

Cotswold District Council

Householder guide to preparing and submitting a planning application

July 2019

Getting it right first time

If you are thinking about extending your home, constructing an outbuilding or undertaking other works to your dwelling you may need planning permission.

Check if you need planning permission at the [Planning Portal](#). If you consider that you do not need planning permission but would like formal confirmation of this, you can apply for a lawful development certificate.

If your project **does** need planning permission then you will need to submit a householder planning application.

This document seeks to help ensure that all the required information is provided when you submit your application.

What do you need to submit?

Applications can be made online via the Planning Portal: www.planningportal.gov.uk

Alternatively application forms can be downloaded [here](#) and either emailed to planning.mail@publicagroup.uk or posted to Cotswold District Council, Development Management, Trinity Road, Cirencester, Gloucestershire, GL7 1PX.

Required document	Information required
<p>A householder planning application form should be completed.</p> <p>(If your property is also LISTED please complete the householder and listed building application form)</p>	<ul style="list-style-type: none">• Make sure it is signed and dated with all the correct parts completed (including the ownership certificates)
<p>Location Plan (A4 or A3 paper size)</p>	<ul style="list-style-type: none">• Ordnance Survey based, at a scale of 1:1250 or 1:2500• Up-to-date, with north marked and must cover a large enough area to enable the location to be easily found• A Red outline should be put around the boundary of your house including any garden• A Blue outline should go around any other land you own (that is not your house or garden).

<p>Existing and Proposed Site Block Plan (A4 or A3 paper size) at a scale of at least 1:500</p>	<ul style="list-style-type: none"> • The existing site plan must show the existing house, any existing outbuildings, existing boundary treatments and any trees within the 'red' line and outline of any neighbouring properties • The proposed plan must show the proposed extension or outbuilding in relation to the site boundaries and other existing buildings on the site, any trees to be retained, any new boundary walls or fencing proposed. • The plans should show existing and proposed parking arrangements and any changes to the existing access to the highway
<p>Existing and proposed elevations and floor plans (A4 or A3 paper size) at a scale of 1:50 or 1:100</p>	<ul style="list-style-type: none"> • If external changes are proposed to the dwelling or outbuilding all sides of the building must be shown and labelled as existing and then as proposed with the changes shown. • Floor Plans should detail any changes to the internal layout and show the existing and proposed uses of each room
<p>Heritage Statement</p> <p>You WILL need this if your property is LISTED</p>	<ul style="list-style-type: none"> • This should describe the significance of the heritage asset (listed building) and demonstrate how it is affected by the proposals. The level of detail in a heritage statement is dependent on the nature of the works proposed.
<p>Design and Access Statement</p> <p>You will need this is you are creating more than 100sqm of floorspace</p>	<p>Further advice on what information should be included within a Design and Access Statement can be found <u>here</u>.</p> <p>Please note that details of existing surface water drainage systems should be included.</p>

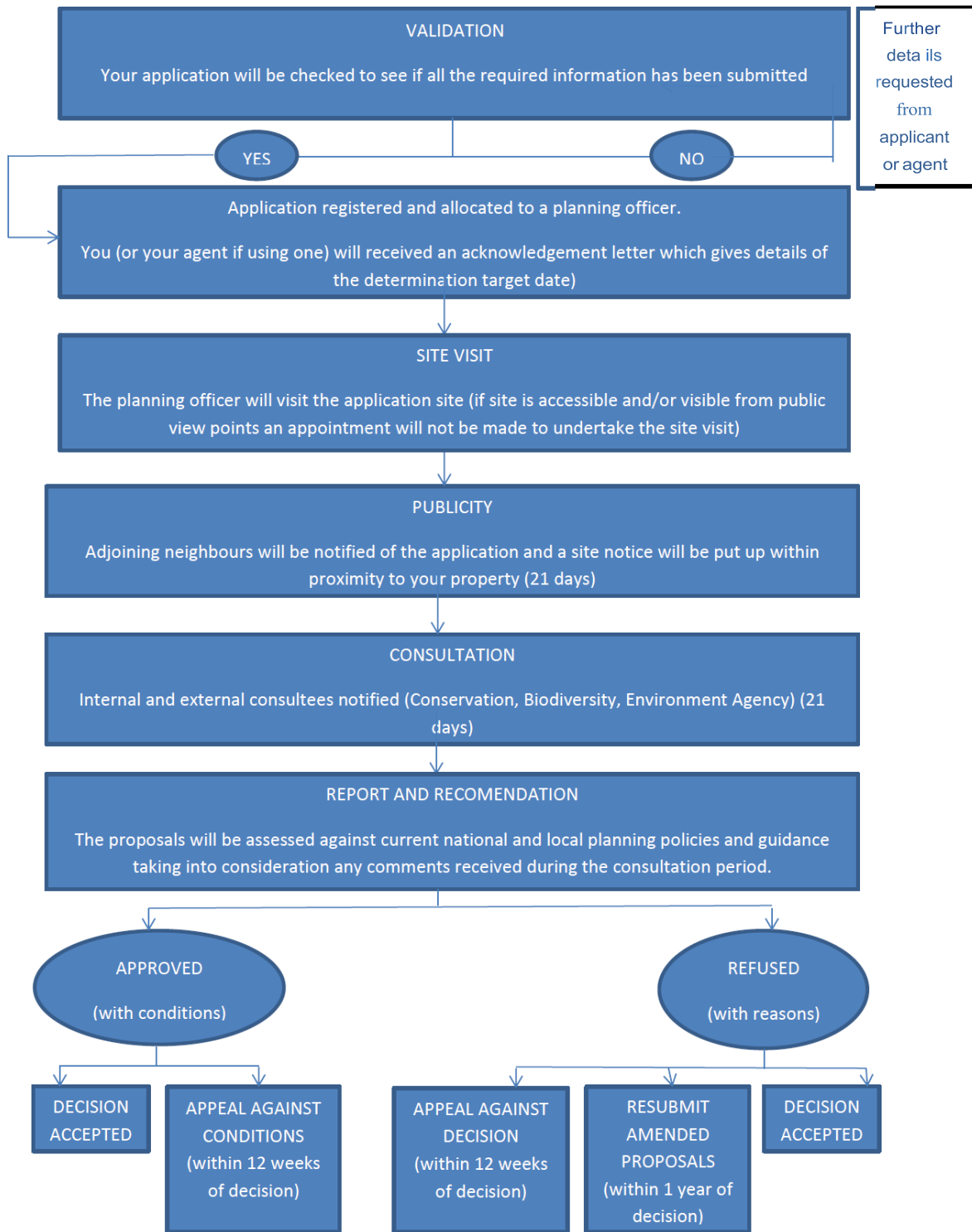
<p>Community Infrastructure Levy (CIL)</p>	<p>Any application that creates residential floorspace (including conversions and replacements) might be liable to pay CIL.</p> <p>You will need to complete the following forms and submit these with your application if the above applies:</p> <ol style="list-style-type: none"> 1. CIL Form 1 – Additional information (PDF) <p>If Form 1 indicates your application is CIL liable, the following form must also be submitted to validate the application.</p> <ol style="list-style-type: none"> 2. CIL Form 2 – Assumption of liability (PDF) <p>Further advice can be found here.</p>
<p>Correct fee</p>	<ul style="list-style-type: none"> • Planning Portal Fee Calculator

In addition to the above the following may also be required under the ‘local validation’ requirements.

<p>Document</p>	<p>Information required</p>
<p>Archaeological Assessment</p> <p>Required for development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest</p>	<p>Further advice on what information is required can be found here</p>
<p>Biodiversity Survey and Report</p>	<p>If your development affects the roof of an existing building you may need to check for any impacts on bats.</p> <p>If the works are within close proximity to a pond or watercourse you may need a biodiversity survey.</p> <p>Further advice is available here:</p> <p>Ecological Assessments</p>

<p>Daylight/Sunlight Assessment</p> <p>If your proposals would potentially result in loss of light or overshadowing to your neighbours dwelling or their gardens or amenity space you may need to carry out a daylight/sunlight assessment</p>	<p>Further guidance is provided in the British Research Establishments guidelines on daylight assessments.</p>
<p>Flood Risk Assessment/Drainage Strategy</p> <p>Householder extensions or outbuildings within flood zone 1 generally do not require a flood risk assessment.</p>	<p>You should follow the Environment Agency's <u>standing advice</u> if you're carrying out a flood risk assessment of a development classed as:</p> <ul style="list-style-type: none"> • a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3
<p>Tree Survey/Arboricultural Plan and Assessment</p>	<p>If your proposal involves development (including hard surfacing, structures, site set up, utilities, excavations or changes in ground level) within proximity of any tree or hedge with a stem diameter greater than 75mm when measured at 1.5m above ground level that may impact upon that tree (including its roots) May require a tree survey to be carried out.</p> <p>This information should be prepared by a qualified Arboriculturist.</p>

What happens once you have submitted your application?



HOUSEHOLDER APPLICATION TARGET 8 WEEK DETERMINATION PERIOD

Planning Conditions

If your planning permission includes **conditions** these may require a separate application for the 'discharge of planning conditions'.

This will be for the provision of additional information such as "sample materials", "drainage details", "design details" etc.

Please note if you do not comply with your conditions appended to your planning approval or if you do not provide information to discharge planning conditions this may invalidate your permission and liable to enforcement action.

Building Regulations

Do not forget that your proposals may also need consent under building regulations. This will be about how any extension or building is going to be built, for example the levels of insulation, drain routes etc.

For more information contact [Cotswold District Council Building Control](#).

Amended 25.02.2020 to reflect website link changes.