

National and Local Planning Application Requirements
Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

Check List

<input type="checkbox"/>	Completed form (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
<input type="checkbox"/>	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}including:	
<input type="checkbox"/>	Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
<input type="checkbox"/>	Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Roof plans (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
<input type="checkbox"/>	Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
<input type="checkbox"/>	Design and Access Statement
<input type="checkbox"/>	The appropriate fee
<input type="checkbox"/>	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/ or published in accordance with this Article and this Regulation

Note:

Design and Access Statement may include: Highway Statement/Assessment, Environmental Statement, Supporting Planning Statement and Sustainability Appraisal.

The Design and Access Statement should include evidence of sustainable design consideration, Energy efficiency/Renewable Energy statement, Policy and Conservation Area assessment.

	Requirement	Threshold
<input type="checkbox"/>	Air quality assessment.	Where the development is proposed inside, or adjacent to an air quality management area (AQMA),
<input type="checkbox"/>	Biodiversity survey and report (Ecology Report)	All applications
<input type="checkbox"/>	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications - may be included in Design and Access Statement
<input type="checkbox"/>	Parking Provision	To be shown on site layout plan
<input type="checkbox"/>	Structural Survey	When the justification for demolition is based on structural condition / soundness
<input type="checkbox"/>	Tree survey/Arboricultural implications	Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).

For clarification

- the block plan shall include both existing and proposed development.
- All plans shall include critical dimensions