

INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

HOUSEHOLDER APPLICATIONS – EXTENSIONS, ALTERATIONS, ERECTION OF DETACHED BUILDINGS WITHIN THE CURTILAGE OF A DWELLINGHOUSE OR FLAT, ROOF ALTERATIONS AND DORMER WINDOWS

1. 1 copy of the completed planning application form signed and dated.
2. 1 copy of the land ownership certificate signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line and a blue line should edge any other land owned by the applicant.

An alternatively scaled plan can be used for rural properties and large sites if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of existing and proposed site layout plans at a scale of 1:500 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings. A site layout plan should clearly indicate all existing and proposed areas of hard surface and/or decking.
5. 1 copy of existing and proposed elevations and roof plans, scale 1:100 or 1:50. The drawings should show what the building looks like from the outside and clearly state all external materials.
6. 1 copy of existing and proposed floor plans, scale 1:100 or 1:50, showing the layout of the building.
7. The correct fee.