

Making a Planning Application



Householder Application for Planning Permission for Works or Extensions to a Dwelling

Please contact us if you require more information about making a planning application

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Guidance Notes



www.south-norfolk.gov.uk

Householder Application for Planning Permission for Works or Extensions to a Dwelling

Fees *Fees correct at time of publication.

- The fee* for the submission of a householder application is generally £206.
- However where a proposal relates to two or more properties a total fee* of £407 is required.

There are exemptions from the fee in the following circumstances:

- (1) Where the proposal is for an extension or alteration to a registered disabled person's dwelling to improve their access or to or provide facilities for their greater safety, health or comfort, such an application needs to be accompanied by evidence that section 29 of the National Assistance Act 1948 applies to a resident of the property.
- (2) Where the application is a resubmission of a scheme for a similar proposal by the same applicant within 12 months of the previous decision or within 12 months of the submission if the previous scheme was subsequently withdrawn. This exemption can only be claimed once.



Completing the Application Form – all sections need to be completed. Please provide three copies all documents submitted. (Please note that if your application relates to a Listed Building, you should refer to other guidance notes.)

Important information regarding the application form

Applicant name and address

Please provide the applicants details. Please note that if the application is being submitted by an agent (ie. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

Description of proposed works

Please describe the proposal accurately and concisely. State the number of storeys proposed and the position of any extensions.

Example: Erection of a single storey rear extension, two-storey side extension and dormer window to rear.

Pedestrian and vehicle access, roads and rights of way

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from Norfolk County Council - visit: www.norfolk.gov.uk

Pre application advice

The local authority is able to offer pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application. Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development, so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

Tree and hedges

Please note: this guidance relates to an application for planning permission. It is not directly relevant to an application or notification to remove or prune protected trees (ie. trees which are included in a tree preservation order or located in a conservation area). If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the 'application for tree works' form.

Completed Ownership Certificates and Agricultural Holding Certificate

Certificate A

Should be signed and dated if you are the sole owner of the land and there is NO agricultural tenant.

Certificate B

Should be signed and dated if any of the proposal (including foundations or guttering) encroaches onto or above the neighbouring property OR if all or part of the application site is owned by someone other than the applicant or there is an agricultural tenant. In both cases a Notice of Owners (Notice 1) form must be completed and sent to any owner or agricultural tenant.

Certificate C

Should be signed and dated if part of the site is owned by an unknown person or if the names of all the owners or agricultural tenants are not known then you will need to complete Notices 1 and 2.

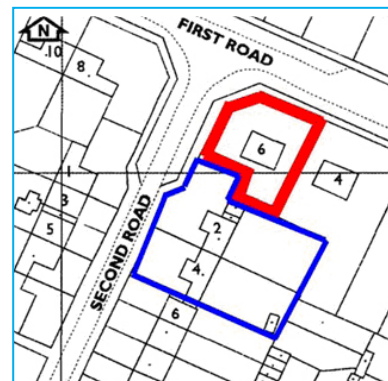
Certificate D

Should be signed and dated if all of the site is owned by an unknown person or if the agricultural tenants are not known, then Notice 2 should be completed.

Making a planning application - Plans and documents required

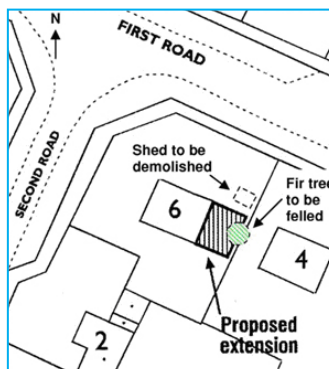
Location Plan

- Must show the application property and all adjoining houses.
- At least two named roads should be clearly identified.
- The plan should be to scale of **1:1250 (urban dwelling)** or **1:2500 (rural dwelling)** with the north arrow clearly indicated.
- The application site, including access to the highway must be outlined in **RED** and any adjoining land in the same ownership outlined in **BLUE**.
- Location plans cannot be in breach of copyright.
- For further information please view the link at:
www.planningportal.gov.uk/planning/applications/plans



Block Plan

- Must show the application property and neighbouring properties with the proposed extensions/developments clearly identified.
- The boundaries to your property and the location of immediate adjoining properties should be clearly identified.
- The scale should be clearly indicated at **1:200** or **1:500** with the north arrow shown.



Note: Illustrations are examples only and are not to scale.

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Elevations

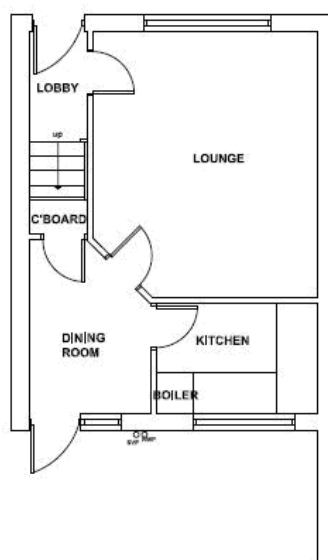
- Elevational drawings of the existing and proposed extensions are required.
- Drawings should show all elevations affected by the proposed development i.e. front, back and both sides where applicable.
- The scale should be clearly indicated and be **1:50** or **1:100**.



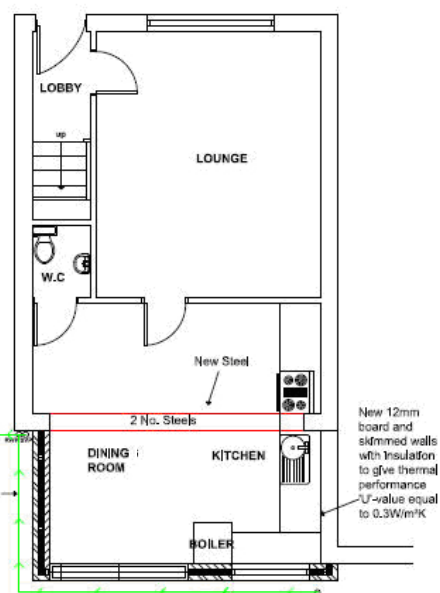
Floor Plan

- Floor plans are required showing the existing and proposed layout of the extension(s) and the nature of the proposed uses (eg. bedroom/kitchen) (Required on all applications that are for erection, rebuilding or alteration of a building).
- The scale should be clearly indicated and be **1:50** or **1:100**.

Existing ground floor plan



Proposed ground floor plan



Additional information that may be required

Design and access statement

- Design and Access Statement – required where the proposed development is within a site of special scientific interest, is for a building bigger than 100 sq m in a Conservation area or where the proposed development affects a Listed Building.

Trees survey

A survey plan will be required showing those trees on and adjacent to the site, that have a stem diameter \geq of 75mm measured at 1.5 metres above ground level and within 15 metres of any new building works, as follows:

The tree survey plan should be shown on land survey plans to an accuracy of \leq 0.5m. A schedule should accompany your plans identifying the trees by reference to a unique number marked on the plan. For each tree the following should be recorded:

- ~ Reference number (to be recorded on the tree survey plan);
- ~ Species (common and scientific names, where possible);
- ~ Height in metres;
- ~ Stem diameter in millimetres at 1.5m above adjacent ground level (on sloping ground to be taken on the upslope side of the tree base) or immediately above the root flare for multi-stemmed trees;
- ~ Branch spread in metres taken at the four cardinal points to derive an accurate representation of the crown (to be recorded on the tree survey plan);
- ~ Height in metres of the lowest point of the canopy above ground level.

Arboricultural implications assessment (AIA)

- An Arboricultural survey will be required where the proposal involves groundworks that are within 2 metres of the crown spread of any significant trees on the site.

Flood risk assessment and drainage strategy

- If the site is within an area at risk of flooding (www.environment-agency.gov.uk) then a flood risk assessment provided.
- A porosity test may be required for any proposal involving soakaways or where an area of hard surfacing is being proposed.

Ecology survey

- A basic ecology survey may be required for any proposal that involves the loss of a tree/s, removal of a hedge or the filling in of any natural pond or ditch. A separate guidance note on ecology surveys is available: <http://publications.naturalengland.org.uk>

Application for new access

- If the application is for new access then plans showing the position of the access/visibility splays are required.
- All plans should ideally be to a scale of 1:200 or 1:500.

Application for walls/fences/gates/sheds

- If the application is for the positioning or repositioning of a wall, then a site plan is required to show the new positioning of the wall etc.
- All plans should ideally be to scale of 1:200 or 1:500.
- Plans showing the elevation of wall/fence in relation to dwelling (scale should ideally be 1:100).

Application for satellite dishes/domestic turbines

- Plans showing the position of the equipment.
- All plans should ideally be to scale of 1:100.

Application for freestanding garages/outbuildings and oil tanks

- Proposed elevations (scale should ideally be 1:50).
- Site plans showing the position of the proposal site (scale 1:100).