

## **Householder application for planning permission for works or extension to a dwelling**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D -as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

## LOCAL REQUIREMENTS

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| <b>Additional Mandatory Documents</b> | <b>The site plan should indicate the application site edged red to include access to the public highway and with any adjoining land in the same ownership of the applicant edged blue.</b> |
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| <b>Conditional Documents Required</b> | <b>Document Type</b>         | <b>Circumstances when document should be submitted</b>  |
|---------------------------------------|------------------------------|---|
| <b>1</b>                              | Daylight/Sunlight Assessment | Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE Regulations on daylight assessments (BRE Report 209, 1991)  |
| <b>2</b>                              | Flood Risk Assessment        | A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3 in accordance with Planning Policy Statement 25: Development and Flood Risk. An FRA will also be required for any development other than minor development in a designated critical drainage area (as notified to the LPA by the Environment Agency). For further information on the requirements for flood risk assessment for both low and higher risk developments please see the Environment Agency's Flood Risk Standing Advice |

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|   |   | <a href="http://www.pipernetworking.com/floodrisk">www.pipernetworking.com/floodrisk</a>  |
| 3 | Parking Provision                       | Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.  |
| 4 | Sustainability Checklist                | Required for any significant extensions to existing buildings and any proposed new dwellings or commercial premises. For further details please see Wealden forms <a href="#">PA9</a> and <a href="#">PA10</a> .<br>For major applications a sustainability strategy will also be required. |
| 5 | Tree Survey/Arboricultural Implications | Where the development affects trees or hedges on or adjacent to the site or involves felling or trees or removal of hedgerows. For further details please see Appendix 8.   |

### Notes for Guidance

- a) [Wealden Design Guide](#) – this has been adopted by the Council as a Supplementary Planning Document (SPD) and is, therefore, an important reference document when development schemes are being considered. Reference to this document would assist in any application.
- b) The Council's [planning website](#) has many helpful links to guidance documents, for example, PPG's and PPS' and will assist in the development of any proposed scheme.

## **APPENDIX 8 – TREE SURVEY/ARBORICULTURAL IMPLICATIONS**

Tree Survey, Arboricultural Implications Assessment & Arboricultural Method Statement to accord as a minimum standard with BS5837 (Latest edition).

WDC Design Guide and the Landscape & Arboriculture section guidance notes, particularly 'Trees First Help Kit for Planners & Developers' and guidance note no.13 'Protection of Trees' can help in advising as to the level of detail required.

With due reference to these documents surveys would be required where, development affects in any way trees and hedgerows & hedges.

NB: To accord with Wildlife legislation, ecological reports and special measures may be required if the development was to impact on habitat & commuting routes of species. This could include changes to the layout and design of the built form and proposed landscape works and retention of natural habitat which may otherwise be removed