

In order to make an application for planning permission for an extension or other building work on a house or the land associated with it, you will need to submit:

- 1) A completed Householder Application form
- 2) An Ordnance Survey site plan
- 3) Scaled plans:
 - i) Elevation plans (side views)
 - ii) Floor plans
 - iii) Roof plans
- 4) Planning fee (£172)
- 5) Other supporting documents

What happens first?

When an application is submitted it is reviewed to ensure all information is complete and supporting documentation is attached. If any part is either incomplete or missing we will contact you to request the missing information and the application will be classed as invalid until the information is received.

What do I need to submit?

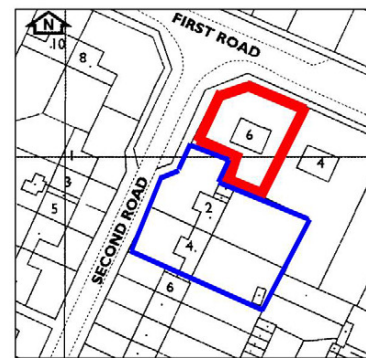
1) Application form

- The 'Householder Application' form needs to be completed in full, signed and dated

Tip: The application asks for your signature in multiple places, throughout the document.

2) An Ordnance Survey site plan

- Showing the property in relation to its surroundings
- The boundaries of the property must be marked with a **red** line
- Other land owned by the applicant must also be marked with a **blue** line
- The plan must be scaled at **1:1250**
- The plan must also include a North arrow and two named roads



Scale 1:1250

3.a) Elevation plans (side views)

- Elevation plans must show all sides of the property affected by the proposal
- Plans should be either 1:50 or 1:100 scales with a **scale bar** indicating a minimum length of 0 to 5 or 0 to 10 metres
- Existing elevations (prior to works) and proposed elevations (the planned works) displaying site levels must be supplied
- Each sheet must have a drawing reference number and include the site address

3.b) Floor plans

- Floor plans must show all floors of the property affected by the proposal
- Plans should be either 1:50 or 1:100 scales with a **scale bar** indicating a minimum length of 0 to 5 or 0 to 10 metres
- Existing floor plans (prior to works) and proposed floor plans (the planned works) must be supplied
- Each sheet must have a drawing reference number and include the site address

3.c) Roof plans

- Required if the proposed roof is **not** a flat roof
- Plans should be either 1:50 or 1:100 scales with a **scale bar** indicating a minimum length of 0 to 5 or 0 to 10 metres
- Each sheet must have a drawing reference number and include the site address

4) Planning fee

- This fee is a national charge and is set to £172 for a Householder application
- If the fee is incorrect the application will be made invalid and the correct fee will be requested
- Payment can be made via the Government planning website the Planning Portal

NB: *applications will not be processed until all outstanding information, including payment, is received.*

5) Other Supporting Documentation

If your property is in a conservation area or is a statutory listed building:

- A Design and Access Statement will be required
- Conservation area consent and Listed building consent may also be required

If your property is in Flood Risk Zone the following will be required:

- Flood Risk Assessment

If the proposed development would impact on protected trees:

- A Tree Survey

[Check if any of these apply to your property](#)