

Environment and Regeneration

Guidance for submitting householder applications

This guidance has been produced to advise applicants of the type and standard of plans and drawings expected with a householder application.

There are many requirements when submitting a householder application that need to be followed in order for your application to be registered as valid.

If drawings are received that do not contain sufficient detail, or if any of the information is missing or is incorrect, the application may not be registered.

At the end of this guidance there is a checklist page which will help you avoid missing information out or making mistakes in the submission. This will help reduce the possibility of delay in processing your application.

The quality of an application is very important. The detail shown and development described must enable officers and anyone else interested in the proposal (such as your neighbours) to fully understand what works you propose to carry out. It is therefore essential that the drawings and supporting information submitted are of suitable standard to enable an informed decision to be undertaken.

What plans are required in a householder submission?

1. A Site Location Plan.

This is a map that shows the location of the application site in relation to the surroundings roads, buildings and other land.



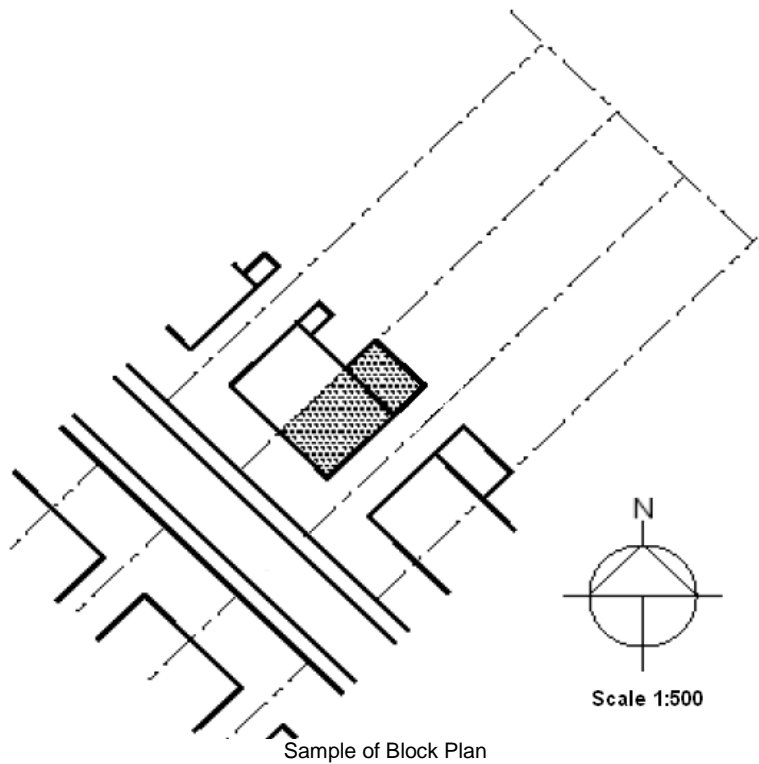
Sample of a Site Location Plan

It must be taken from an up to date ordinance survey base to a scale of 1:1250 and produced on a separate A4 sheet. It must include the direction of north.

The application site boundary should be outlined in red and any other land owned by the applicant that adjoins the site should be outlined in blue.

2. Layout Plan (Block Plan)

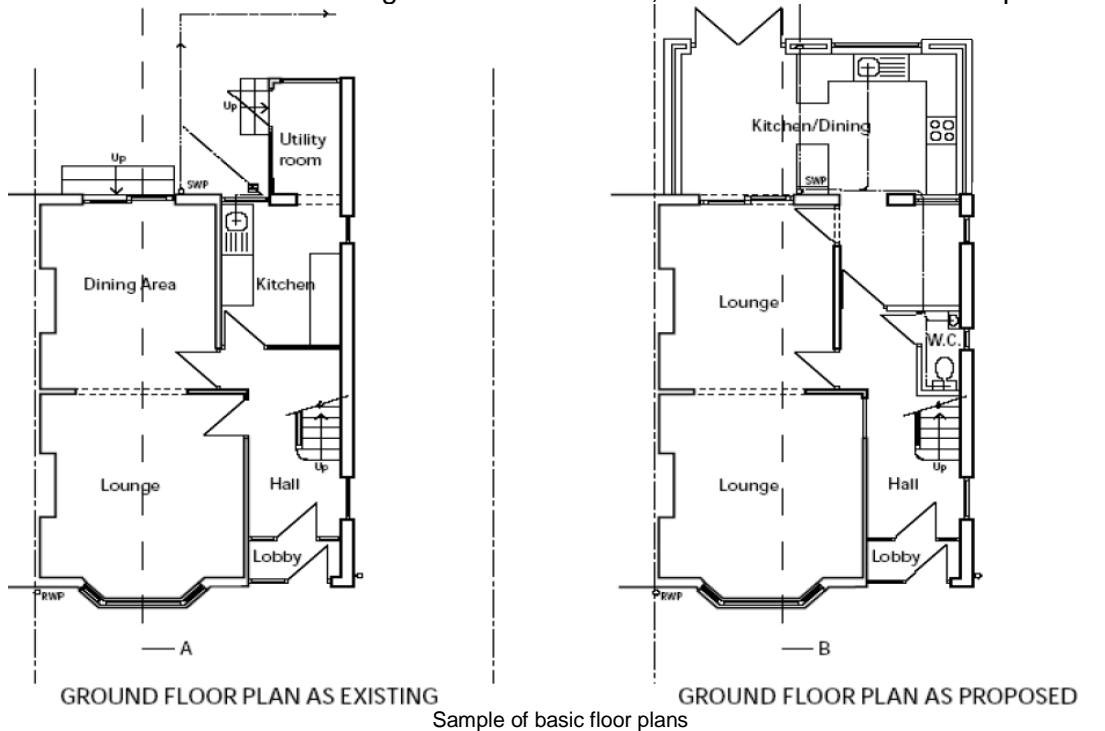
This plan of the whole property should have a maximum scale of 1:500. In addition to the proposed development it should show the existing house, all detached buildings, the garden, other open areas and the position and spread of any trees. The parking provision and turning areas (if applicable) should also be shown. All of the boundaries of the property must be shown and any buildings to be demolished or trees to be felled should be indicated. The immediate adjacent properties (part-of is acceptable) and any other buildings should also be indicated. It is often beneficial to provide a layout plan as 'existing' and 'proposed'.



3. Floor Plans

These are plans that should be to a scale of 1:50 or 1:100, clearly annotated, showing all floor levels (including roof levels) of the building(s) being constructed, altered or extended. Plans should show adjoining boundaries and parts of the adjoining properties. Existing and proposed floor plans must be submitted.

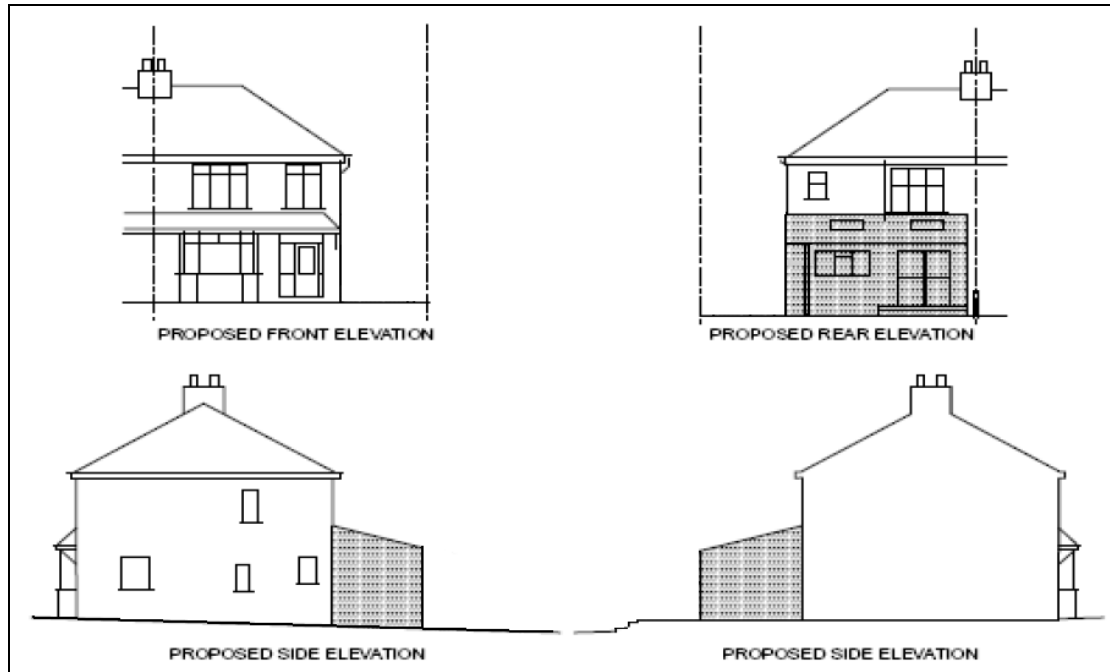
If any part of the development overhangs the boundary with an adjoining property Certificate A should not be signed. In such cases, Certificate B must be completed.



4. Elevation Drawings

These are plans that should be to a scale of 1:50 or 1:100, clearly annotated, showing what the building will look like from the outside. Every elevation is normally required (front, sides and rear) and the whole of the existing house (to include elevation detail including windows, doors and other architectural detailing such as bay windows etc) must be shown so that the relationship of the new development to the original house can be clearly seen. The drawings must show the boundaries and parts of the adjoining properties. Existing and proposed elevation plans must be submitted.





Sample of some basic existing and proposed elevations

Please annotate the plans to confirm the colour and type of finishing to be used (e.g. colour and type of brick, render, tile etc).

General rules for all drawings

- The scale or all relevant dimensions must be shown on each drawing. It must be possible for anyone looking at the plans to be able to measure the scale of the building, extension etc and exactly where it will be positioned. Drawings that state “NOT TO SCALE” or “DO NOT SCALE” or similar will not be accepted and deemed INVALID.
- Even if your drawings are to a scale it is good practice to include relevant measured dimensions.
- The clearest way to present your proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.
- Each plan/drawing should have a title box stating the address, proposal, date, scale (if to a scale), title of the drawing and plan/drawing number.

E.g. (This box, or similar should be used on all plans/drawings submitted)

Site Location	<i>54 Newport Road</i>
Proposal	<i>Single storey rear extension</i>
Scale	<i>1:100</i>
Drawing Title	<i>Proposed elevations</i>
Drawing No.	<i>D3</i>

- Each drawing/plan should be given a unique number. E.g. D1, D2 etc and then any revisions should also be added. E.g. D1 Rev A.

Other information that is encouraged in a submission

Although the following information is not required to create a valid planning application the information is often extremely useful in the decision making process. It can often mean that a decision can be reached in a faster timescale.

Photographs – The council encourages the submission of photographs, as they are a useful and helpful aid, which assist consultation exercises. Only one set of photographs is required. Prints, digital print outs and images on CD are all acceptable.

Photographs should be dated and labelled with the site address and viewpoint, e.g. front elevation property (north elevation).

If photos taken from inside a building are ever taken then these should be cross-referenced to a set of plans/drawings.

Cross section drawings – These should be to a scale of 1:50 or 1:100, clearly annotated, showing a section through the development. A cross section can be helpful when there is a difference in the existing and proposed site levels. Several sections may be required in some cases.

Assessing the street context – A simple photograph(s) can be taken to show the street scene and show how the neighbouring dwellings/buildings relate to the proposed site and development.

Another alternative is to provide a drawing to show the elevation of the street scene with the proposed development. It is best to submit existing and proposed elevations. These drawings are often helpful if there are works to the side of a property for example and to assess the impact on the gap between properties and how the proposal affects the character of the property and the street scene as a whole.

CHECKLIST

Different types of householder proposals require different levels of information. The following checklist can be used to ensure that the correct drawings/plans are submitted.

****Please note that on occasions the Local Planning Authority may ask for additional drawings/plans which they consider are needed to fully assess the application. Failure to provide information requested may result in grounds to refuse your application****

Extensions/alterations to existing dwellings



	site location plan
	existing and proposed layout plan (block plan)
	existing and proposed elevations
	existing and proposed floor plans
	roof plans (optional)
	cross sections (optional)
	photographs (optional)

Roof alterations/extensions



	site location plan
	existing and proposed site layout plan (only if footprint of the building will change or parking arrangements alter)
	existing and proposed elevations
	existing and proposed roof plans
	cross sections (optional)
	photographs (optional)

New freestanding buildings (e.g. garages)



	site location plan
	existing and proposed site layout plan (block plan) (include any buildings which are to be demolished)
	proposed floor plan
	roof plans (optional)
	cross sections (optional)
	photographs (optional)

Boundary walls/fences



	Site location plan
	Existing and proposed site layout plan (block plan) showing the position of existing and proposed walls and fences in relation to all other structures/buildings
	Elevation of proposed wall/fence, including gates and gate piers where applicable (this can be a typical section if the wall or fence is on level land and is of a uniform height and style)
	Elevation of any existing wall or fence to be altered or relocated.
	Details of colour and materials of the wall/fence
	A section through the wall or fence to show the foundations, capping etc (optional)
	Photographs (optional)

Vehicular/pedestrian access



	Site location plan
	Existing and proposed site layout plan (block plan)
	Details of surfacing
	For any associated walls, fence, gates or alterations to such structure, refer to plans listed above
	Existing and proposed levels and cross sections if excavation is proposed or the access point is on sloping land (also details of ramps or steps should be provided)
	Photographs (optional)