



## Householder application & Listed Building Consent for works or extension to a dwelling

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). Alternatively online applications can be made via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

**Once you have completed this checklist please send it or a copy to us with your application.**

Information required	Tick when provided
<b>Completed Application Form</b> Including a signed ownership certificate (either A, B, C or D)).	
<b>Heritage / Historic Environment Statement</b> For further information – <a href="#">Heritage / Historic Environment Statement</a>  This can also be supported by photographs of the building (internal and external) and elements that are to be affected by the proposals.	
<b>Design and Access Statement</b> <a href="#">Design and Access Statement Advice</a>	
<b>Correct Fee :</b> <ul style="list-style-type: none"> <li>• <a href="#">CDC web-site Planning Fees page</a></li> <li>• <a href="#">Planning Portal Fee Calculator</a></li> </ul>	
<b>Plans Required (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b> For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a>	
<b>Location Plan:</b> Ordnance survey based, at a scale of 1:1250 or 1:2500. <ul style="list-style-type: none"> <li>• Up-to-date, with north marked, and sufficient to locate the site.</li> <li>• <b>Red</b> outline to application site.</li> <li>• <b>Blue</b> outline to other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found.</li> </ul>	
<b>Existing and proposed Block Plan:</b> at a scale of at least 1:500. <ul style="list-style-type: none"> <li>• The existing plan must show the existing structures, boundary treatments, trees etc on the site</li> <li>• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li> </ul>	



<ul style="list-style-type: none"> <li>Any trees or public rights of way affected by the development should be shown</li> <li>Any new boundary walls or fencing proposed as part of the development</li> <li>Parking areas</li> </ul>	
<p><b>Existing and Proposed Elevations</b> at a scale of 1:50 or 1:100.</p> <ul style="list-style-type: none"> <li>Show the proposal in relation to the existing site and adjacent buildings</li> <li>All sides of the proposal must be shown and labelled.</li> </ul>	
<p><b>Existing and Proposed Floor Plans</b> at a scale of 1:50 or 1:100.</p> <ul style="list-style-type: none"> <li>These should highlight any walls to be demolished and show the uses of the rooms</li> </ul>	
<p><b>Roof Plans</b> at a scale of 1:50 or 1:100. Showing the shape of the roof and any materials, roof lights, flues etc.</p>	
<p><b>Site Sections, Finished Floor and Site Levels</b> at a scale of 1:50 or 1:100. Where a proposal involves a change in ground levels the plans should show the existing and finished levels and the relationship to neighbouring development. Levels should be related to a fixed point datum. The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels. Gradients and retaining structures should be shown together with information regarding drainage. If significant quantities of material are to be imported or exported, details should be provided of source / destination, nature of material and volume.</p>	
<p><b>Additional information that may be required</b></p>	<p><b>Tick when provided</b></p>
<p><b>Heritage / Historic Environment Statement</b> Additional information may also be required where the proposals affect other designated or undesignated heritage assets, including archaeologically sensitive areas (e.g. Scheduled Monuments) or historic landscapes (e.g. registered parks). For further information – <a href="#">Heritage / Historic Environment Statement</a></p>	
<p><b>Listed Building Drawings</b> at a scale of not less than 1:20</p> <ul style="list-style-type: none"> <li>To show windows, panelling, fireplaces, plaster moulding etc.</li> <li>1:5 sections may be required e.g. for glazing bar/ cill sections.</li> </ul>	
<p><b>Archaeological Assessment</b></p> <ul style="list-style-type: none"> <li>When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest</li> </ul> <p>Further advice can be found <a href="#">here</a>.</p>	
<p><b>Air Quality Assessment</b></p> <ul style="list-style-type: none"> <li>If you are proposing the installation of a biomass boiler please complete the following <a href="#">form</a>.</li> </ul> <p>Further information regarding air quality can be found <a href="#">here</a>.</p>	
<p><b>Biodiversity Survey and Report</b> Required if an important wildlife site, habitat, natural feature or species could be affected. Advice is available from the Council website: <a href="#">When is an assessment required?</a> and <a href="#">What information is needed?</a></p>	
<p><b>Daylight/Sunlight Assessment</b> - Required to show the impact of the proposal on</p>	



neighbouring gardens and rooms if the proposal is: <ul style="list-style-type: none"><li>• Greater than single storey in height or</li><li>• A single storey proposal that is likely to have significant impact.</li></ul>	
<b>Flood Risk Assessment/Drainage Strategy</b> Required where the site is located within a flood risk zone 2 or 3. Existing and proposed floor levels or other flood proofing details may be required. Information on flood risk zones is available at <a href="#">Environment Agency Advice</a> .	
<b>Structural Survey</b> A survey of the building, including information on efforts to retain the structure in a sustainable condition.	
<b>Tree Survey/Arboricultural Impact assessment</b> in accordance with the guidance in <i>British Standard 5837 Trees in relation to design, demolition and construction – Recommendations</i>  - Required for any proposal involving development (including hard surfacing, structures, site set up, utilities, excavations or changes in ground level) within 15m of any tree protected by a Tree Preservation Order or within 10m of any other tree that measures either 5m or over in height or is 250mm or more in trunk diameter (trunk measured at 1.5m above ground level) This information should be prepared by a qualified Arboriculturist. Advice is available from the Council website: <a href="#">Trees &amp; Development Control</a>	

**Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**