

Householder planning application checklist*

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal
- Site layout plan
- Existing/proposed elevations
- Existing/proposed floor plans
- Section/levels drawings
- Roof plans
- Ownership certificate
- Agricultural holdings certificate
- Design & Access Statement (if required)

Local list

- Planning Policy Statement
- Consultation Statement
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Photographs/photomontages
- Contaminated Land Assessment
- Flood Risk Assessment
- Noise Assessment
- Archaeological Assessment
- Utilities Statement
- Septic Tank Assessment
- Structural Survey

*** when to use the householder application form**

The Householder application form should be used for proposals to alter or extend residential dwellings, including works within the garden. Common examples of householder developer include:

- Extensions/alterations to dwellings
- Conservatories
- Loft conversions
- Garages and outbuildings
- Walls and fences
- New accesses
- Satellite dishes
- Swimming pools

You should not use the Householder application forms for any of the following:

- Any works to a flat
- Proposals to sub-divide an existing house into more than one unit
- Development of a new house in the garden
- Use of part of a dwelling for business purposes
- Development outside the garden, such as stables in an adjacent paddock

Full planning permission forms should be used for these sorts of development. If you are unclear about the right form to use, please contact the Council for further advice.

Listed building consent application checklist

National list

- Completed application form

- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal
- Site layout plan
- Existing/proposed elevations
- Existing/proposed floor plans
- Section/levels drawings
- Roof plans
- Ownership certificate
- Design & Access Statement

Local list

- Plans, drawings and specifications needed to describe the proposal, including:
- A full schedule of works
- A method statement for the proposed works
- Door and window joinery details
- Archaeological evaluation
- Photographs of important features
- Structural survey
- Lighting Assessment (where external floodlighting is proposed)
- Photographs/photomontages