



## CHECKLIST FOR HOUSEHOLDER PLANNING APPLICATIONS – for works or extension to a dwelling

This checklist sets out the information that should be supplied with a householder application not accompanied by another application such as for Listed Building Consent and contains minimum national requirements and the local requirements that may be applicable.

**Householder developments** are defined as those within the curtilage of a residential property which require an application for planning permission and are not a change of use. **Included** in householder developments are extensions, alterations, garages, swimming pools, walls, fences, vehicular accesses, porches and satellite dishes. **Excluded** from householder developments are applications to change the number of dwellings within an existing building

The national requirements are those which are set out in the CLG document “The Validation of Planning Applications: Guidance for Local Planning Authorities” issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008 .

### NATIONAL REQUIREMENTS

**Application Form** for householder development

#### Location Plan

- A plan which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

**Plans and Drawings** or information necessary to describe the subject of the application

- Block plan of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries; the type and height of boundary treatment; the position of any building or structure on the other side of such boundaries.
- Existing and proposed elevations (eg at a scale of 1:50 or 1:100). These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.
- Existing and proposed floor plans (eg at a scale of 1:50 or 1:100). These should explain the proposal in detail and clearly distinguish the new works in relation to the existing building
- Existing and proposed site sections and finished floor and site levels (eg at a scale of 1:50 or 1:100) In the case of sloping sites, it will be necessary to show how the proposals relate to existing ground levels or where ground levels outside the extension would be modified. Full information needs to be submitted to show how any new works relate to existing site levels and neighbouring development.
- Roof plans (e.g. at a scale of 1:50 or 1:100) to show the shape of the roof

## Ownership Certificates

- 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.  
N.B. for this purpose an “owner” is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.
- 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 completed and served in accordance with this Article.

**A Design and Access Statement** will be required if the property is within a Conservation Area. Our website contains useful guidance on Conservation Areas – look under Conservation Advice and Information.

## The Appropriate Fee

**LOCAL REQUIREMENTS** - at the present time, we require **FOUR copies** of forms and associated documentation to be supplied unless the application is submitted electronically

**SUPPORTING INFORMATION** may be required in the circumstances set out below

**Sustainable Buildings Statement** – required for all planning applications to show how the requirements of the Council’s Sustainable Buildings Supplementary Planning Document have been addressed in the proposal.

**Supporting Planning Statement** – required for applications within the rural areas of the District where Policy RAP 2 of the Warwick District Local Plan 1996-2011 sets out a stringent approach to extensions to dwellings in these areas in order to protect their landscape and character.

**Street scene elevations** – can be required where development can have a significant impact on the street scene e.g. increase in height in relation to neighbouring properties.

**Parking Provision** – to demonstrate how the proposed development complies with the Warwick District Council Vehicle Parking Standards Supplementary Planning Document.

**Biodiversity Survey and report** - where protected species are present on the site

**Daylight/Sunlight assessment** – can be required for extensions likely to have a significant effect on light levels to nearby windows on adjoining properties but as a minimum the position of the nearest habitable room window on adjoining properties should be shown on the submitted plans.

**Flood Risk Assessment** – required for properties within flood zones. Information on flood risk can be found on the Environment Agency’s website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk). Applicants will need to demonstrate that flood risk issues have been addressed as part of the development and appropriate mitigation measures incorporated. The “Preparing for Floods” document available at [www.pipernetworking.com/floodrisk/preparingforfloods.pdf](http://www.pipernetworking.com/floodrisk/preparingforfloods.pdf). can be referred to.

**Tree Survey/Arboricultural implications** – where the application site contains trees likely to be affected by the development or where there are trees on adjoining land that could influence or be affected by the development.

**Foul Sewerage Assessment** - is required for development proposals where connection to a public sewer is not feasible and which therefore needs to rely on non-mains sewerage e.g. to a package treatment plant or septic tank. Where use of a septic tank is proposed, applications should be accompanied by an assessment of the environmental, amenity and public health effects in order to demonstrate that any adverse effects will not arise. (The contents of DETR Circular 03/99 – Planning

Requirement in respect of the use of Non-Mains Sewerage incorporating Septic Tanks in New Development – should be referred to for guidance on these assessments.)



If you need help or advice, please telephone numbers given below during office hours:-  
8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,  
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

**Western Area Team:** Direct Line ( 01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

**Eastern Area Team:** Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

**Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.**