-style-type: none"> <li>- <a href="#">Regulation 9 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</a></li> </ul>
<p><b>The Fee</b></p>	<ul style="list-style-type: none"> <li>- The correct fee, where necessary, as outlined in the <a href="#">regulation 13 of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</a></li> <li>- The current planning fees are also available from <a href="#">our website</a>.</li> </ul>
<p><b>Location Plan</b> All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and identify roads / buildings to ensure the location is clear. It should show the application site edged in <u>red</u> and use a <u>blue</u> edge to show any other land owned by the applicant close to the site.</p>	<ul style="list-style-type: none"> <li>- <a href="#">Regulation 9 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</a></li> </ul>
<p><b>Site Plan</b> A site plan to a stated metric scale, showing:</p> <ul style="list-style-type: none"> <li>- The direction of North;</li> <li>- The development in relation to the application site boundaries and existing buildings on the site;</li> <li>- All buildings, roads and footpaths on land adjoining the site,</li> <li>- The position of all trees on the site, and those on adjacent land (where affected by the proposal);</li> <li>- Boundary treatment including walls / fencing where proposed.</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Regulation 9 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</a></li> </ul>

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Local Requirements	Requirement	Guidance
<p><b>Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)</b></p>	<p>All applications.</p>	<p>These should show clearly the proposed works in relation to what's existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, including materials of finish of windows and doors. Blank elevations should also be included.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. A linear scale bar must be included on each drawing.</p>
<p><b>Existing and Proposed Floor Plans (at a scale of 1:50, 1:100 or 1:200)</b></p>	<p>All applications.</p>	<p>These should explain the proposal in detail. The plans should clearly show where existing buildings or walls are to be demolished and show the proposals in relation to adjoining buildings. A linear scale bar must be included on each drawing.</p>
<p><b>Existing and Proposed Site Sections and Finished Floor and Site Levels</b></p>	<p>Required for all applications except for the replacement of windows and doors</p>	<p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.</p>

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<b>Roof Plans (at a scale of (at a scale of 1:50, 1:100 or 1:200)</b>	All applications where alterations to an existing roof are proposed or new building work will be involved.	A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan. A linear scale bar must be included on each drawing.
<b>Community Infrastructure Levy (CIL) Planning Application Additional Information Form</b>	All applications, with the exceptions of Advertisement consent and Submission of details pursuant to planning permission.	All applications are required to complete and submit the Council's CIL additional information form which can be found on the LBTH CIL webpages.  Further information including further submission requirements regarding CIL can also be found on the <a href="#">LBTH CIL webpages</a> .
<b>Biodiversity Survey and Report</b>	Required if proposal is likely to have an impact on wildlife and biodiversity.	Please see <a href="#">website</a> for detailed guidance.

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<p><b>Daylight / Sunlight Assessment</b></p>	<p>Required if the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.</p>	<p>Sunlight and daylight studies shall assess the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings.</p> <p>The Council will expect the impact of the development to be assessed following the methodology set out in the most recent version of Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice". (<a href="https://www.bre.co.uk">https://www.bre.co.uk</a>)</p>

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<p><b>Flood Risk Assessment (FRA)</b></p>	<p>Required for applications in Environment Agency Flood Zone 2, or 3 relating to basement or ground floor extensions.</p>	<p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>To check whether your property falls within a flood risk zone please see the <a href="#">flood risk map</a> on the Government's website.</p> <p>Further guidance regarding the type of information to be submitted as part of a FRA can also be found on the <a href="#">Government's website</a>.</p>

Local Requirements	Requirement	Guidance
<p><b>Heritage Impact Statement</b></p>	<p>Required where the development affects locally or statutorily listed buildings (including their setting); where the development is in, or affects the setting of, a conservation area; where the development involves the disturbance of ground within an Area of Archaeological Potential.</p>	<p>The statement should describe the significance of the heritage assets affected and the impact of the proposals on those assets.</p> <p>For listed buildings, the assessment should include a schedule of works to the listed building(s). An analysis of the significance of archaeology, history and character of the building / structure. Its setting and the setting of the adjacent listed buildings may be required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Further guidance can be found in <a href="#">Historic Environment - Good Practice In Planning Notes 1, 2 and 3</a></p> <p>To check whether a building is listed <a href="#">search here..</a></p>
<p><b>Photographs and Photomontages</b></p>	<p>Required where the proposal involves demolition or development affecting a conservation area or listed building.</p>	<p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>

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<p><b>Tree Survey/ Arboricultural Statement</b></p>	<p>Where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation. Also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area. To find out whether or not your tree is in a conservation area or has a TPO please use our <a href="#">interactive map (please note this is currently only available through Firefox browser)</a>.</p>	<p>A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of BS5837: 2012 Trees in relation to design, demolition and construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboriculture Officer before submission.</p>