

User Guide for Householder Development

(Updated and revised December 2018)

April 2019

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1. Introduction

This guide is for people who want to extend a residential property. The Council aims to allow people to extend their homes. However, extensions can impact upon neighbours and the general area. It is in everyone's interest to maintain and improve Stratford-on-Avon District's high quality environment. These guidelines help to ensure that extensions do not harm the appearance of the area, the neighbours' enjoyment of their property or other features of importance.

2. Permitted Development

Many extensions and outbuildings can be built without the need for planning permission, because they are 'permitted development'. Permitted Development Rights are subject to conditions and limitations in order to control and protect local amenity. An application may not be required for your project, depending on its size, position and location and the history of any other previous works. It is always advised that prior to carrying out any works under permitted development to check with the District Council whether permitted development rights have been removed. Please note that permitted development rights do not apply to Listed Buildings and are restricted in Conservation Areas.

Basic advice on permitted development rules can be found on the Government's [Planning Portal](#).

The Council can only give formal confirmation that a proposal is permitted development through an application for a Certificate of Lawful Proposed Development.

Please contact us on (01789) 260360 if you want to submit an application for this type of Certificate.

3. Community Infrastructure Levy

Please note that the Council has adopted a **Community Infrastructure Levy (CIL)** which certain developments are liable to pay. It is unlikely that a householder development will be liable to pay CIL (unless over 100 sqm of new floor space is involved) but planning applications are required to be accompanied by a [CIL Additional Information Requirement Form](#). There is [further information about CIL](#) on the Council's website.

4. Building Regulations

Building Regulations is separate to planning permission and relates to the standard of construction to ensure that building work is completed to a safe standard.

Building Regulations approval is usually required for extensions and alterations. You can apply for Building Regulations approval at the same time as you apply for planning permission, or you can wait and apply later once you have received planning permission.

Further advice can be accessed via the District Council's Building Control document entitled [Guide to Extending Your Home](#).

5. Demolition Works

Most demolition work falls within permitted development although there are important exceptions in respect of Listed Buildings and buildings within Conservation Areas (see Section B5 below for more information).

Prior to the commencement of any demolition work, Notice should be given to the Council in accordance with Section 80 of The Building Act 1984. For further details, please contact the Council's Building Control team on (01789) 260626.

6. Types of Application

Planning Applications

If your proposal is not permitted development and you need to submit a planning application to Stratford-on-Avon District Council. Householder Application Forms are available on the Council's website:

<https://www.stratford.gov.uk/planning-regeneration/planning-application-forms.cfm>

Listed Building Consent

Listed Building Consent is required if you intend to carry out external or internal alterations that would affect the character of the listed building, including demolition. Repairs and like for like replacements are normally exempted. However, you are advised to obtain professional advice before undertaking any works to a listed building.

A separate application form is available to apply for planning permission and Listed Building Consent in one application.

<https://www.stratford.gov.uk/planning-regeneration/planning-application-forms.cfm>

Scheduled Monument Consent

Required for works which would affect a Scheduled Monument or its setting. Applications are made to the Department of Culture, Media and Sport. Further information is available from the Historic England website.

<https://historicengland.org.uk/advice/planning/consents/smc/>

Applications that impact on heritage assets such as Listed Buildings, Conservation Areas and Scheduled Monuments will need to be accompanied by a Heritage Statement (Statement of Significance). More details in respect of heritage issues can be found on the District Council's website and associated links.

<https://www.stratford.gov.uk/planning-regeneration/listed-buildings-and-conservation-areas.cfm>

Trees

You need to notify the Council if you want to prune or do other work to most trees in conservation areas and all trees that are protected by Tree Preservation Orders.

Consider whether trees will be affected by your extension, either by the trenching and walls or by disturbance caused by the building works. Even storing materials under a tree can cause serious damage. More details in respect of tree issues can be found on the District Council's website and associated links.

<https://www.stratford.gov.uk/planning-regeneration/trees-and-hedges.cfm>

7. How will the Council decide my Application?

Details of exactly what information needs to be submitted with your application can be found on the Council's website.

<https://www.stratford.gov.uk/planning-regeneration/planning-application-forms.cfm>

The Council has produced a helpful checklist to ensure that the correct information is provided as part of a planning application. A copy of the checklist is included at [Appendix 1](#) further below.

Planning Policies

Applications for planning permission will be considered against the policies contained with the Development Plan (e.g. the Core Strategy) for Stratford-on-Avon District and any other relevant planning guidance, such as the advice contained within this document, the Development Requirements SPD. In doing so, the Council will assess how well a proposal conforms to the planning policies and guidance.

The SPD accompanies the Core Strategy which sets out the Council's planning policies. The Core Strategy is available on the Council's website:

www.stratford.gov.uk/corestrategy

The key policies include:

- CS.5 Landscape
- CS.9 Design and Distinctiveness
- CS.20 Existing Housing Stock and Buildings.

Other policies may be relevant, depending on the site and circumstances, such as:

- CS.1 Sustainable Development
- CS.2 Climate Change and Sustainable Construction
- CS.3 Sustainable Energy
- CS.4 Water Environment and Flood Risk
- CS.6 Natural Environment
- CS.8 Historic Environment
- CS.10 Green Belt
- CS.11 Cotswolds Area of Outstanding Natural Beauty
- CS.12 Special Landscape Areas
- CS.13 Areas of Restraint
- CS.15 Distribution of Development
- CS.26 Transport and Communications
- AS.10 Countryside and Villages.

As well as the Core Strategy and the Development Requirements SPD, other important planning policy documents include any Neighbourhood Development Plans and/or village/town plans of design statements. Neighbourhood Development Plans are prepared by parish and town councils and set out additional planning policies for particular parish and town areas. Such plans need to be taken account of when submitting a planning application. A current list of these plans is available on the Council's website:

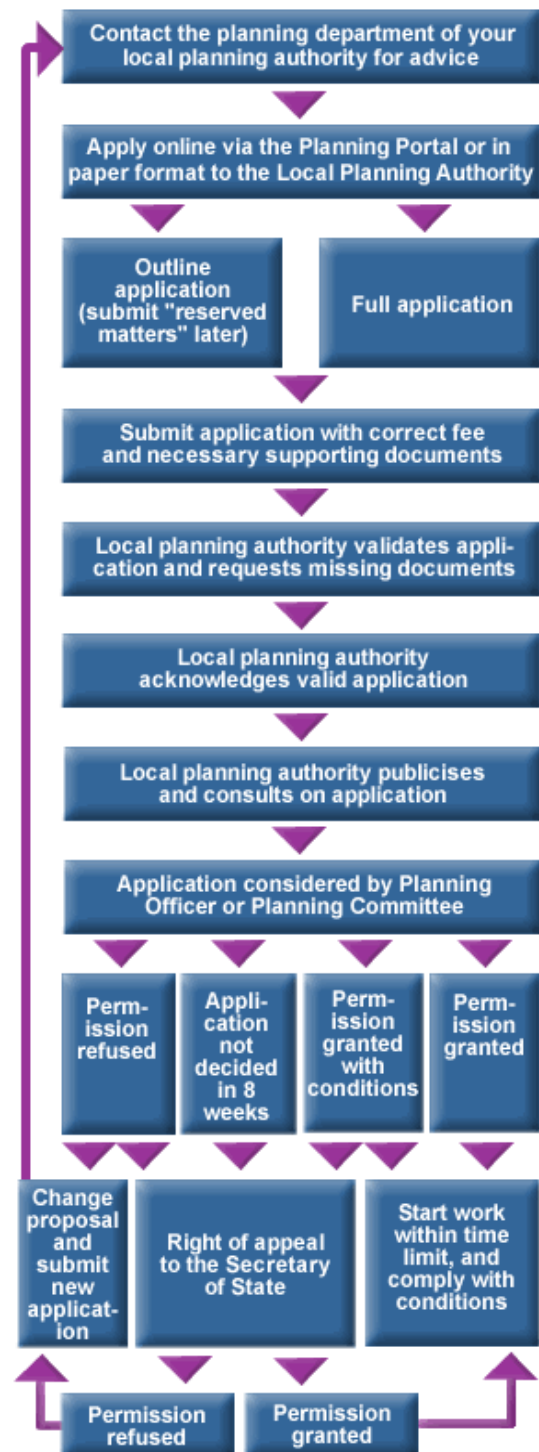
www.stratford.gov.uk/neighbourhoodplans

The diagram shows the process for deciding planning applications. If the Council refuses a planning application, the applicant may appeal the decision and the application will then be decided by an independent Planning Inspector. More information about planning appeals can be found on the Planning Portal website:

<https://www.planningportal.co.uk/info/200207/appeals>

Planning guidelines are not cast in stone. In some cases there may be good reasons why they should not be followed. There may be imaginative design solutions which can help to overcome any problems encountered. However, it is important that planning decisions are taken on a consistent basis, and therefore the guidelines will only be interpreted flexibly where there are clear and precise reasons for making an exception.

If an identified problem can be dealt with by means of a suitable condition then the Local Planning Authority is required to consider this rather than by issuing a refusal.



The role of the Town and Parish Councils

Town and Parish Councils play an important role when determining a planning application. They are able to provide a local perspective to planning applications and may recommend that an application is either refused or granted. Their recommendation is a material consideration that the case officer will take in account when deciding a planning application.

8. Issues the Council can take into Account

When a decision is made on a planning application, only certain issues are taken into account; these are often referred to as 'material planning considerations'. These may include:

- Local, strategic, national [planning policies](#) and policies in the Development Plan;
- Emerging new plans which have already been through at least one stage of public consultation;
- [Pre-application planning consultation](#) carried out by, or on behalf of, the applicant;
- [Government and Planning Inspectorate requirements](#) - circulars, orders, statutory instruments, guidance and advice;
- [Previous planning decisions by the Council and appeal decisions](#) and planning Inquiry reports;
- Principles of [Case Law](#) held through the Courts;
- [Loss of sunlight](#) (based on Building Research Establishment guidance);
- [Overshadowing/overbearing impacts](#) to the detriment of residential amenity (though not loss of private view as such);
- Overlooking and [loss of privacy](#);
- [Highway issues](#): traffic generation, vehicular access, highway safety;
- [Noise or disturbance](#) resulting from use, including proposed hours of operation;
- [Smells fumes and lighting impacts](#);
- Capacity of [physical infrastructure](#), e.g. in the public drainage or water systems;
- Deficiencies in [social facilities](#), e.g. spaces in schools;
- Storage & handling of [hazardous materials](#) and development of [contaminated land](#);
- Loss or effect on existing [trees and hedges, impacts on Root Protection Areas](#);
- Adverse impact on [nature conservation](#) interests & biodiversity opportunities;
- Effect on [designated heritage assets](#), and non-designated heritage assets of archaeological interest;
- [Incompatible or unacceptable uses](#);
- Local [financial considerations](#) offered as a contribution or grant;
- [Layout and density of building design](#), visual appearance and finishing materials;
- Inadequate or inappropriate [landscape design](#) or means of enclosure.

The weight attached to material considerations in reaching a decision is a matter of judgement for the decision-taker; however, the decision-taker is required to demonstrate that in reaching that decision that they have considered all relevant matters.

Generally, greater weight is attached to issues raised which are supported by evidence rather than solely by assertion.

9. Issues the Council cannot take into Account

In considering planning applications, the Council cannot take into account, amongst other things:

- Loss of property value;
- Loss of a private view;
- Matters controlled under building regulations or other non-planning legislation e.g. structural stability, drainage details, fire precautions, matters covered by licences etc;
- Private issues between neighbours e.g. land/boundary disputes, damage to property, private rights of access, covenants, ancient and other rights to light etc;
- Problems arising from the construction period of any works, e.g. noise, dust, construction vehicles, hours of working (covered by Control of Pollution Acts);
- Opposition to the principle of development when this has been granted by an outline planning permission or appeal;
- Applicant's personal circumstances (unless exceptionally and clearly relevant, e.g. provision of facilities for someone with a physical disability);
- Previously made objections/representations regarding another site or application;
- Factual misrepresentation of the proposal;
- Opposition to business competition.

10. Important Issues to Consider

If planning permission is required, your project should normally be acceptable if it does not:

- Harm the appearance of the area;
- Unreasonably affect your neighbours by causing overlooking or overshadowing of their property, or by being overbearing to them;
- Result in insufficient useable private garden/amenity space for the enjoyment of residents and to reflect the established character of an area and size of house;
- Cause problems with highway safety by making access to your property dangerous or by the loss of on-site parking in an area where on-street parking would be dangerous; or
- Conflict with other planning policies, such as Green Belt, heritage and landscape designations.

Side extensions:

In order to harmonise with the main house, side extensions should normally be:

- Set back at least 225mm (one brick length) from the adjacent front wall of the house: and
- The roof of the extension should be less than the roof height of the main house. (see Fig 1).

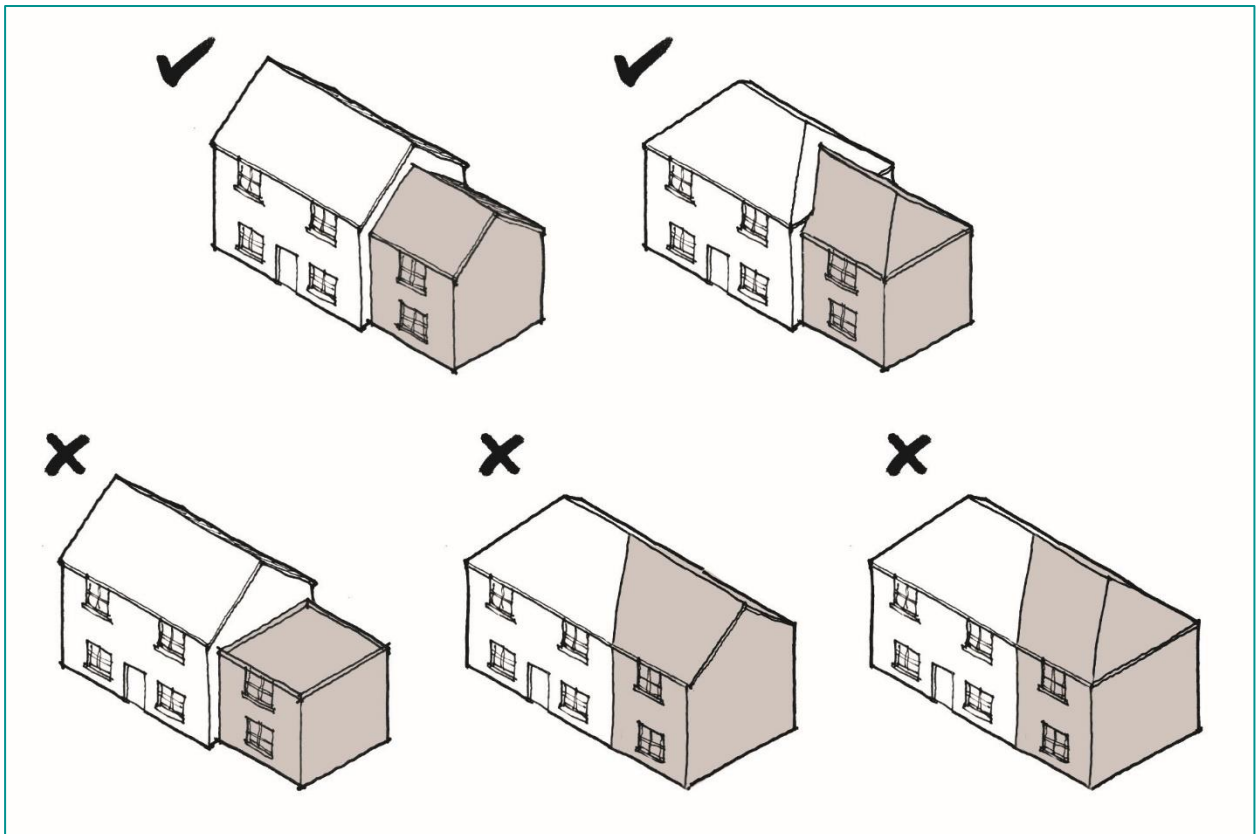


Fig .1 – shows good design practice for side extensions.

The terracing effect

Side extensions can also effect the street scene (the general character and appearance of the street) if they narrow the gap between properties. Rows of detached or semi-detached houses can start to look like a terraced housing, if the gaps between houses are overly narrowed (see Fig.2 below). In order to avoid this 'terraced effect':

- Side extensions at first floor level or higher should maintain at least a metre gap from the boundary
- Side extensions close to the boundary may be more acceptable if set well back from the main house frontage.
- If space is limited, or if it is otherwise not practical to keep the first floor extension back from the boundary, and there is no building of more than 1 storey in height within 2 metres of the boundary of the neighbour's side, it will normally be acceptable to build up to the boundary at first floor level.



Fig.2 - shows side extensions designed to avoid the 'terracing effect'.

Further information in respect of design can be found in [Part C & D](#) of the Council's Development Requirements Supplementary Planning Document.

The Council has produced a helpful checklist of questions to ask yourself before you submit your application. A copy is included at [Appendix 2](#) further below. Additional information in respect of material considerations are set out below:

Highway Safety

Proposals for a new or widened access may need planning permission. A planning application will always be required if the access would lead onto a classified road (A, B or C class). If you are in doubt, contact Warwickshire County Council on 01926 418095 who can advise you if your road is classified. Further advice can be found on the County council website:

<http://www.warwickshire.gov.uk/droppedkerb>

New accesses will need to have adequate visibility to the road and to any footway. Visibility standards are available from Warwickshire County Council. Before commencing works in the public highway, you must serve at least 14 days' notice under the provisions of Section 184 of the Highways Act 1980 on the Highway Authority's relevant Area Team.

On-site turning space may be required where the access is onto a busy or fast road or where visibility is poor. Sufficient parking space should be retained on site where on-street parking on adjoining narrow, busy or fast roads would cause highway safety problems.

Ecology

Extensions must avoid harming protected species, such as bats and nesting birds, as this is an offence. Bats roost in a surprisingly high percentage of house roofspaces, so there is more likelihood of bats in your house than you might think. Where an extension would affect a roofspace, a bat survey will normally be needed before the application is submitted. The Warwickshire Museum Ecology Unit can give further advice (01926 418060). If bats are present, a license will be required from Natural England (contact Species Licensing Service on 01173 728000) before you start work.

Works which would affect nesting birds should not be carried out during the months of March to August, to avoid the nesting season.

Archaeology

The District Council may require an archaeological investigation of the site before you can build your extension if you live in an area of archaeological interest. There are many areas of archaeological interest across the district such as Alcester or Tiddington. The Warwickshire Planning Archaeologist can give further advice – email planningarchaeology@warwickshire.gov.uk. Guidance is also available on the Warwickshire County Council website at:

<http://heritage.warwickshire.gov.uk/archaeology/planning-archaeology/>

Flood Risk

A Flood Risk Assessment may be required if the application site is located in Flood Zone 2 or 3 or in an area with a historic record of surface water flooding. You are advised to check the Flood Risk Assessment Standing advice published by the Environment Agency and Department for Environment, Food and Rural Affairs. Some areas of the district have unique flooding considerations. You are advised to contact the relevant Parish/Town Council to find out if there are any and consult their neighbourhood plan, where appropriate.

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

Crime Prevention

The design of your extension can contribute to the safety and security of both your own property and that of the local neighbourhood, by ensuring that your property and surrounding areas can be observed from within your home.

Heritage, Landscape and Green Belt

Many of the Council's planning policies seek to protect the rich built and natural heritage of the District. As well as numerous Listed Buildings and Conservation Areas, the south-west fringe of the District is part of the Cotswolds Area of Outstanding Natural Beauty and further areas of the District are designated as Special Landscape Areas.

Extensions to listed buildings and to other houses in these protected areas will need to be carefully designed to preserve or enhance the special qualities or the setting of the buildings or landscape. We recommend that you employ a suitably qualified architect or other professional for such cases, particularly for listed buildings.

Whilst not all green fields are within the Green Belt, the West Midlands Green Belt covers much of the north-west part of the District (see link to Policies Map below), including many villages such as Wilmcote, Great Alne, Snitterfield and Tanworth-in-Arden. The main purpose of the Green Belt is to restrict the expansion of urban areas into the countryside and to protect its openness.

<https://www.stratford.gov.uk/planning-regeneration/core-strategy.cfm>

Right to Light

Whilst not a material planning issue, a property affected by an extension may have 'A right to light' if it has been enjoyed uninterrupted for 20 years or more, granted by deed or registered under the Rights of Light Act 1959. Planning permission does not override a legal right to light (<http://www.legislation.gov.uk/ukpga/Eliz2/7-8/56/section/2>).

11. Other Issues to Consider

Conservatories

Conservatories are treated the same as other extensions in planning law, and although most conservatories are permitted development, some do require a planning application. Standard conservatories will not normally be acceptable on listed buildings and barn conversions. Care will also need to be taken with design in Conservation Areas and the Cotswold Area of Outstanding Natural Beauty. Conservatories allow a degree of light through and therefore will usually cause fewer problems with overshadowing. Conservatories should not normally have opening windows near to shared boundaries, as these can cause problems with noise and privacy. Insulation, ventilation and sun screening should be considered carefully as conservatories can be highly energy inefficient to heat and cool. Consideration should also be given to proximity of existing trees and their root protection areas (RPA). The applicant may need to submit a tree notification if the conservatory, garage or outbuilding is being proposed near existing trees within a Conservation Area or near trees protected by Tree Preservation Orders (TPO).

Additional Living Accommodation/Dependent Relatives Accommodation

If the purpose of the extension is to provide accommodation for a dependent relative, the accommodation must form part of the same planning unit and share facilities, including access, parking and garden areas. The accommodation should not have a full range of facilities. The layout, design and physical relationship between the house and the proposed annex are important considerations, and the the proposal must demonstrate clear connections with the main dwelling. The size and scale of the accommodation to be provided should be proportionate to the main dwelling. As a guide, the scale should be such that the annex could be used as a part of the main dwelling once the dependency need has ceased.

Applicants are encouraged to submit a supporting statement with their application to explain the way(s) the proposed ancillary accommodation will be used ancillary to the host dwelling. Information, such as:

- What is the functional link with the principal dwelling;
 - Who will occupy the additional accommodation and their relationship with the occupants of the host dwelling
 - What shared use of rooms in the host dwelling is proposed
 - Arrangements for utilities (electricity/water/ fuel for heating)
- Ownership arrangements
- Are they located within the curtilage of the principal dwelling and share its vehicular access
- How do they physically relate to the host dwelling
 - Is a separate garden to be provided?
 -

Garages and Outbuildings

Many garages and outbuildings are permitted development, though this is seldom the case where the building would be to the front of the house. Whether attached or detached, garages and other outbuildings should normally be set back from the front of the house. Garages/Outbuildings set forward of the house often become the dominant feature and can also block views from the street to the house, increasing the risk of crime. Garages/Outbuildings should normally be simple in form and should be kept as low as possible. While flat roofs are discouraged, low pitch roofs can often be acceptable, even where the house has a steeper roof pitch. Low roof pitches keep heights down so that garages and outbuildings do not become intrusive. Please see comment regarding existing trees made above under Conservatories subheading above. For design information regarding the size of garages, please see Part O: Parking and Travel in the Council's Supplementary Planning Guidance (SPD) Development Requirements.

Fences, Hedges and Walls

Good quality boundary fences, hedges and walls are of great importance to the character and appearance of an area. Your choice of fence or wall should take into account the typical styles and materials found locally. Many fences and walls are permitted development. See planning portal for further information on permitted development. <https://www.planningportal.co.uk/> Care should be taken to ensure that the fence or wall is not overbearing and does not prevent observation of public and

semi-public spaces such as footpaths and car parking areas. Tall close board or feather edge fencing should normally only be used for side and rear boundaries which are next to other gardens. Picket, pale, hit and miss or post and rail fencing is preferred where the boundary is next to a public space or the countryside. Where lower, open style fences are proposed adjacent to public open space or open countryside, a native hedgerow is likely to be appropriate alongside them'. See Page 14.29 for appropriate species mixes as per Warwickshire Landscape Guidelines. See link below for further details.

<https://www.warwickshire.gov.uk/landscapeguidelines>

Brick or stone walls will be appropriate in areas where they are typical boundary features. Defensive, high gates, walls and fences will not normally be acceptable on street frontages. Consideration should also be given to protecting tree and hedge root areas. For more detailed guidance, please see [Part M. Landscape Design and Trees](#) of the Council's Development Requirements SPD.

Barn Conversions

Extensions to barn conversions will be treated particularly carefully to ensure that the building retains its rural, agricultural character. Many barn conversion properties have had their 'permitted development rights' removed by planning condition, so that a planning application is required for any extension to the building. It will often not be possible to extend a barn conversion without harming its character. In order for extensions to be acceptable, they should:

- fit in with the form of the building;
- be simple and robust in their form and detailing; and
- be relatively small in scale.

Domestic style features such as dormer windows, chimneys and standard conservatories will rarely, if ever, be acceptable. Further detailed information on barn conversions may be found in [Part G: Agricultural Buildings](#) of the Council's SPD Development Requirements. . Many converted barns are listed buildings, sometimes because the barn was part of the historic farmyard of a listed farmhouse. In these cases, Listed Building Consent will also be required. See also [Part G6](#) of the Council's SPD Development Requirements.

Bin Storage

The positioning of the extension/outbuilding should retain enough space for bins to continue to be stored securely on site. The layout should enable the bins to be moved easily to the point where they can be collected e.g. roadside or communal collection point. See [Part P: Refuse and Recycling](#) of the Council's SPD Development Requirements for more detailed guidance.

Energy Conservation

Examples of small scale renewable energy systems that may be used include the following:

- Wind turbines

- Free-standing wind turbines
- Solar photovoltaic (PV)
- Solar thermal
- Biomass
- Ground source heating
- Air source heating
- Hydroelectric turbines.

Further independent and impartial information on small scale energy technologies is available from organisations listed in the find out more below. More information can be found in [Part D6](#) of the Council's SPD Development Requirements.

Adjacent Foundations

If you are planning to build near to your boundary or will need access through your neighbour's property in order to build your project, you will need to check your rights and responsibilities under the Party Walls etc. Act 1996.

<https://www.gov.uk/guidance/party-wall-etc-act-1996-guidance>

Private boundary issues cannot be taken into account in the determination of a planning application. Under property law, you must make sure that you build your extension without infringing upon your neighbours' property, even if you have planning permission.

12. Discharge of Conditions

The majority of planning permissions have conditions attached. Some conditions require approval (or 'Discharge') of details/information by the council before any development takes place, others can be discharged during the course of the development. All conditions relating to a planning permission can be viewed on the Notice of Decision.

Why do I need to discharge the conditions?

It is very important that all the conditions attached to a planning decision are complied with and this is known as discharging the conditions. Failing to do so may lead to enforcement action being initiated against the applicant or even the invalidation of the planning permission.

How do I discharge the conditions?

You need to fill in a form to submit your request to discharge the conditions.

You can do this via the Planning Portal website once you have registered with them. You can also download the form from the Council's website.

<https://www.stratford.gov.uk/planning-regeneration/planning-application-forms.cfm>

You can submit it to us by e-mail planning.applications@stratford-dc.gov.uk, or print off the form and sent it in the post. If you are sending us the form by post, you should send two printed copies of the form.

Any supporting information should also be provided, including where necessary one sample of any materials that have been specified as being required to be approved in the conditions (such as a roofing slate, for example).

If only part of a condition is being requested to be discharged, this part should be clearly

identified.

Do I need to pay?

If the information is not of a suitable standard or no fee has been received, the application will not be registered and the applicant/agent will be notified. This will delay the process.

A fee is required for most requests to discharge conditions. The current fees (per application) to discharge conditions are:

- £34 for a householder application; and
- £116 for all other types of application.

No fee is charged for Listed Building Consent or Conservation Area Consent permissions.

Please note: Requests for confirmation that conditions have been complied with will also incur the appropriate fee.

What if I know someone is not complying with their conditions?

If you are concerned that conditions placed on a planning permission are or have not been complied with, please e-mail planning.enforcement@stratford-dc.gov.uk.

13. Useful Contacts and Further Information

General queries; check progress on your application	SDC Planning Administration	01789 260304	planning.applications@stratford-dc.gov.uk
Listed buildings, Conservation Areas or trees	SDC Planning Technicians	01789 260360	planning.applications@stratford-dc.gov.uk
Historic England (including Scheduled Monuments)	1 Waterhouse Square 138-142 Holborn London EC1N 2ST	0370333 0607	customers@HistoricEngland.org.uk
Building Regulations; Energy Efficiency	SDC Building Control (see also Appendix 3)	01789 260626	buildingcontrol@stratford-dc.gov.uk
Archaeology	Warwickshire County Council Barrack Street Warwick CV34 4SX	01926 412734	planningarchaeology@warwickshire.gov.uk

Ecology	Warwickshire County Council	01926 418060	planningecology@warwickshire.gov.uk
Town and Parish Councils	Barrack Street Warwick CV34 4SX		https://apps.warwickshire.gov.uk/ParishTownCouncils/admin_areas

Find out more

District Council planning information

www.stratford.gov.uk/planning

Planning: A Guide for Householders

<https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance>

Government planning information; Submission of applications via internet

www.planningportal.gov.uk

Free professional planning help in case you need planning help and cannot afford it

www.planningaid.rtpi.org.uk

Secured by Design advice and information

www.securedbydesign.com

The Energy Savings Trust, Warwickshire Advice Centre

0800 512 012

WEEAC is a Government-funded organisation supplying free advice.

<http://www.energysavingtrust.org.uk/>

Encraft Ltd, Leamington Spa

01926 312159

Encraft is a private organisation supplying impartial technical advice in this area to homeowners and small projects nationally. They charge for their services.

APPENDIX 1:

HOUSEHOLDER APPLICATIONS VALIDATION CHECKLIST

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form;
- Location Plan (scale of 1:1250 or 1:2500); which shows the site area and its surrounding context.
- Site Plan/Block plan (scale of 1:100 or 1:200);
- Existing and proposed elevations (scale of 1:50 or 1:100);
- Existing and proposed floor plans (scale of 1:50 or 1:100);
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels;
- Completed Ownership Certificate/Agricultural Holdings Certificate;
- Community Infrastructure Levy (CIL) Liability Form
- The appropriate fee.

NB Three copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For all plans, to help both us and our consultees to understand your proposals, please:

- use recognised **metric scales**;
- draw a '**scale bar**' and state the page size that the scale should be read at, to avoid any confusion when the plans are copied;
- Clearly identify the **north point**;
- Give your plans a **reference number** and **date**.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- Ecological Assessment/Protected Species Survey
- Flood Risk Assessment
- Parking provision
- Photographs
- Planning Statement
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study.

NB Three copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

APPENDIX 2:

ALTERATIONS AND EXTENSIONS CHECKLIST

- Does the proposed extension or alteration relate to the character and context of the surrounding area?
- Has consideration been given to existing features which could influence the design of the extension such as existing trees and their root protection areas (RPAs) on/or adjacent to the site, adjacent foundations and drains, septic tanks or soakaways?
- Have potential impacts on neighbours been considered and have they been consulted on the proposals? (Impacts include loss of light and privacy, overlooking, loss of amenity space or overbearing impact)
- Are extensions proportionate and subservient to the property being extended and reflect its character in terms of design and materials used?
- Have opportunities for biodiversity enhancement been considered, such as integrated bricks for bird and bat use?

Front extensions:

- Does the front extension provide a positive contribution to the character and appearance of the area, echoing the style of the house and neighbouring properties (such as materials and roof pitch)?

Semi-detached and detached extensions:

- In semi-detached properties, does the extension maintain symmetry and is its subservient by being set back, having a reduced ridge height and matching materials?
- Are appropriate gaps between buildings retained to protect the street scene?
- Is rear access to the property and car parking provision retained?

Dormers and roof extensions:

- Are the dormer windows and/or roof extensions sympathetic within the street scene and any windows proportionate and centred on the windows below?

Garages:

- Does the garage respect the scale and character of the property?
- Is the garage subservient to the property and the street scene?

Annexes:

- Does the annex demonstrate clear connections with the main property and is it proportionate?

Extensions and alterations in the Green Belt:

- Does the extension or alteration meet the general design considerations set out above?
- Is the extension proportionate and sympathetic and does it reflect the openness and visual amenity of the Green Belt?

Further guidance on extensions and alterations can be found at:

www.planningportal.gov.uk