

# Householder planning permission application checklist

Use this checklist to ensure you have all of the information needed to apply for planning permission for works to an existing dwelling.

## 1. Forms

Application form (original and three copies, unless submitted electronically)	<input type="checkbox"/>
All signed and dated	<input type="checkbox"/>
All relevant questions answered correctly	<input type="checkbox"/>

## 2. Plans

Original and three copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.

Find out [how to order location plans and site plans](#)

### Location plan at a scale of 1:1250 or 1:2500 to show:

The direction of north	<input type="checkbox"/>
Application site edged red/other land owned by the applicant edged in blue	<input type="checkbox"/>
Wherever possible, at least two named roads and surrounding buildings	<input type="checkbox"/>

### Site plan at a scale of 1:500 or 1:200 to show:

The direction of north	<input type="checkbox"/>
The development in relation to site boundaries and existing buildings on the site with written dimensions	<input type="checkbox"/>
All buildings, roads and footpaths on land adjoining the site, including access arrangements	<input type="checkbox"/>
All public rights of way crossing or adjoining the site	<input type="checkbox"/>
The position of all trees on the site and those on adjacent land which could be affected by the development	<input type="checkbox"/>
The extent of any hard surfacing	<input type="checkbox"/>
Boundary treatment where proposed	<input type="checkbox"/>

### Block plan at a scale of 1:100 or 1:200 to show:

Any site boundaries	<input type="checkbox"/>
The position of any building or structure on the other side of such boundaries	<input type="checkbox"/>
The type and height of boundary treatment	<input type="checkbox"/>

### Existing and proposed elevations at a scale of 1:50 or 1:100 at show:

The works in relation to what is already there	<input type="checkbox"/>
All sides of the proposal (blank elevations should also be included)	<input type="checkbox"/>
Where possible, the proposed building materials and the style, materials and finish of the windows and doors	<input type="checkbox"/>

### Existing and proposed floor plans to a scale of 1:50 or 1:1000 to show:

Where existing wall or buildings are to be demolished these should be clearly shown	<input type="checkbox"/>
Details of the existing building(s) as well as the proposed development	<input type="checkbox"/>
New buildings in context with adjacent buildings	<input type="checkbox"/>

## Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100

Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves	<input type="checkbox"/>
For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	<input type="checkbox"/>
In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	<input type="checkbox"/>

### Roof plans

Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	<input type="checkbox"/>
--	--------------------------

### 3. Certificates

Ownership Certificate completed – Correct certificate – A, B, C or D as required	<input type="checkbox"/>
Agricultural Holdings Certificate completed – Required whether or not the site includes an agricultural holding	<input type="checkbox"/>

### 4. Fee

Appropriate fee – a <a href="#">list of current fees</a> is available on the Planning Portal	<input type="checkbox"/>
--	--------------------------

### 5. Design and access statement

If required, for example if the dwelling, or the enclosed space of ground and buildings immediately surrounding it, is listed or within a conservation area. <a href="#">Design and access guidance</a>	<input type="checkbox"/>
--	--------------------------

### 6. Local requirements

<b>Flood risk assessment</b>	<input type="checkbox"/>
For householder development within flood zone 2 or flood zone 3, the applicant should use table 1 below to identify the requirements of their application.  Flood zone maps can be found on the <a href="#">Environment Agency website</a> and will identify whether your property is within a flood zone. The dark blue areas represent flood zone 3 and the lighter blue areas flood zone 2.  <a href="#">Flood risk assessment guidance</a>	
<b>Tree Survey/ Arboricultural Implications</b>	<input type="checkbox"/>
Where:  Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree covered by a Tree Preservation Order (TPO)  Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree within a conservation area.	

**Table 1**

Applicants to choose one of the flood mitigation measures below	Applicant must provide the planning authority with supporting information detailed below as part of their flood risk management
Floor levels within the proposed development will be set no lower than existing levels and flood proofing of the proposed development has been incorporated where appropriate.	Details of any flood proofing/resilience and resistance techniques to be included in accordance with <a href="#">Improving the flood performance of new buildings</a> (CLG 2007)
Floor levels within the extension will be set 300mm above the known or modelled 1 in 100 annual probability river flood (1%) or 1 in 200 annual probability sea flood (0.5%) in any year. This flood level is the extent of the flood zones.	This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level.  All levels should be stated in relation to Ordnance Datum

**Notes/explanation:**

Please add any further comments to support the above submissions.