


KP 2052 7893 6GB SIGNED FOR

DPSS
CORPORATE MAIL ROOM
DM Noche
23 MAR 2016
Received by: 
ORIGINAL COPY

Planning and Building Control Services

Householder application for planning permission for works or extension to a dwelling

Validation checklist

This checklist lists the information that is required for the application to be valid. Provided that all the information listed in the checklist has been supplied and the application form has been fully completed your application will be validated quickly and processing delays will be minimised. If you have not provided all the items listed you will need to indicate why.

If any information has been omitted or is inadequate and no reason has been provided, you will be told what is required and given a reasonable amount of time to submit this. Until the information has been satisfactorily received, the application will be invalid, and the period allowed for determination will not commence until all the items listed on the checklist have been received.

For an explanation of the terms used in the checklist see 'Information Requirements'

Please note that the 1 App form for planning permission should not be used for householder development. Please consult the list of application forms to ensure that you use the correct 1 App form for your application.

Application plans - the decision notice will identify which plan/s have been approved or refused. A copy of the plan will not normally be returned with the decision notice and it is the applicant's or agent's responsibility to keep a record of which plans have been submitted and any subsequent amendments.

Please read the following before completing the application form -
Advice Note - *Householder Application for Planning Permission for Works or Extension to a Dwelling*
Guidance Note - *Householder Application for Planning Permission for Works or Extension to a Dwelling*

Checklist

Please enclose a copy of this with your application.

Part 1 - National Requirements

	Requirement	Check	If not, reason why
1	Completed form (2 copies to be supplied unless the application is submitted electronically)	<input checked="" type="checkbox"/>	

7	The appropriate fee	<input checked="" type="checkbox"/>	
8	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	<input checked="" type="checkbox"/>	N/A

Part 2 - Local Requirements

The following is required for all applications where applicable

	Requirement	Check	If not, reason why
9	Flood risk assessment for applications in Environment Agency Flood Zone	<input checked="" type="checkbox"/>	
10	Parking provision	<input checked="" type="checkbox"/>	N/A
11	Tree survey/Arboricultural implications	<input checked="" type="checkbox"/>	N/A

Desirable

This information is not a requirement, but is likely to assist consideration of the application if submitted.

12	Daylight/sunlight assessment	<input checked="" type="checkbox"/>	N/A
13	Land contamination assessment	<input checked="" type="checkbox"/>	N/A

Householder and other minor extensions


welcome | user flowchart | consultation matrix | sequential test results table | applicant and agent advice
 householder and other minor extensions | general surface water drainage information
 planning policy statement 25 | flood risk assessment note 1 | flood risk assessment note 2 | flood risk
 assessment note 3
[view this document as pdf for printing](#)

The guidance below is designed to cater for domestic extensions as well as the extension of an existing building used for non-domestic purposes where the footprint created by the development does not exceed 250 square metres.

The Environment Agency recommends that:

Applicants complete the table below and include it with the planning application submission. The table, together with the supporting evidence, will form the Flood Risk Assessment (FRA) and will act as an assurance to the Planning Authority that flood risk issues have been addressed as part of the development.

Planning Authorities check the planning application and ensure that one or other of the mitigation measures proposed in the table below has been incorporated into the development.

Applicant to choose one or other of the flood mitigation measures below:	Applicant to provide the LPA with the supporting information detailed below as part of their FRA	Applicant to tick one of the boxes below
Either ; Floor levels within the proposed development will be set no lower than existing levels AND, Flood proofing of the proposed development has been incorporated where appropriate.	Details of any flood resilience and resistance techniques to be included in accordance with 'Preparing for floods' (ODPM 2003)	
Or: Floor levels within the extension will be set 300mm above the known or modelled (1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal & coastal flood level.	This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level. All levels should be stated in relation to Ordnance Datum	

[Click here for information on flood resilience and resistance techniques](#)

[Cumulative impact of minor extensions and the removal of Permitted Development rights.](#)

ADVICE FOR DOMESTIC PREMISES THAT MAY BE SUSCEPTIBLE TO FLOODING.

DETAILS OF FLOOD RESILIENCE WORKS AND RESISTANCE

TECHNIQUES

SITE ADDRESS 19, NORMANDALE ROAD GREAT HOUGHTON, BARSEY S.72 0AJ.

- 1) CAVITIES TO BE FILLED WITH CONCRETE UP TO GROUND LEVEL.
- 2) ALL CRACKS AND JOINTS IN THE EXISTING HOUSE ARE TO BE MADE WATERTIGHT.
- 3) ALL DOOR FRAMES ARE TO BE SEALED, INCLUDING THRESHOLDS.
- 4) FLOOR TO BE INSTALLED AS CONCRETE FLOOD RESILIENT FLOOR BELOW FINISHED FLOOR.
- 5) ALL HOLES IN THE NEW AND EXISTING WALLS FOR SERVICES TO BE TOTALLY SEALED INSIDE AND OUTSIDE.
- 6) ALL WORKS RELATED TO POSSIBLE FLOOD RISK TO BE IN ACCORDANCE WITH THE BUILDING CONTROL OFFICERS REQUIREMENTS ON SITE.
- 7) IT IS ADVISED THAT THE OWNER OF THE PROPERTY MAKES CONTACT WITH AND SIGNS UP TO 'FLOOD WARNINGS' DIRECT' ON LINE AT THE FOLLOWING LINK http://www.environment-agency.gov.uk/home_and_leisure/floods/38289.aspx.
- 8) ALL SOCKET OUTLETS AND LIGHT SWITCHES TO BE FIXED A MIN. 400 MM. AND MAX. 1100 MM. ABOVE FINISHED FLOOR LEVEL.
- 9) ENGINEERING BRICKS TO BE USED EXTERNALLY AND SOLID CONCRETE BLOCKS (MIN DENSITY 7 N/MM²) IN WALLS UP TO D.P.C. LEVEL.
- 10) CAVITY INSULATION TO BE SOLID IE KOOLATHERM K.8 BY KINGSPAN OR SIMILAR APPROVED.
- 11) INTERNAL PLASTER FINISH TO BE LIME BASED.
- 12) IF DRY LINING IS USED INTERNALLY THEN PASTERBOARD SHEETS ARE TO BE FIXED HORIZONTALLY, FROM FLOOR LEVEL UPWARDS.
- 13) D.P.C. IN EXTERNAL WALLS TO BE STEPPED.
- 14) ANY WC OR WET ROOM AT GROUND FLOOR LEVEL TO HAVE NON RETURN VALVE FITTED AT CONNECTION WITH DRAIN.
- 15) IT IS ADVISED THAT ANY FIXTURES AND FITTINGS IN CONTACT WITH THE FLOOR SHOULD NOT BE CONSTRUCTED IN MDF OR ANYTHING CHIPBOARD BASED.