

Householder Application for Planning Permission for Works or Extension to a Dwelling

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

Application Form <ul style="list-style-type: none"> • Householder Application for Planning Permission for Works or Extension to a Dwelling 	<input type="checkbox"/>
Certificates <ul style="list-style-type: none"> • The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate) <ul style="list-style-type: none"> ○ If ownership certificate B is completed, Notice 1 is required ○ If ownership certificate C is completed, Notices 1 and 2 are required ○ If ownership certificate D is completed, Notice 2 is required 	<input type="checkbox"/>
Application Fee <ul style="list-style-type: none"> • You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) 	<input type="checkbox"/>

<ul style="list-style-type: none"> Show the direction of North 	
Site Plan <ul style="list-style-type: none"> At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) Show the direction of North Show the development in relation to adjoining properties 	<input type="checkbox"/>
Design and Access Statement Required only for <ul style="list-style-type: none"> All Listed Buildings Consent Applications Where the provision of one or more dwelling houses is in a conservation area The provision of a building or buildings where the floor space created by the development is 100 square metres or more within a conservation area. <p>Further information can be obtained here - See Design and Access Guidance Note</p>	<input type="checkbox"/>

Local Application Requirements

Additional Plans and Drawings <ul style="list-style-type: none"> On paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan Existing drawings - will not be required provided that the proposed drawings clearly show the proposed works Proposed drawings <ol style="list-style-type: none"> All sides of the proposal should be shown Where a proposed elevation adjoins another building or is in close proximity, the drawings should show this relationship Plan showing elevations and layout details for all visible elevations If boundary treatment is proposed <ol style="list-style-type: none"> Details of the proposed boundary treatment should be shown on the 1:500 or 1:200 site plan e.g. fencing Details including the height/design and materials If a Vehicular Access is proposed Details of the position of the crossing access can be shown on the 1:500 or 1:200 site plan 	<input type="checkbox"/>
Archaeological Assessment <ul style="list-style-type: none"> When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest 	<input type="checkbox"/>

(regardless of the need for a Design and Access Statement).	
CIL Form <ul style="list-style-type: none"> All full applications creating over 100sqm of new floorspace, 100sqm of change of use floorspace or a new dwelling 	<input type="checkbox"/>
Parking and Access Details <ul style="list-style-type: none"> All applications where parking / access are part of the proposal. 	<input type="checkbox"/>
Photographs and Photomontages <ul style="list-style-type: none"> Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building and all telecommunication mast applications. 	
Tree Survey / Arboricultural Statement <ul style="list-style-type: none"> All planning applications where the application involves works that may affect any trees on or off the site. 	<input type="checkbox"/>
Works to Trees - Specification of Works and Photographic Evidence <ul style="list-style-type: none"> Where works are required to a protected tree (TPO or tree in Conservation Area). 	<input type="checkbox"/>

Monitoring

Equalities Monitoring Form <ul style="list-style-type: none"> It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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