COPY

FP/197/15/HH

ARUN
DISTRICT COUNCIL

HOUSEHOLDER DEVELOPMENT PROPOSALS REQUIRING PLANNING PERMISSION ONLY

Introduction

In order to ensure the efficient validation and processing of householder planning applications it is necessary that the correct information is submitted. The purpose of the Householder Validation List is to make clear to Applicants what information is required to meet National requirements and what information is required to meet Local requirements as set out below.

Boxes must be ticked to indicate information being provided

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings MUST include the following information:

- The scale of the drawing must be a metric scale (e.g. 1:100, 1:200).
- Indicate the direction of North on location plan

3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

NATIONAL REQUIREMENTS

Documents that must be included with your application:

ITEM	YES	NO
Correct Fee	✓	
Application Form, signed (unless submitted electronically) and dated	✓	
Ownership Certificate: (see A-D below)	✓	
A (included in Application Form: the applicant owns the land) OR	✓	
B the applicant does not own the land but has served certificate of notice on owner) OR		
C the applicant does not own the land, is unable to issue certificate but has notified owners) OR		
D the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)		

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Location Plan 1:1250 in urban area 1:2500 if necessary in rural areas *(Plans should show two named roads and surrounding buildings. The application site must be edged with a red line including all land necessary for the development. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site)*	√	
Block Plan scale 1:500 or 1:200 and should show *a) the direction of North;* *b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals.* *c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;* *d) all public rights of way crossing or adjoining the site;* *e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;* *f) the extent and type of any hard surfacing and provision of drainage* *g) boundary treatment including walls or fencing where this is proposed*	√	
Existing & Proposed Elevations scale 1:50 or 1:100 *Existing elevations must be provided. Proposed works should be clearly shown in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings*	√	
Existing & Proposed Floor Plans scale 1:50 or 1:100 *Existing floor plans must be provided. Proposed works should be shown in relation to what is already there. Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.*	√	
Existing & Proposed Sections & Finished Floor levels 1:50 or 1:100 *Cross sections are to be provided where there is a change in ground levels. Drawings should include details of existing and finished levels and where applicable the relationship with neighbouring development.*	√	
Existing & Proposed roof plan 1:50 or 1:100	√	

LOCAL REQUIREMENT

You need to check whether you require this. If you need it and fail to provide it your application will be invalid and cannot be processed:

Flood Risk Assessment (FRA) Is your property located in Flood Zone 2 or 3? The Environment Agency has produced a map called Flood risk map for rivers and sea to identify the flood zones. This can be found at this link http://www.environment-agency.gov.uk/research/planning/93498.aspx	No	

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