**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