

## **Householder Application for planning permission for works or extension to a dwelling and Listed Building consent**

### **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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

## LOCAL REQUIREMENTS

<b>Additional Mandatory Documents</b>	<p>a) 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.</p> <p>b) Photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals.</p> <p>c) All elevation and layout plans including sections to be at 1:50 scale.</p>
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
1	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)
2	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 <a href="http://www.pipernetworking.com/floodrisk">www.pipernetworking.com/floodrisk</a>
3	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	Where archaeological or historical features or remains maybe affected further guidance can be found in Appendix 4
4	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.
5	Structural Survey	A structural survey may be required in support of an application if the proposal involves substantial alterations, for example, barn conversion, alterations and timber framed buildings
6	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> . For major applications a sustainability strategy will also be required.
7	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 4 - HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within **an Area of Archaeological Potential** as defined in the development plan **or in other areas** in the case of a major development proposal or significant **infrastructure works**, an applicant may need to commission an assessment of existing **archaeological** information and submit the results as part of the Heritage Statement.

Where the proposals form part of the site, setting, or visual envelope of a Historic Park or garden of national or local importance there will be a requirement for a Heritage statement to include impacts on Registered Historic Parks and Gardens and those parks and gardens found, under the Wealden Historic Parks and Gardens Survey (WHiGS), to be of national or local importance. This is likely to be a requirement under the long-awaited Heritage review/white paper/act . There may be a case for a Heritage statement if the proposals would affect the remoteness, tranquillity of the Park or Garden but are not in the site, setting or visual envelope of the Park or Garden

For heritage assets, advice is provided in ***Planning Policy Guidance Note 15 Planning and the Historic Environment***, (September 1994). For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16: Archaeology and Planning*** (November 1990).

## **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