

Prior Notification for Larger Home Extensions 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.

The [General Permitted Development Order 2015](#) states that householders are able to apply for larger single-storey rear extensions through the Prior notification process, unless the house falls within Article 2(3) land or a site of special scientific interest. There are also restrictions around the size of the rear extension depending on property type and what constitutes the 'original' dwelling house. please see guidance below for more details:

The Council has a short timeframe in which to decide this type of application (42 days). In light of this we ask that as much information from our "other supporting information" below is provided in addition to the "national requirements" with your submission.

National Requirements	Guidance
<p>Written description of the proposed development or Completed form</p>	<p>The written description to include:</p> <ul style="list-style-type: none"> • How far the enlarged part of the house extends beyond the rear wall of the original house; • The maximum height of the enlarged part of the house; • The height of the eaves of the enlarged part of the house <p>In addition we also require the developer’s contact details, including their email address, should they be content to receive electronic communication.</p> <p>We will also require the address details of any adjoining premises.</p> <p>All of the above can be submitted in writing or alternatively the relevant form can be completed.</p>
<p>A plan indicating the site and showing the proposed development</p>	<p>Ideally this should come in the form 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>
<p>The Fee</p>	<ul style="list-style-type: none"> - The correct fee, where necessary and as outlined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 - The current planning fees are also available from our website.

Other Supporting Information that may be useful in assessing your submission	Guidance
Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)	<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 should be included on each drawing.</p>
Existing and Proposed Floor Plans (at a scale of 1:50, 1:100 or 1:200)	<p>These should explain the proposal in detail. Where existing buildings or walls are to be demolished these 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. A linear scale bar should be included on each drawing. A graphic linear scale bar must be included on each drawing.</p> <p>Measured, colour coded plans illustrating Gross Internal Area (using RICS definition) floorspaces for each land use over each floor level and tenure types</p> <p>Floorspace schedule detailing Gross Internal Area (using RICS definition) floorspaces for each land use over each floor level and tenure types</p>
Roof Plans(at a scale of 1:50, 1:100 or 1:200)	<p>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 should be included on each drawing.</p>

Photographs and Photomontages	These can provide useful background information and help to show how developments can be satisfactorily integrated within the street scene.
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