

What to submit with your householder planning application

September 2011

Introduction

This document explains what information you need to submit with your householder planning application and how to send it to us. If you do not submit all the required information we will not be able to consider your proposal which will result in delays.

We strongly recommend that you use a professional planning agent to prepare and submit your application for you. By using an experienced professional to help you should avoid unnecessary costs and delays.

We also recommend that you submit your application online using the [Planning Portal](#) website. The Planning Portal allows you to attach supporting documents/plans, buy a site location plan and pay the fee using a credit or debit card. If you apply online via the Planning Portal we only require electronic copies of all information, whereas if applying by post we will require three printed copies of each document. Details about using the Planning Portal to submit your application can be found on page 4.

What you need to submit to the council

For applications to extend or alter an existing house, or to erect a building in the garden (for example a shed or garage) please submit the following information:

1) The correct application forms

The correct householder application form must be submitted. You can obtain and submit the correct form via the Planning Portal website at www.planningportal.gov.uk/apply. The form must be correctly completed and signed, especially the certificates at section 11. The "Agricultural Land Declaration" at section 12 and the declaration at section 14 must also be completed in all cases.

2) Site location plan

A site location plan is always required and should:

- Be at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) and should show the direction north.
- It should be scaled to fit on an A3 or A4 size sheet.
- Show sufficient roads and/or buildings on land adjoining the application site.
- Show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red.
- A blue line should be drawn around any other land owned by the applicant that is close to or adjacent to the property.

3) Site plan

A site plan is always required and should show the proposed development and existing buildings. It should also include the following – unless they would NOT influence or be affected by the proposed development:

- All buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site.
- The position of all trees on the site, and those on adjacent land.
- The extent and the type of any hard surfacing.
- The boundary treatment including walls or fencing where this is proposed.

4) Existing and proposed elevations

Elevation drawings are always required and should:

- Normally be drawn to a scale of 1:50 or 1:100 and show clearly 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.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

5) Existing and proposed floor plans

Floor plans are always required and should:

- Be drawn to a scale of 1:50 or 1:100
- Indicate the use of each room.
- Any existing buildings or walls that are to be demolished these should be clearly shown.

6) Existing and proposed site sections and finished floor levels

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. All levels need to be taken from a fixed datum point off the site. The location of this fixed datum point should also be clearly shown.

7) Roof plans

Roof plans are required when substantial alterations are proposed to an existing roof or when an unusual roof structure is proposed. The roof plan should show the shape of the proposed roof in relation to existing roofs and can be drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

8) Design and Access Statement

This is only required if the property is within a Conservation Area. You can find out if your property is within a Conservation Area by viewing the map on our website at <http://maps.n-somerset.gov.uk/connect/?mapcfg=HER>.

A design and access statement need only be a short written statement to explain and justify the proposal. The design and access statement should explain the design principles that have been applied.

10) The correct fee

The amount required is determined by the Government and is currently £150. When submitting your application via the [Planning Portal](#) you will be able to pay electronically. Please make any cheques payable to North Somerset Council.

11) Flood Risk Assessment

This is only required if the application includes culverting or works to control the flow of any river. Details about Flood Risk Assessments can be found on the Environment Agency website at www.environment-agency.gov.uk.

Importance information about drawings and plans

Drawings and plans must comply with the following four rules:

1. They should be accurately drawn to a metric scale.
2. The scale must be clearly stated.
3. Location plans and block plans must show the direction north.
4. They must be drawn clearly so that they can be scanned. Faint drawings or photocopies are unlikely to be acceptable.

Additional information that we recommend you include

Photographs of the existing site are also very helpful and we recommend that you include these with your application. These photographs need to show both the relevant parts of the property to be altered and the relationship to neighbouring properties. If your proposal would be visible from the street please also include a photograph taken from the street at a sufficient distance so that adjoining properties are included in the picture. You should also indicate the location from which your pictures were taken and the direction that your camera is pointing.

Please bear in mind that during the consideration of your application it may be decided that additional information is required, in which case we will inform you directly.

What happens if required information is not included?

If you do not include any of the items required above you should clearly explain your reasons in a letter accompanying your application. Whilst we will consider your reasons please note that not including the required information will result in your application not being valid which means we will not be able to consider your proposal.

How to submit your application to us



Using the Planning Portal to reduce delays and save your costs

If you decide to submit your application yourself, by submitting your application via the [Planning Portal \(www.planningportal.gov.uk/apply\)](http://www.planningportal.gov.uk/apply) you should realise many benefits and reduce your printing and postage costs. In addition, if you submit your application in accordance with the tips below you can help to reduce the time taken to validate it.

1. Try to submit all of your application via the Planning Portal, including the fee of £150.
2. Submit the fee using the online payment option. If paying by cheque, make sure that you include the Planning Portal application reference number so that we can link your payment to your application. The reference number will begin PP followed by 8 digits e.g. PP-01234567.
3. File names of the supporting attachments should reflect the content.
4. Mark all original paper size on all drawings e.g. A3, A1. This ensures that the scale and dimensions remain accurate if printed. Note that the scale becomes inaccurate when a margin is added to a drawing (shrink to fit distortion).
5. Single drawings per file. Avoid multiple images on a single drawing.
6. We recommend that site location plans and block plans are [purchased online](#) through the Planning Portal and are provided as separate A4 or A3 drawings to support your application
7. All drawings must include a scale bar and at least one key dimension (in addition to the original paper size – see 4 above).
8. Supporting documents and attachments must be in PDF format.
9. CAD drawings converted into PDF should be created in landscape format to ensure the correct orientation for on screen display. Free CAD to PDF conversion tools are available at www.cutepdf.com, www.pdf995.com and others. Google 'CAD' to 'PDF' for listings.
10. Limit the size of individual documents to 5MB. The Planning Portal will not accept larger file sizes than this.
11. Any documentation larger than 5MB should be sent separately on CD/DVD/USB by post. The Planning Portal application number should be clearly marked.

Support and advice about how to use the Planning Portal is available at <http://www.planningportal.gov.uk/planning/professionalinfo/submitapps/hintsandtips>

Alternatively if you require guidance whilst submitting your application, you can contact the Portal's Support team on 0117 372 8200 or by email: support@planningportal.gsi.gov.uk.

**This publication is available in large print, Braille or audio formats
on request.**

**Help is also available for people who require council information in
languages other than English.**

Please contact 01275 888 811.

