**HOUSEHOLDER** **Application for Planning Permission for Works or Extension to a Dwelling**

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| **REQUIREMENTS** | **Included****Y/N** | **If not, why not** |
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| **Completed application form, signed, and dated** |  |  |
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| **Completed Ownership Certificate** (A, B, C, or D as appropriate) |  |  |
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| **Correct fee** |  |  |
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| **Location Plan** * At a scale of either 1:1250 or 1:2500
* Based on an up-to-date Ordnance Survey map
* North point to be clearly shown
* Application site edged in red
* Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue
* Where possible at least two named roads should be shown
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| **Block Plan*** At a scale or either 1:500 or 1:200 or 1:100
* Based on an up-to-date Ordnance Survey map
* North point to be clearly shown
* Proposed development to be clearly shown in relation to site boundaries, existing buildings. All neighbouring properties adjoining the application site should be shown in full
* All roads and footpaths on land adjoining the site, including access arrangements to be shown
* The location, and spread of all trees within and immediately adjacent the applications site to be illustrated
* The location and type and hard surfacing
* Details of all proposed boundary treatments
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| **Existing / Proposed Elevations*** At a scale of 1:50 or 1:100
* Existing elevations of the affected building to be shown in their entirety
* Proposed elevations of the affected building to be shown in their entirety
* Proposed works in relation to the existing dwelling to be clearly shown.
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| **Existing / Proposed Floor Plans*** At a scale of 1:50 or 1:100
* Full existing floor plans of all affected levels of the building
* Full proposed floor plans of all affected levels of the building (e.g. a single storey extension will require only ground floor plans)
* Where existing buildings or walls are to be demolished, these should be clearly shown on the plans
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| **Existing/ Proposed Roof Plan** (only required where alterations are being made to a roof)* At a scale or 1:50 or 1:100

Shape of the roof to be illustrated (including valleys and ridges) |  |  |
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| **Existing / Proposed Site Sections and Finished Floor/Site Levels** (only required in the case of sloping sites or where proposal involves a change in levels)* At a scale of 1:50 or 1:100 or 1:200
* Drawings should show existing and finished levels of the site in relation to the surrounding land and buildings (contours or spot levels or cross or long sections would be acceptable)
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| **Parking and Access Requirements** (can be shown on the block plan) |  |  |
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| **Tree Survey** (where works will affect threes within/abutting the application site) |  |  |
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| **Flood Risk Assessment** (where the site is located within flood zone areas 2 and/or 3 |  |  |
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| **Heritage Impact Assessment** is needed for any application that directly affects a heritage asset or its setting |  |  |

 22/12/2022