CHECKLIST FOR HOUSEHOLDER PLANNING APPLICATIONS – works or extension to a dwelling

This checklist sets out the information that should be supplied with a householder application not accompanied by another application such as for Listed Building Consent and contains minimum national requirements and the local requirements that may be applicable.

Householder developments are defined as those within the curtilage of a residential property which require an application for planning permission and are not a change of use. Included in householder developments are extensions, alterations, garages, swimming pools, walls, fences, vehicular accesses, porches and satellite dishes. Excluded from householder developments are applications to change the number of dwellings within an existing building.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007.

PLEASE NOTE: Information provided on the application form and accompanying drawings and documents will be made available on the internet.

All submitted plans must be to a recognised scale. Plans that include the words "Do Not Scale" will not be registered.

NATIONAL REQUIREMENTS

Application Form for householder development

• A **Location Plan** which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
Plans and Drawings or information necessary to describe the subject of the application:

• **Block plan** of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries; the type and height of boundary treatment; the position of any building or structure on the other side of such boundaries.

• **Existing and proposed elevations** (eg at a scale of 1:50 or 1:100). These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

• **Existing and proposed floor plans** (eg at a scale of 1:50 or 1:100). These should explain the proposal in detail and clearly distinguish the new works in relation to the existing building

• **Existing and proposed site sections and finished floor and site levels** (eg at
a scale of 1:50 or 1:100) In the case of sloping sites, it will be necessary to show how the proposals relate to existing ground levels or where ground levels outside the extension would be modified. Full information needs to be submitted to show how any new works relate to existing site levels and neighbouring development.

• **Roof plans** (e.g. at a scale of 1:50 or 1:100) to show the shape of the roof.

• The **completed Ownership Certificate** (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
N.B. for this purpose an "owner" is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

• In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be completed and served in accordance with this Article.

- A Design and Access Statement will be required if the application is for a major development or within a designated area and involves an application for more than one dwelling or for buildings with a floor space of more than 100 square metres.

- The Appropriate Fee

LOCAL REQUIREMENTS

Forms - At the present time, we require ONE copy of forms and associated documentation to be supplied.

SUPPORTING INFORMATION may be required in the circumstances set out below:

• Supporting Planning Statement - required for applications within Green

Belt and Green Network areas of the City where Policies NE9 and NE12 of the City of Worcester Local Plan 1996-2011 sets out a stringent approach to extensions to dwellings in these areas in order to protect their landscape and character.

• Street scene elevations - can be required where development can have a significant impact on the street scene e.g. increase in height in relation to neighbouring properties.

• Parking Provision - to demonstrate how the proposed development complies with the City of Worcester Local Plan Car Parking Standards.

• Biodiversity Survey and report - where protected species are present on the site.

• Daylight/Sunlight assessment - can be required for extensions likely to have a significant effect on light levels to nearby windows on adjoining properties but as a minimum the position of the nearest habitable room window on adjoining properties should be shown on the submitted plans.

• Flood Risk Assessment - required for properties within flood zones. Information on flood risk can be found on the Environment Agency's website www.environment-agency.gov.uk. Applicants will need to demonstrate that flood risk issues have been addressed as part of the development and appropriate mitigation measures incorporated. The "Preparing for Floods" document available at www.pipernetworking.com/floodrisk/preparingforfloods.pdf. can be referred to.

• Tree Survey/Arboricultural implications - where the application site contains trees likely to be affected by the development or where there are trees on adjoining land that could influence or be affected by the development.

• Foul Sewerage Assessment - is required for development proposals where connection to a public sewer is not feasible and which therefore needs to rely on non-mains sewerage e.g. to a package treatment plant or septic tank. Where use of a septic tank is proposed, applications should be accompanied by an assessment of the environmental, amenity and public health effects in order to demonstrate that any adverse effects will not arise. (The contents of DETR Circular 03/99 - Planning Requirement in respect of the use of Non-Mains Sewerage incorporating Septic Tanks in New Development - should be referred to for guidance on these assessments).

Please refer to the General Validation Checklist - Supporting Information for further information on each of the above categories and guidance as to when particular supporting information will be required with your application.

Please read these guidance notes carefully before making your application. Applications not accompanied by the required information will not be able to be registered as valid and complete and will be returned with guidance given on the additional

information required. To avoid this happening, you may wish to contact a planning officer to clarify the information requirements for your application.