



## Householder Planning Applications – Information and Requirements

The information in this document relates to householder applications only. It does not include Conservation Area Consent, Listed Building Consent or applications to erect dwellings in the garden of an existing property, for which the requirements and fees will be different.

In some cases, a planning application may not be required for alterations or extensions to a dwellinghouse. For further information please visit the Planning Portal on [www.planningportal.gov.uk](http://www.planningportal.gov.uk). Our Planning Officers also provide advice as to whether something requires planning permission or not.

**As of January 2018, the fee for a householder planning application is £206. Payment can be made in cash at the One Stop Shop, by card over the phone on 01536 464167, or by cheque, made payable to Corby Borough Council.**

The council requires **FOUR** copies of all forms and supporting documents unless the application is being submitted electronically. For a householder application we require the following as a minimum:

- 4 x copies of the completed Planning application form and Certificate
- 4 x copies of an Ordnance Survey based site location plan, often at scale 1:1250\*
- 4 x copies of an Ordnance Survey based site layout (or block) plan\*
- 4 x copies of floor plans and elevations (existing and proposed) incorporating site levels and finished floor levels.
- 4 x copies of a Design and Access Statement (only applicable where properties are in a Conservation Area)

\*Site Location and Site Layout plans **must** be originals; we cannot accept photocopies of property deed plans for copyright reasons. If you are unable to obtain Ordnance Survey based plans, the council can supply them for an additional fee. Please call 01536 464179 for queries related to Ordnance Survey plans.

The following information details what is required from the plans, drawings and documents stated above. If you have any questions related to this, please contact Planning Services on 01536 464167.

## Householder Applications

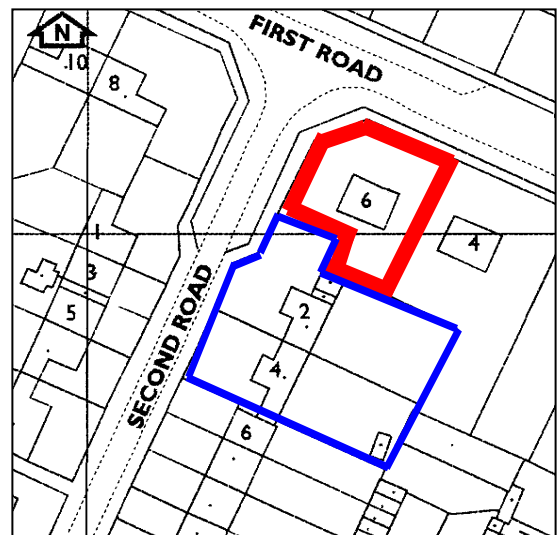
### 1. Requirements for Plans, Drawings and Documents

- Plans and drawings must be drawn to an appropriate metric scale.
- Scaling should be associated with sheet size so that it is clear when documents have been enlarged or reduced. An acceptable format is for the scale to be shown as 1:100 @ A1 / 1:200 @ A3. This applies equally to paper submissions which may be forwarded electronically for consultation.
- Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings.
- Dimensions shown on key elements of the proposal avoid the need for reliance on scaling.
- Drawings must be accurate. Statements such as "Do not scale" or "Not to scale" call into question the accuracy of the drawing and cannot be accepted.
- Where documents are being submitted electronically, they should be as small as possible to ensure easy transfer and transmission (individual documents should be no larger than 5MB).
- Printed paper documents will be scanned in black and white and transmitted electronically. Please bear this in mind when shading or colouring.

### 2. Drawings Necessary to Describe

Plans to identify the site (location plan) – for applications other than tree works.

- The application site (including access to the highway) must be shown by **red** edging; any adjoining land that you have an interest in should be edged in **blue**;
- The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an Ordnance Survey based map to a scale of 1:1250 or 1:2500 will be adequate.
- Should normally be A4 sized;
- Include a "North" point;
- Show surrounding buildings; and
- Must show two named roads, or one road and an obvious geographical feature



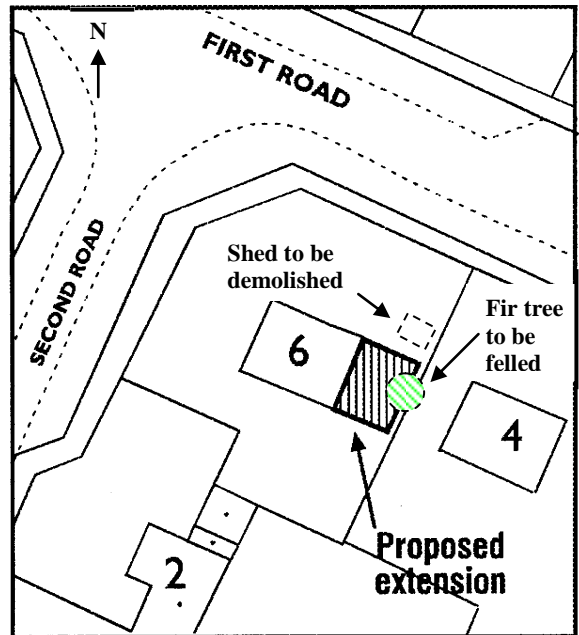
Scale 1:1250

### Site layout / block plan

The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200, although for particularly large sites, other scales may be more appropriate). If in doubt, check. All site layout / block plan to include a "North" point.

The plan should show your proposals for:

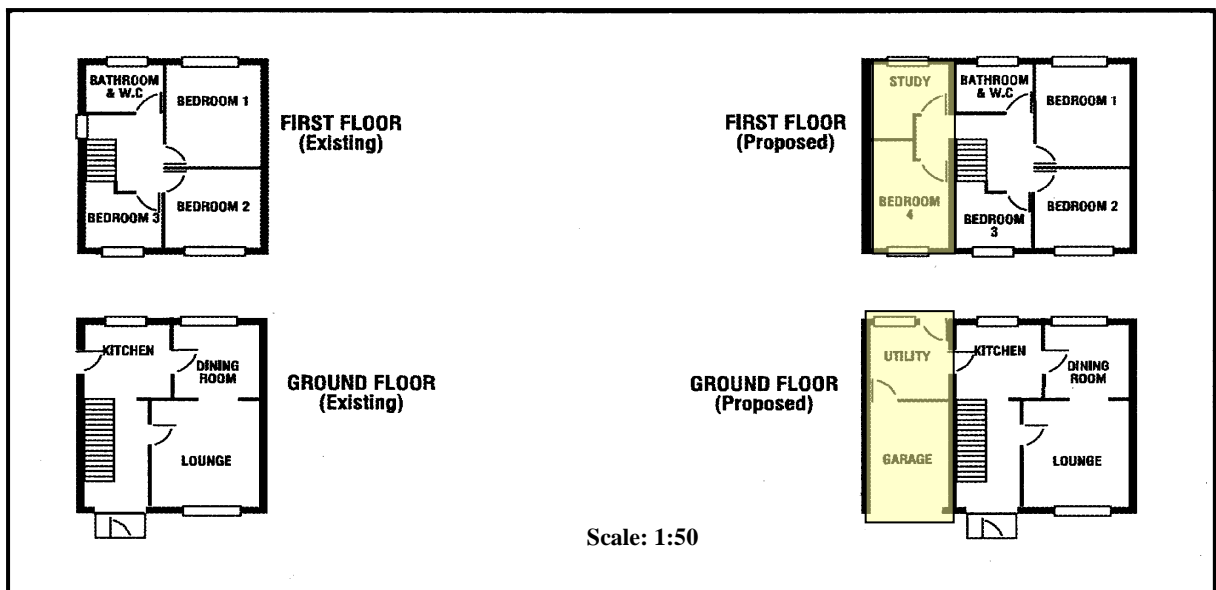
- the new works in relation to the site boundaries and other buildings within and surrounding the site;
- new buildings should be shown in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site;
- on-site access, parking, and turning arrangements and facilities for cycle parking;
- vehicle access visibility splays at the highway boundary;
- the species, position and spread of all trees within 12 metres of any proposed building works;
- the extent and type of any hard surfacing;
- boundary treatment (including all heights and materials);



Scale 1:500

Floor plans - for applications altering / creating floor space or use of floor space.

These should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc. They should normally be to a scale of 1:50 or 1:100.

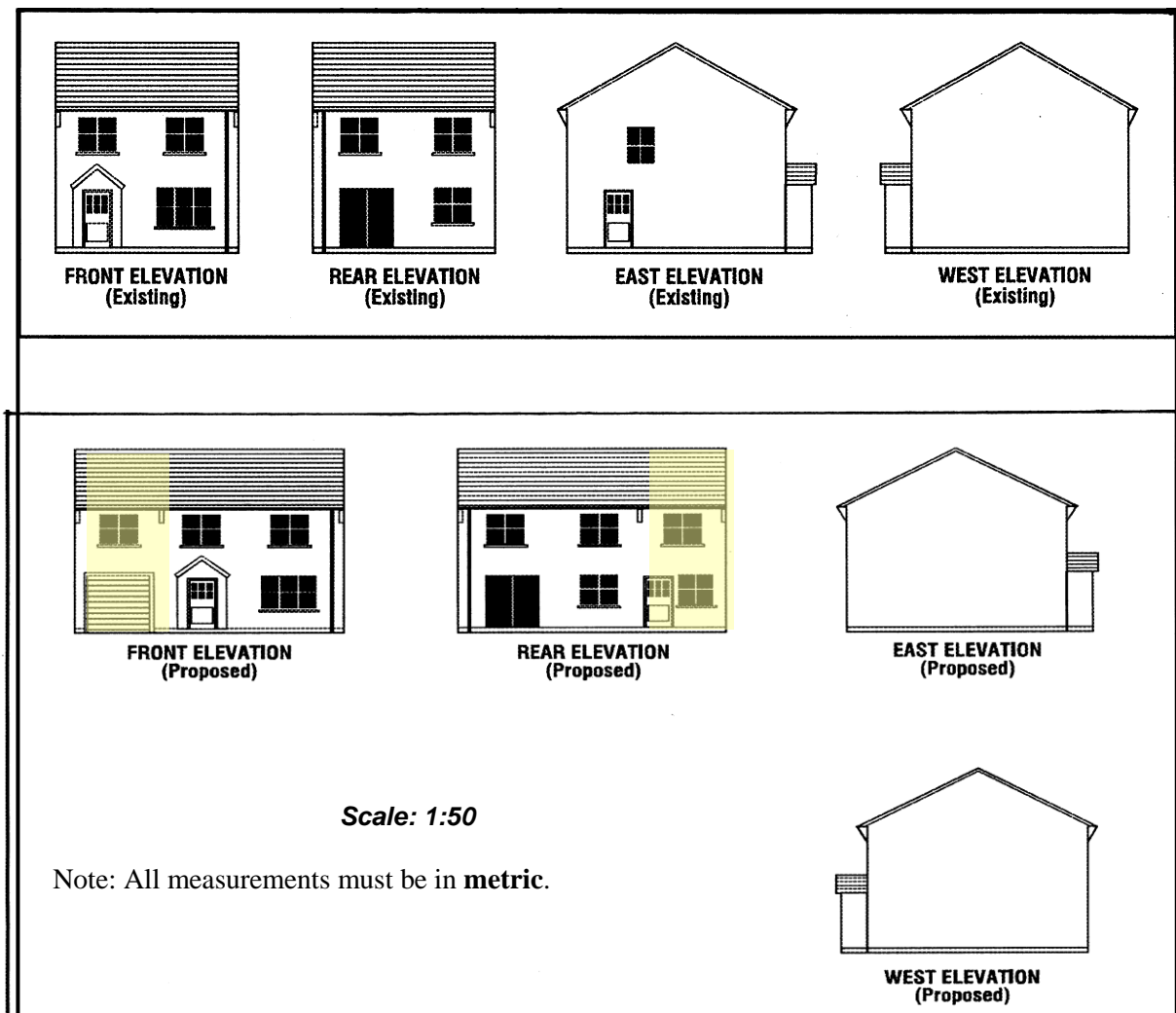


Scale: 1:50

Elevations - for applications erecting or altering the exterior of buildings. These should normally be drawn to 1:100 scale, or 1:50 for small buildings. These should show all faces of the building affected by the works, including blank walls.

Where the elevation adjoins or is in close proximity to another building, drawings should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading etc.

Each elevation should be labelled to show its compass orientation.



Site Levels, Site Cross Sections and Finished Floor Levels

It is necessary for applications to demonstrate how proposed buildings and extensions relate to existing site levels and neighbouring development. 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. Levels should also be taken into account in the formulation of design and access statements.

### Site survey

This should show existing:

- Built features including walls, buildings and other structures
- Natural features on or close to the site including trees, hedges, ponds and water courses

### **3. Design and Access Statements**

For households in Conservation Areas, a Design and Access Statement will also be required, which should cover the following points:

#### Windows and doors

- What styles and materials are you proposing? Do they match the existing?
- What are the sizes and positions and do they match the existing?
- Are the proposals in keeping with the original symmetry and patterns?

#### Materials

- How are the proposed materials in keeping with the original property?
- If you are using modern materials, how do these complement the existing?

#### Detailing

- What architectural detailing will be repeated (if appropriate)?

#### Trees and hedges

- How will you take into account existing trees and hedges?

#### Access

- Are any alterations proposed to the existing access to the site?
- Will any alterations affect emergency access to the site?
- Will there be any requirement for the provision / improvement / addition of disabled access and facilities?

**AND ANY OTHER PLANS NECESSARY TO DESCRIBE THE PROPOSALS.**