

# Requirements to accompany householder application for planning permission for works or extension to a dwelling



NOTE For clarification

- The Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions.
- Permission must be given for the planning department to scale from all plans. Please tick the adjacent box to confirm that this is acceptable.

NATIONAL REQUIREMENTS		
Requirement	Threshold	Response
Standard application form	All applications	Y
Design and access statement	Development in conservation area	N
Location Plan	All applications – scale 1:1250 or 1:2500	Y
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)	Y
Ownership Certificates	All applications – included in IAPP form	Y
Notices	As required depending on ownership of site	Y
Agricultural Land declarations	All applications – included in IAPP form	Y
Fee	All applications (unless exempt)	Y
LOCAL REQUIREMENTS		
Requirement	Threshold	Response
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	Y
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	Y
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	REFERTO ELEVATIONS
Roof Plan	Where the roof design is not simple single dual or mono pitches, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	Y
Flood Risk assessment	Any proposal located in Flood Zones 2 or 3 a standard form is required to be completed to negate the need for a Flood Risk Assessment. (This can be found via number 6 on our useful links document)	N
ADVICE		
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	A protected species survey may be required in certain circumstances if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to 'Biodiversity Survey and Report/Ecological	N

	<i>Survey/Protected Species Survey and Report: Local Requirements for Protected Species'</i> for more guidance. If a report is required but not submitted with the application Officers will request a report and if not submitted the application maybe refused.	
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For further guidance on the above requirements and further advice please see our 20 page PAR Explanatory Booklet (Number 1 in our useful links document)

To submit this form via the Planning Portal please upload it as “optional documentation” under the “Supporting Docs” tab when making your application.