

# APPENDIX 3

## BITE SIZE VALIDATION GUIDANCE - HOUSEHOLDER APPLICATIONS

(for extensions or alterations to houses and flats that are not Statutory Listed Buildings)

v.01 (Richard M 20190906)

What you need	How the information must be prepared
<b>Application Forms</b>	<p>The form must be <u>completed in full, signed and dated</u>. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission.</p> <p>Applications for extensions to <u>flats</u> need to be on full planning application forms (not householder forms) and failure to use the correct forms will delay the application and make it invalid.</p> <p>On the form, <u>only one</u> of ownership certificates A, B, C or D must be completed stating the ownership of the property.</p> <p>Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run. If Ownership Certificate B is completed, Notice 1 is required (this will be necessary if the works include the construction of a party wall extending onto neighbouring land). If Ownership Certificate C is completed, Notices 1 and 2 are required. If Ownership Certificate D is completed, Notice 2 is required</p> <p>Please note, that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Agricultural Holdings Certificate - even though your application is for a non-agricultural use - please confirm whether or not any of the land to which the application relates is, or is part of, an agricultural holding.</p> <p>Guidance on how to fill out these forms can be found at the Planning Portal web site <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a></p>
<b>Fee</b>	See the fee calculator here: <a href="https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7">https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7</a>
<b>Location Plan</b>	<p>The plan must:</p> <ul style="list-style-type: none"><li>• Identify the whole of the application site with a red outline. This will usually be the curtilage of your dwellinghouse</li><li>• Any neighbouring land owned by the applicant should be outlined in blue</li><li>• Include the site and neighbouring property numbers / names and at least two named roads where possible</li><li>• Based on an up-to date map</li><li>• Drawn to an identified metric scale 1:1250 (scale bar included on drawing)</li><li>• Show the direction of North</li><li>• It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway</li></ul>

<b>Block plan</b>	<p>The plan (existing and proposed block plans should be provided if structures are to be demolished / altered) must:</p> <ul style="list-style-type: none"> <li>• Be drawn to an identified 1:100 or 1:200 scale – scale bar included on drawing and showing the direction of north</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries</li> <li>• all the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• all public rights of way crossing or adjoining the site</li> <li>• the position of all trees on the site, and those on adjacent land that could influence or be affected by the development</li> <li>• the extent and type of any hard surfacing, existing and proposed</li> <li>• boundary treatment including walls or fencing if this is proposed.</li> </ul>
<p><b><u>General requirements:</u></b></p> <ul style="list-style-type: none"> <li>• All drawings must include a title and drawing number (with the relevant revision number as necessary)</li> <li>• the print (paper) size</li> <li>• Both the proposed and existing plans can be shown on the same plans, where the works can be clearly shown</li> <li>• When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (eg A4 or A3)</li> <li>• For additional plans and documents the level of detail provided should be proportionate to the scale of the development.</li> </ul>	
<b>Elevations (Existing and Proposed)</b>	<p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at an appropriate scale, usually 1:50 or 1:100 for householders and minor applications</li> <li>• be included for all elevations affected, including blank elevations (if no external changes are proposed, plans should be annotated clearly to reflect this)</li> <li>• show the full elevation of a building</li> <li>• show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings</li> </ul>
<b>Floor Plans (Existing and proposed, including roof plans)</b>	<p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at 1:50 or 1:100;</li> <li>• show all floors of the existing building</li> <li>• show all floors of the proposed building</li> <li>• show the site boundary and the outline of any existing neighbouring buildings</li> <li>• identify / highlight any existing buildings or walls which are to be demolished</li> </ul>
<b>Section drawings(Existing and proposed)</b>	<p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at 1:50 or 1:100;</li> <li>• show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site;</li> <li>• show the proposals in relation to neighbouring buildings;</li> <li>• section through a building should include all floors, including the basement, loft / roof space, along with any terraces.</li> </ul>

<b>Tree Survey &amp; Report</b>	<p>Where the proposed development proposes the removal of or will / may affect trees on the site or neighbouring land, provide a survey and report which identifies:</p> <ul style="list-style-type: none"><li>• The species, position of trees and canopy spread the block plan or separate plan.</li><li>• The plan must indicate any trees which are to be felled, retained or affected by the proposed development.</li><li>• The location of any trees within adjacent properties that may be affected by the application should also be shown.</li></ul> <p>A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.</p> <p>This information should be prepared by a qualified arboriculturalist. Further guidance is also provided in BS5837:2012 - Trees in Relation to Design, Demolition and Construction.</p>
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**\*NOTE - A bite size guidance note on Local Validation Requirements would be placed on all relevant webpages where advice or guidance / forms relating to these type of applications can be found.**