

# Householder Planning Applications

## Validation Requirements and Guidance – Planning Advice Note (reviewed September 2018)

The list below contains details of the statutory national information requirements and Bournemouth Borough Council's local validation requirements for planning applications. At the end of the list you will find check lists for a Householder Planning Application; a Householder Planning Application with Listed Building Consent; and Householder Planning Application with relevant demolition in a Conservation Area. Please use these lists to help you decide which of items below you need to include with your application.

### National Requirements

#### Application form

This can be completed electronically using the Planning Portal or a paper copy for completion can be obtained from the Customer Services Centre. If the application form is completed on paper two fully completed signed and dated copies of the correct application form for the proposed development are required. Please ensure that you include applicant first name(s) as this information is required if we need to refund any fee.

#### Ownership and Agricultural Land Certificates

For all applications for planning permission, listed building consent and conservation area consent for relevant demolition, ownership certificates A, B, C or D must be completed stating the ownership of the property. The 'owner' is anyone with a freehold interest or a leasehold interest where the lease is 7 years or longer.

The ownership certificates form part of the application form. If the application is submitted using the Planning Portal a typed signature of the applicant's name is acceptable, any paper copy certificate submitted must be signed by hand. A notice to all owners must be completed and served in accordance with Article 6 of the GDPO.

Certificate A should only be signed where the applicant and the owner are the same individual or organisation.

Certificate B should be completed and notice served on all owners in all instances where the applicant is not the only owner of land or does not own the site. This includes a requirement to serve notice on the husband/wife/partner if land is jointly owned but only one of them completes the application. It also includes a requirement to serve notice where the applicant is an individual and a company owns the land (regardless of whether the applicant is the sole director) or where the applicant is a company to serve notice on the all the directors of that company. If the proposed extension or building will be attached to a neighbouring property, and either the foundation, wall or roof over sails the boundary or butts up to the

boundary then you will need to serve notice on the owner of the neighbouring land. This is likely to be the case if the application is for a terraced or semi-detached property.

If you need to complete either Certificate C or Certificate D because you have not been able to serve notice on all of the owners, the local newspaper that you will need to publish a notice in within 21 days of the date of application is the Bournemouth Echo.

Notice must also be served on any agricultural tenants. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This certificate is required whether or not the site is an agricultural holding and is now combined with the ownership certificates on the standard application form where it applies.

## Fees

The correct fee must be paid when the application is submitted to the local authority. You can pay in the following ways:

Applications submitted electronically **via the Planning Portal Website:**

Payment must be made to the Planning Portal when the application is submitted.

The following options are available:

- **Credit or debit card** online via the Planning Portal website or over the telephone. Contact Mears 24/7: 03333 233 900.
- **Cheque** – sent to the address provided by the Planning Portal
- **Bank Transfer** – to the bank account details provided by the Planning Portal

Please note you cannot pay your application fee directly to us if you are using the Planning Portal website to submit your application.

Applications submitted **on paper or by email** to us:

- **Cheque** – posted or handed in with the application. If sending in separately to the application please include that it is a planning application fee, the site address, your name and address.
- **Debit or credit card** over the telephone. Contact the Customer Services Centre on 01202 451323 during office hours.
- **Bank transfer** – please email [planning@bournemouth.gov.uk](mailto:planning@bournemouth.gov.uk) for or bank details and also send us an email to confirm when payment is made.

The Planning Portal website includes a fee calculator for applicants and a 'Guide to planning application fees for England'.

Planning application fees increased in England on 17 January 2018. Statutory Instrument 2017 No.1314 gives details of the fees that apply on and after that date.

Fees are not required for applications for listed building consent, relevant demolition in a conservation area. Some applications may be exempt from a fee, for example, if you want to alter or extend an existing dwelling for a disabled person who is living there or intending to live there. There are other fee exemptions and concessions that can apply more information can be found on the Planning Portal website and in Statutory Instrument 2012 No.2920. If you think that you do not need to pay a fee for an application that would usually require one

you should explain why you have not included a fee when you submit your application. If the exemption is for a disabled person you will need to provide evidence that section 29 of the National Assistance Act 1948 applies (or for a disabled child Part III of the Childrens Act 1989). Fees will be assessed as part of the validation checks and if any additional amount is required for the fee to be correct you will be contacted and asked to pay the difference. Any over payments will be refunded.

### Location Plan

All applications must include a location plan based on an up to date map at a scale of 1:1250 (scaled to fit A4 or A3 paper). Two copies are required (unless submitted electronically). This plan should show a minimum of two named roads where possible and surrounding buildings so that the exact location of the application site can be clearly identified. The application site should be edged clearly with a red line. All land necessary to carry out the proposed development including land required to access the site from a public highway, landscaping, car parking and visibility splays. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site location plans can be purchased from one of the Planning Portal's accredited suppliers: [https://www.planningportal.co.uk/homepage/4/buy\\_a\\_planning\\_map](https://www.planningportal.co.uk/homepage/4/buy_a_planning_map)

Please ensure that any plans you provide with your application comply with copyright law. For example we cannot accept Land Registry plans as site location plans or unlicensed Ordnance Survey maps.

### Block (Site) Plan

Two copies of a site plan (unless submitted electronically) drawn at an identified standard metric scale of (preferably 1:500 or 1:200) should be submitted. It should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries  
And the following, **unless these would NOT influence or be affected by the proposed development:**
- 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
- f) The extent and type of any hard surfacing
- g) Boundary treatment including walls or fencing where this is proposed

Block plans can be purchased from one of the Planning Portal's accredited suppliers: [https://www.planningportal.co.uk/homepage/4/buy\\_a\\_planning\\_map](https://www.planningportal.co.uk/homepage/4/buy_a_planning_map)

## Plans/Drawings

Drawings should be submitted at a preferred scale of either 1:100 or 1:50. Two copies are required (unless submitted electronically) and plans should be named and labelled in a logical manner and given titles which refer to their content. Any drawing submitted should clearly indicate the proposed works in relation to what is already there as the application and plans will be published on the Council's website as part of the consultation process. Existing and proposed work can be shown on the same drawing and should be clearly labelled with proposed works coloured or shaded. Where existing buildings and walls are to be demolished these should be clearly shown. If your proposal involves new or altered boundary walls, fences, gates, cycle stores, bin/refuse stores, parking spaces, turning areas, vehicle and pedestrian accesses you need to include details of these on your plans. You will need to submit drawings from the list below that are relevant to your proposal:

- **Existing and proposed elevations**, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. These should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of openings on each property.
- **Floor plans** showing the proposed extension(s) and where they extend from the existing building. These should highlight any existing walls that are to be demolished.
- **Existing and proposed site sections** and finished floor levels where a change is proposed. These should show: how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided. Examples of when a section drawing is required are:
  - a) Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels and show how proposed level changes relate to retained trees.
  - b) On sloping sites – full information is required concerning alterations to all levels, the way in which a proposal sits within the site and the relative levels between existing and proposed buildings.
- **Roof plans** for any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.
- **Street scene drawings** for new buildings and any large extensions that can be viewed from the street
- Where the proposal also includes the erection of separate buildings such as **sheds, cycle stores, refuse bin store and garages plans showing the proposed elevation and floor layout** will be required

If you are not sure that your plans are to scale then please include dimensions on your drawings, it may be helpful to include these details as members of the public and interested

parties who decide to view the plans during the public consultation period (where this applies) will need to be able to understand and interpret your proposals.

### Design and access statement

Design and access statements are required for the following:

- a) all major development (10 or more residential units or non-residential developments or where number of dwellings are not specified 0.5 hectare or more; where new floor area of 1000m<sup>2</sup> or more will be created or the site is 1 hectare or more; 10 or more pitches for gypsy and traveller sites)
- b) where any part of the development falls within a conservation area and the proposed development is for either the provision of one or more dwellinghouses or building(s) where the floor space created by the development is 100m<sup>2</sup> or more.
- c) Listed Building Consent applications

Please note that the cubic content of the proposed building should include measurement of external walls.

A design and access statement is a short report accompanying a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application. Statements must be proportionate to the complexity of the application but should not be long. Development proposals should be based on a thoughtful design process and a sustainable approach to access. In preparing the statement you need consider and explain the merit of the design and how it relates to the existing setting, the design principles and concepts that have been applied to particular aspects of the proposal - these are the amount, layout, scale, landscaping and appearance of the development. You will need to explain arrangements for access to the development that will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. You should also explain how the proposal will comply with Part M (Approved Document M) of schedule 1 of the Building Regulations. If the proposed development concerns a building which the public have access you will also be required to make provision for access, parking and sanitary conveniences for people with disabilities. This includes offices, shops, factories, schools and other public access areas.

Further information can also be found in the publication 'Commission for Architecture and the Built Environment (2006), **Design and Access Statements: How to Write Read and Use Them**' which is available on the following website [www.designcouncil.org.uk](http://www.designcouncil.org.uk)

Information about Part M (Approved Document M) of schedule 1 of the Building Regulations can be found on the Planning Portal website <http://www.planningportal.co.uk/buildingregulations/approveddocuments/partm/>

## Local Requirements

### Arboricultural Impact Assessment/Tree Survey

Where the application site contains trees or there are trees on adjoining land close to the development proposal an arboricultural impact assessment/tree survey should be submitted with the application, it will be necessary to involve a suitably qualified and experienced Arboriculturist from an early stage to survey the trees using the guidance set out in **BS5837:2012 Trees in relation to design, demolition and construction – Recommendations**. Particular regard should be made to Figure 1 and sections 4 and 5 of the Standard when assessing the trees and the constraints that they impose. A topographical and tree survey plan will need to be provided in accordance with section 4.2.

Trees to be felled and trees retained should be clearly delineated.

Evidence should be provided to show how the presence of significant trees has informed the design and, where trees are to be removed, the reasons and justification for doing so. Unless there is a clear justification for not doing so, details of replacement planting and land set aside for soft landscaping need to be included.

As well as the trees the survey must indicate key landscape features, such as ponds, hedges and wildlife corridors that may be affected by the proposed development.

### Arboricultural Method Statement

An Arboricultural Method Statement (AMS) that follows the guidance set out in sections 6 and 7 of **BS5837:2012 Trees in relation to design, demolition and construction – Recommendations** should be provided where there are trees within 15m of the proposed works, if there is a Tree Preservation Order (TPO) or the application site is within a Conservation Area. The Arboricultural Method Statement will include all measures considered necessary at the application stage to ensure that trees to be retained are fully protected from demolition (if applicable) to completion of development, including landscaping. Planning consent, if granted, may require further details of tree protection to be provided as development proceeds. The Arboricultural Method Statement will also include:

- details of any tree works required
- appointment of a project arboriculturist
- auditable/audited system of arboricultural site monitoring – see clause h of section 6 of BS5837:2012 Trees in relation to design, demolition and construction – Recommendations.

### Bat or Barn Owl Survey

A Bat or Barn Owl Survey should be submitted with your application if the proposed development includes the following:

**Does the application include *any* building, or structure in *any* locality:**

- with an existing DERC bat roost, or barn owl record ?

- where the presence of either roosting bats or barn owls have been reported on site by the applicant, or a third party ?

**Or any building, or structure over 5 years old:**

- with an enclosed roof space, or cellar, or similar feature, or agricultural barn **in a rural, or village, locality.**

**Or any building, or structure over 5 years old:**

- with an enclosed roof space, or cellar, or similar feature in a, **town, or urban locality**, that is located **immediately adjacent** to protected wildlife sites (e.g. SSSI, SNCI), woodlands, parks, watercourses, railway embankments, large areas of rough grassland / scrub, agricultural fields, large cemetery, golf course, or similar areas of green infrastructure.

**Where the application includes either the:**

- Demolition of any building, or structure with an enclosed unconverted roof space, or cellar, or similar structure.
- Conversion of an attic space or barn / outbuildings (includes dormer window installation), or conversion of cellar.
- Extensions that tie into an existing enclosed roof space.
- Renovation of derelict building (structures with intact roofs, or cellars).

Further information, for example on the types of applications not typically requiring bat checks, can be found in the Dorset Biodiversity Protocol

<https://www.dorsetforyou.com/401489>

## Biodiversity Appraisal

Applications for development that will adversely affect protected species and habitats, including those on adjacent land or near to the application site; or are for development on a site over 0.1 ha must be accompanied by a biodiversity appraisal (ecological survey and report) which should be carried out by a suitable qualified person. Plans should show any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. Surveys should be carried out at a time of year that allows the main features of wildlife interest to be identified. Should habitat or protected species be identified from the survey, further assessment will be required to determine the impact of development on the wildlife feature of interest and propose mitigation to minimise the impact. The biodiversity appraisal should include information on species/habitat, locations, significance of population /habitat and mitigation work, including long-term maintenance and management is required.

If an Environment Statement is necessary this information can be incorporated into that report.

Further information about biodiversity and planning can be found in the Dorset Biodiversity Protocol at

<https://www.dorsetforyou.com/401489>

Natural England also publish standing advice for protected species

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/>

### Community Infrastructure Levy (CIL)

Bournemouth Borough Council adopted a community infrastructure levy (CIL) in March 2016 however in Bournemouth we are taking a pragmatic view and are not currently charging CIL for residential extensions.

### Drainage Strategy/Sustainable Urban Drainage System (SUDS)

Details of sustainable urban drainage systems must be submitted as part of any application for a new building, to increase the footprint of an existing building and/or the development of car parking and/or any other hard standing/impermeable surface. The information submitted should include:

- Details of the sustainable urban drainage system, for example, the soakaway system to be used and the draining points and channels to be shown on the application plans/drawings
- A statement giving details of the proposed provision for maintenance

Please note that any soakaway system will need to be at least 5 metres away from the building. Where development is within 200m of the cliffs proposals should be discussed with Wessex Water before making the application as soakaways will not be suitable and details of a drainage system will need to be submitted with any planning application. Soakaways are specifically banned along the cliff top because they put all the rain water that was previously evenly distributed across the site, into the ground at a point but that does not necessarily mean that other forms of SUDS will be acceptable.

Useful websites

<http://www.susdrain.org/>

<https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance>

<http://www.architecture.com/SustainabilityHub/Designstrategies/Water/1-3-2-5-SUDS.aspx>

[http://www.ciria.org/service/research\\_information/AM/ContentManagerNet/Default.aspx?Section=research\\_information&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=30&ContentID=4786](http://www.ciria.org/service/research_information/AM/ContentManagerNet/Default.aspx?Section=research_information&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=30&ContentID=4786)

<http://www.engineeringnaturesway.co.uk/2011/a-simple-guide-to-sustainable-drainage-systems-for-housing/>

[Ecological assessment](#) – see [Biodiversity appraisal](#)

[Flood risk assessment](#) – [Fluvial and pluvial](#)

A flood risk assessment may be required if a development falls within an Indicative Flood Plain or 'Flood Zone' including areas subject to pluvial flooding – these maps are available from the Environment Agency and are also indicated on the policy maps of the Bournemouth District Wide Local Plan (fluvial only). The Environment Agency provides flood risk standing advice for applicants and their agents. This advice is available on their website and by contacting the Environment Agency on telephone number 0370 8506506.

Useful websites:

<http://www.environment-agency.gov.uk/>

Link to the Environment Agency flood risk standing advice for applicants and their agents:

<http://www.environment-agency.gov.uk/research/planning/82587.aspx>

### [Heritage Asset Statement](#)

A Heritage Asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest.

A Heritage Asset Statement is required to accompany any application which is likely to affect a heritage asset or its setting. The need for this is identified in paragraph 128 of the National Planning Policy Framework (NPPF) and Policies CS39 and CS40 of the Bournemouth Local Plan Core Strategy.

The statement is required for any application affecting a listed building, conservation area building, conservation area, registered park and garden, locally listed building, scheduled monument or archaeological site, regardless of the type of application (i.e. householder, advertisement, outline, full planning). Without the Heritage Asset Statement the application cannot be validated.

In the statement the significance of any heritage assets affected, including any contribution made by their setting, should be described and assessed. Significance relates to the value of a heritage asset because of its heritage interest (i.e. its archaeological, architectural, artistic or historic interest). There should be sufficient information in the statement to understand the potential impact of the proposal upon the significance of the heritage asset.

This information can be submitted as a separate Heritage Asset Statement which will accompany the application or included within a Design and Access Statement. If the Heritage Statement is part of a Design and Access Statement it should be a clearly headed section and easily identifiable within the document.

Heritage assets should be assessed and a statement written using appropriate expertise where necessary. However, in some cases for smaller schemes (i.e. householder) it may be possible for an assessment to be undertaken by the applicant themselves. The length of the statement and level of detail will vary depending on the asset's importance, the nature of the proposal and its impact on the heritage asset.

## Listed Buildings

Please refer to the section headed [Heritage Asset Statement](#)

If the application site includes a Listed Building or there are Listed Buildings in the vicinity of the proposed development, a Heritage Asset Statement will need to be submitted with the application.

## Manufacturer's Specifications

If the property is a listed building or sited in a conservation area, and you are installing new or replacement windows, doors or other items, you should include details of the new items with your application. This could be a brochure from the manufacturer or a print out from their website.

## Materials

Details of the proposed materials to be used in the construction of the development must be clearly specified on the application form and include details of bricks, tiles and window types.

## Photographs and Photomontages

Where a proposal involves the demolition of an existing building or development affecting a conservation area or listed building, photographs will aid the application process.

## Street Scene Elevations

Street scene elevation drawings must be submitted with applications for new buildings or for large extensions that will be seen from the street. The proposed building(s) or extension should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are in close proximity to another building should also highlight this relationship, detailing the positions of the openings on each property.

## Supporting planning statement

If you are also applying for conservation area consent or listed building consent you should include a supporting planning statement with your application. The statement should include how the proposed development accords with policies in the Bournemouth Local Plan, development briefs, Design Guides, Development Plan Documents, Supplementary Planning Guidance or Advice Notes. It should also include details of consultations with Bournemouth Borough Council officers and wider community/statutory consultees undertaken prior to submission.

## Further Help

Many applicants choose to appoint professional planning agents/architects to submit applications on their behalf. Where an agent is employed they will usually prepare and submit the drawings and validation information for you and respond to all communications from the local planning authority (planning officer) during the consideration period of your application. The Royal Town Planning Institute (RTPI) publishes an on-line directory of Planning Consultants which can be searched to find local planning agents:

<http://www.rtpiconsultants.co.uk/>

The Architects Registration Board (ARB), the body set up by Parliament as the independent UK regulator maintains and publishes a Register of Architects listing every architect in the UK. It is a requirement that for an individual to use the title architect he or she must be registered with the ARB. The Register can be found on-line:

<http://architects-register.org.uk/>

The local planning authority offers a chargeable pre-application advice service which applicants are encouraged to use before applying for planning permission. Detail of how to make an enquiry and the charges are published on our website at:

<https://www.bournemouth.gov.uk/planningbuilding/ApplyingforPlanningPermission/Pre-application-advice.aspx>

### Useful websites

The national Planning Portal website; this site can be used to apply for planning permission and is a useful resource for information about the planning process:

<http://www.planningportal.co.uk/planning/>

The Ministry of Housing, Communities and Local Government (MCLG) has a Planning Practice Guidance website page which includes information about planning policy and guidance about the application process.

<https://www.gov.uk/government/collections/planning-practice-guidance>

Links to legislation that relates to planning are available on the Planning Portal website. Information about UK Legislation can also be found on the following website:

<http://www.legislation.gov.uk/>

### If you need to contact us:

Telephone: Customer Services Centre 01202 451323

Email: [planning@bournemouth.gov.uk](mailto:planning@bournemouth.gov.uk)

Post: Planning, Transport & Regulatory Services  
Town Hall Annexe  
St Stephen's Road  
BOURNEMOUTH  
BH2 6EA

### If you need to contact the Planning Portal:

For help submitting an application via the Planning Portal website see their online help or:

Email: [support@planningportal.co.uk](mailto:support@planningportal.co.uk)

To pay a fee for an application submitted via a Planning Portal account: Telephone: Mears 24/7: 03333 233 900

We also offer a [Building Control Service](#):

Further information and advice about Bournemouth Building Control Service can be found on our website:

<http://www.bournemouth.gov.uk/PlanningBuilding/BuildingControl/BuildingControl.aspx>

There is also information about local authority building control on the LABC website:

<https://www.labc.co.uk/>

For information about how we will handle your personal data:

Please see our privacy notice which can be found on our website:

<https://www.bournemouth.gov.uk/Privacy/planning-privacy-notices/planning-privacy-notice.aspx>

## Validation Checklist for Householder Planning Applications

Further guidance about validation requirements can be found in the 'Householder Validation Requirements and Guidance – Planning Advice Note'

Please note that this check list should only be used if the application relates to a single dwellinghouse. If you are applying to alter or extend a flat, or for works to more than one dwelling you will need to apply using the 'full' planning application form rather than the 'householder' application form.

	<b>Document/Validation Requirement</b>	<b>When required</b>
	Please provide <b>2 copies</b> of the following documents and plans if submitting on paper; 1 copy if submitting electronically:	
	Application form, fully completed, signed and dated	Must be provided in all cases
	Ownership and Agricultural Holdings Certificates (on application form)	Either Certificate A, B, C or D to be completed must be completed in all cases
	Location plan (ordnance survey based) at a scale of 1:1250 showing at least two main roads, surrounding buildings and should show the direction of North. The application site should be edged clearly with a <b>red line</b> and a blue line must be drawn around any other land owned by the applicant.	Must be provided in all cases
	Proposed site plan at a scale of 1:500 should clearly show the proposed development, include neighbouring properties, any proposed hardstanding and /or car parking	Must be provided in all cases
	Proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded.	In all cases where property is being extended
	Proposed elevation plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded.	Must be provided in all cases
	Existing site plan at a scale of 1:500 should clearly show the existing features	Must be provided in all cases where proposals

	(hardstandings, accesses, car parking, etc) and include neighbouring properties	include alterations to vehicular access, hardstandings, car parking
	Correct fee - £206	Must be provided in all cases unless an exemption applies
	Street scene elevations	For any large extensions fronting the street
	Design & Access statement	Only required for application sites in Conservation Areas where the proposed extension or buildings will create 100m <sup>2</sup> of new floor space. Please include details of proposed materials to be used in the statement.
	Heritage Asset Statement (Justification Statement for works within conservation area)	If the property is in a Conservation Area.
	Arboricultural Impact Assessment/Tree Survey	Required if any of the following apply: there are trees within 15m of the proposed works; there is a Tree Preservation Order (TPO); the application site is within a Conservation Area; the answer is 'yes' to the Trees and Hedges question on the application form.
	Arboricultural Method Appraisal	As above
	Flood Risk Assessment/drainage strategy	If site is within Environment Agency Flood Zones and relates to ground floors or basements.
	Section Drawings – to show existing and finished levels	Where a proposal involves a change of ground levels and/or on sloping sites
	Drainage Strategy/ Sustainable Urban Drainage	Must be provided where the property is being

	Systems (SUDS)	extended and/or the proposal includes any hardstanding
	Biodiversity Appraisal (Nature Conservation and Ecological Assessment)	<p>Where the application site falls within or adjoins:</p> <ul style="list-style-type: none"> <li>• Site of Special Scientific Importance (SSSI)</li> <li>• Site of Nature Conservation Interest (SNCI)</li> <li>• Special Areas of Conservation (SAC)</li> <li>• A site protected under the RAMSAR convention</li> <li>• Any semi natural habitat such as woodland, heath, reedbed, ponds, rivers or streams</li> <li>• Other than bats where there is evidence or record of any protected species on the site</li> </ul> <p>Where a property is being demolished; <u>or</u> extended to tie in with the roof space; <u>or</u> the roof space is being converted to create living accommodation and the site is adjacent to:</p> <ul style="list-style-type: none"> <li>• Green space such as protected wildlife site, fields, woodland, parks, golf courses, sports fields, rivers or large areas of gardens</li> <li>• Has an existing bat record, or subject to a report bat activity</li> </ul> <p>Further information can be found in the Dorset Biodiversity Protocol  <a href="https://www.dorsetforyou.com/401489">https://www.dorsetforyou.com/401489</a></p>
	Bat or Barn Owl Survey	A Bat and/or Barn Owl Survey is required if: <b>The application includes</b>

		<p><b>any building, or structure in any locality:</b></p> <ul style="list-style-type: none"> <li>• with an existing DERC bat roost, or barn owl record</li> <li>• where the presence of either roosting bats or barn owls have been reported on site by the applicant, or a third party</li> </ul> <p><b>Or any building, or structure over 5 years old:</b></p> <ul style="list-style-type: none"> <li>• with an enclosed roof space, or cellar, or similar feature, or agricultural barn <b>in a rural, or village, locality.</b></li> </ul> <p><b>Or any building, or structure over 5 years old:</b></p> <ul style="list-style-type: none"> <li>• with an enclosed roof space, or cellar, or similar feature in a, <b>town, or urban locality</b>, that is located <b>immediately adjacent</b> to protected wildlife sites (e.g. SSSI, SNCI), woodlands, parks, watercourses, railway embankments, large areas of rough grassland / scrub, agricultural fields, large cemetery, golf course, or similar areas of green infrastructure.</li> </ul> <p><b>Where the application includes either the:</b></p> <ul style="list-style-type: none"> <li>• Demolition of any building, or structure with an enclosed unconverted roof space, or cellar, or similar structure.</li> <li>• Conversion of an attic space or barn / outbuildings (includes</li> </ul>
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		<p>dormer window installation), or conversion of cellar.</p> <ul style="list-style-type: none"><li>• Extensions that tie into an existing enclosed roof space.</li><li>• Renovation of derelict building (structures with intact roofs, or cellars).</li></ul> <p>Further information can be found in the Dorset Biodiversity Protocol <a href="https://www.dorsetforyou.com/401489">https://www.dorsetforyou.com/401489</a></p>
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## Validation Checklist for Householder Planning Application with Listed Building Consent

You should only use this check list if the works that you propose are in respect of a single dwellinghouse (or a building(s) within the curtilage) and require both planning permission and listed building consent.

Further guidance about validation requirements can be found in the 'Householder Validation Requirements and Guidance – Planning Advice Note'

	<b>Document/Validation Requirement</b>	<b>When required</b>
	Please provide <b>3 copies</b> of the following documents and plans if submitting on paper; 1 copy if submitting electronically:	
	Application form, fully completed, signed and dated	Must be provided in all cases
	Ownership and Agricultural Holdings Certificates (on application form)	Either Certificate A, B, C or D to be completed must be completed in all cases
	Location plan (ordnance survey based) at a scale of 1:1250 showing at least two main roads, surrounding buildings and should show the direction of North. The application site should be edged clearly with a <b>red line</b> and a blue line must be drawn around any other land owned by the applicant.	Must be provided in all cases
	Proposed site plan at a scale of 1:500 should clearly show the proposed development, include neighbouring properties, any proposed hardstanding and /or car parking	Must be provided in all cases
	Existing site plan at a scale of 1:500 should clearly show the existing features (hardstandings, accesses, car parking, etc) and include neighbouring properties	Must be provided in all cases
	Proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded	In all cases where property is being extended

	Existing floor plans at a scale of 1:50 or 1:100	In all cases where property is being extended
	Proposed elevation plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded drawings	Must be provided in all cases for elevations that will be altered by the proposed work and for any new buildings that form part of the application
	Existing elevation plans at a scale of 1:50 or 1:100	Must be provided in all cases for elevations that will be altered by the proposed work
	Proposed Roof Plan (to scale)	Must be provided if the proposal includes alterations or extensions to the roof
	Correct fee - £206	Must be provided in all cases unless an exemption applies
	Street scene elevations (to include adjacent buildings in full)	For any large extensions fronting or visible from the street
	Proposed internal elevations clearly showing features at a scale of 1:20	Must be provided where the proposed works affect the interior of the building
	Existing internal elevations clearly showing features at a scale of 1:20	Must be provided where the proposed works affect the interior of the building
	Design & Access statement (to include full details of materials to be used)	Must be provided in all cases. Please note that we will <u>not</u> be able to accept "to match existing" as sufficient detail of the proposed materials.
	Supporting Planning Statement including a Heritage Asset Statement (in respect of the listed building and also to include justification Statement for works within conservation area if the site is in or affects the setting of a	Must be provided in all cases

	conservation area)	
	Arboricultural Impact Assessment/Tree Survey	Required if any of the following apply: there are trees within 15m of the proposed works; there is a Tree Preservation Order (TPO); the application site is within a Conservation Area; the answer is 'yes' to the Trees and Hedges question on the application form.
	Arboricultural Method Appraisal	As above
	Flood Risk Assessment/drainage strategy	If site is within Environment Agency Flood Zones and relates to ground floors or basements.
	Section Drawings (to scale) – to show existing and finished levels	Where a proposal involves a change of ground levels and/or on sloping sites
	Drainage Strategy/ Sustainable Urban Drainage Systems (SUDS)	Must be provided where the property is being extended and/or the proposal includes any hardstanding
	Biodiversity Appraisal (Nature Conservation and Ecological Assessment)	Where the application site falls within or adjoins: <ul style="list-style-type: none"> <li>• Site of Special Scientific Importance (SSSI)</li> <li>• Site of Nature Conservation Interest (SNCI)</li> <li>• Special Areas of Conservation (SAC)</li> <li>• A site protected under the RAMSAR convention</li> <li>• Any semi natural habitat such as woodland, heath, reedbed, ponds, rivers or streams</li> <li>• Other than bats where</li> </ul>

		<p>there is evidence or record of any protected species on the site</p> <p>Where a property is being demolished; <u>or</u> extended to tie in with the roof space; <u>or</u> the roof space is being converted to create living accommodation and the site is adjacent to:</p> <ul style="list-style-type: none"> <li>• Green space such as protected wildlife site, fields, woodland, parks, golf courses, sports fields, rivers or large areas of gardens</li> <li>• Has an existing bat record, or subject to a report bat activity</li> </ul> <p>Further information can be found in the Dorset Biodiversity Protocol  <a href="https://www.dorsetforyou.com/401489">https://www.dorsetforyou.com/401489</a></p>
	<p>Bat or Barn Owl Survey</p>	<p>A Bat and/or Barn Owl Survey is required if:</p> <p><b>The application includes any building, or structure in any locality:</b></p> <ul style="list-style-type: none"> <li>• with an existing DERC bat roost, or barn owl record</li> <li>• where the presence of either roosting bats or barn owls have been reported on site by the applicant, or a third party</li> </ul> <p><b>Or any building, or structure over 5 years old:</b></p> <ul style="list-style-type: none"> <li>• with an enclosed roof space, or cellar, or similar feature, or agricultural barn <b>in a rural, or village, locality.</b></li> </ul> <p><b>Or any building, or structure over 5 years old:</b></p>

		<ul style="list-style-type: none"> <li>with an enclosed roof space, or cellar, or similar feature in a, <b>town, or urban locality</b>, that is located <b>immediately adjacent</b> to protected wildlife sites (e.g. SSSI, SNCI), woodlands, parks, watercourses, railway embankments, large areas of rough grassland / scrub, agricultural fields, large cemetery, golf course, or similar areas of green infrastructure.</li> </ul> <p><b>Where the application includes either the:</b></p> <ul style="list-style-type: none"> <li>Demolition of any building, or structure with an enclosed unconverted roof space, or cellar, or similar structure.</li> <li>Conversion of an attic space or barn / outbuildings (includes dormer window installation), or conversion of cellar.</li> <li>Extensions that tie into an existing enclosed roof space.</li> <li>Renovation of derelict building (structures with intact roofs, or cellars).</li> </ul> <p>Further information can be found in the Dorset Biodiversity Protocol <a href="https://www.dorsetforyou.com/401489">https://www.dorsetforyou.com/401489</a></p>
	Manufacturer's specifications	For new/replacement items e.g. windows, etc
	Photographs	Please include photos of any buildings and/or structures/features/items that would be demolished or removed (question 10)

		on the application form)
	Structural survey	Where a survey is available to support your explanation for proposed demolition work (question 9 on the application form)

## Validation Checklist for Householder Planning Application for relevant Demolition in a Conservation Area Consent

Please note that you should only use this application form and check list if the proposals include:

- a) relevant demolition of a substantial part of the main building or any outbuilding with a volume of more than 115 cubic metres or demolition of a gate, fence, wall or railing more than 1 metre high next to a highway (including a public footpath or bridleway) or public open space; or more than 2 metres elsewhere; **and**
- b) the property falls within a Conservation Area

You should **not** use this form and check list if the building is **listed**, is a **flat** or the proposals **do not** include relevant demolition.

Further guidance about validation requirements can be found in the ‘Householder Validation Requirements and Guidance – Planning Advice Note’

	<b>Document/Validation Requirement</b>	<b>When required</b>
	Please provide <b>2 copies</b> of the following documents and plans if submitting on paper; 1 copy if submitting electronically:	
	Application form, fully completed, signed and dated	Must be provided in all cases
	Ownership and Agricultural Holdings Certificates (on application form)	Either Certificate A, B, C or D to be completed must be completed in all cases
	Location plan (ordnance survey based) at a scale of 1:1250 showing at least two main roads, surrounding buildings and should show the direction of North. The application site should be edged clearly with a <b>red line</b> and a blue line must be drawn around any other land owned by the applicant.	Must be provided in all cases
	Proposed site plan at a scale of 1:500 should clearly show the proposed development, include neighbouring properties, any proposed hardstanding and /or car parking	Must be provided in all cases
	Existing site plan at a scale of 1:500 should clearly show the existing features (hardstandings, accesses, car parking, etc) and include neighbouring properties	Must be provided in all cases

	Proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded	In all cases where property is being extended
	Proposed elevation plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded drawings	Must be provided in all cases for elevations that will be altered by the proposed work and for any new buildings that form part of the application
	Proposed Roof Plan (to scale)	Must be provided if the proposal includes alterations or extensions to the roof
	Correct fee - £206 apart from applications that only relate to the removal of an unlisted building in a conservation area which are free	Must be provided in all cases unless an exemption applies
	Street scene elevations	For any large extensions fronting the street
	Design & Access statement	Only required for application sites in Conservation Areas where the proposed extension or buildings will create 100m <sup>2</sup> of new floor space. Please include details of proposed materials to be used in the statement.
	Supporting Planning Statement including a Heritage Asset Statement (Justification Statement for works within conservation area)	Must be provided in all cases
	Arboricultural Impact Assessment/Tree Survey	Required if any of the following apply: there are trees within 15m of the proposed works; there is a Tree Preservation Order (TPO); the application site is within a Conservation Area; the answer is 'yes' to the Trees and Hedges question on the application form.

	Arboricultural Method Appraisal	As above
	Flood Risk Assessment/drainage strategy	If site is within Environment Agency Flood Zones and relates to ground floors or basements.
	Section Drawings (to scale) – to show existing and finished levels	Where a proposal involves a change of ground levels and/or on sloping sites
	Drainage Strategy/ Sustainable Urban Drainage Systems (SUDS)	Must be provided where the property is being extended and/or the proposal includes any hardstanding
	Biodiversity Appraisal (Nature Conservation and Ecological Assessment)	<p>Where the application site falls within or adjoins:</p> <ul style="list-style-type: none"> <li>• Site of Special Scientific Importance (SSSI)</li> <li>• Site of Nature Conservation Interest (SNCI)</li> <li>• Special Areas of Conservation (SAC)</li> <li>• A site protected under the RAMSAR convention</li> <li>• Any semi natural habitat such as woodland, heath, reedbed, ponds, rivers or streams</li> <li>• Other than bats where there is evidence or record of any protected species on the site</li> </ul> <p>Where the existing house is being demolished and the site is adjacent to:</p> <ul style="list-style-type: none"> <li>• Green space such as protected wildlife site, fields, woodland, parks, golf courses, sports fields, rivers or large areas of gardens</li> </ul>

		<p>Further information can be found in the Dorset Biodiversity Protocol  <a href="https://www.dorsetforyou.com/401489">https://www.dorsetforyou.com/401489</a></p>
	<p>Bat or Barn Owl Survey</p>	<p>A Bat and/or Barn Owl Survey is required if:  <b>The application includes any building, or structure in any locality:</b></p> <ul style="list-style-type: none"> <li>• with an existing DERC bat roost, or barn owl record</li> <li>• where the presence of either roosting bats or barn owls have been reported on site by the applicant, or a third party</li> </ul> <p><b>Or any building, or structure over 5 years old:</b></p> <ul style="list-style-type: none"> <li>• with an enclosed roof space, or cellar, or similar feature, or agricultural barn <b>in a rural, or village, locality.</b></li> </ul> <p><b>Or any building, or structure over 5 years old:</b></p> <ul style="list-style-type: none"> <li>• with an enclosed roof space, or cellar, or similar feature in a, <b>town, or urban locality</b>, that is located <b>immediately adjacent</b> to protected wildlife sites (e.g. SSSI, SNCI), woodlands, parks, watercourses, railway embankments, large areas of rough grassland / scrub, agricultural fields, large cemetery, golf course, or similar areas of green infrastructure.</li> </ul> <p>Further information can be found in the Dorset</p>

		Biodiversity Protocol <a href="https://www.dorsetforyou.com/401489">https://www.dorsetforyou.com/401489</a>
	Manufacturer's specifications	For solar panels or windows, etc
	Photographs	Including photos of any buildings and/or structures that would be demolished can help to explain your application
	Structural survey	Where a survey is available to support your explanation for proposed demolition work (question 11 on the application form)