

Householder Application for Planning Permission for works or extension to a dwelling Checklist

2 complete sets of each application are required (unless submitted electronically). Plans should be dated and numbered, show their metric scale, a scale bar and include key dimensions.

National Requirements		
Requirement	Included	Reason if not included
▪ Form including the completed Ownership Certificate		
▪ Location Plan		
▪ Fee		

The local requirements **highlighted in yellow**, where applicable, are mandatory.

Local Requirement		
Requirement	Included	Reason if not included
▪ Block Plan		
▪ Proposed and Existing Elevations		
▪ Proposed and Existing Floor plans		
▪ Roof Plans		
▪ Proposed and Existing Site Sections and Site Levels		
▪ Additional Plans		
▪ Biodiversity Checklist / Survey & Report		
▪ Construction Management Statement (if the site is adjacent to a SSSI)		
▪ Flood Risk Assessment		
▪ Heritage Statement		
▪ Tree Survey / Arboricultural Implications		