1. Householder applications for planning permission for works or extension to a dwelling

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 submitted 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 submitted unless the application is submitted electronically) including:
  - ☐ Block plan of the site (eg at a scale of 1:100, 1:200 or 1:500) showing any site boundaries
  - ☐ Existing and proposed elevations (eg at a scale of 1:50 or 1:100)
  - ☐ Existing and proposed floor plans (eg at a scale of 1:50 or 1:100)
  - ☐ Existing and proposed site sections and finished floor and site levels (eg at a scale of 1:50 or 1:100)
  - ☐ Roof plans (eg 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
- ☐ 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 must be given and / or published in accordance with this article

Local Requirements – please refer to full validation lists for explanation of what is required

☐ Daylight/sunlight assessment
If not why not?_____

☐ Flood risk assessment
If not why not?_____

☐ Parking and access arrangements
If not why not?_____

☐ Photographs
If not why not?_____

☐ Tree survey / arboricultural implications
If not why not?_____

Your Personal Information will be handled by Ashfield District Council in accordance with the Data Protection Act 1998. It will be kept by the Development Control section whilst the planning application is being processed including if the application goes to appeal. The applicant name and address will be available on the public planning register. This contains records from 1974 to present day which is available to view online and at our offices. Your information may be passed onto third parties during the planning application process. If you do not wish your information to be made available please contact the planning department on 01623 457305.