Householder Development Proposals requiring Planning Permission only

| DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable. All drawings MUST include the following information: |
| The scale of the drawing must be a metric scale (e.g. 1:100, 1:200). A scale bar indicating a minimum of 0-10m. |
| Indicate the direction of North on layout and/or location plans. |
| Have a title to identify the development and subject of the drawing (e.g. Residential development at A Road, Oxted – Site Layout). With the exception of the red edged site plan have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B). |
| Where drawings are not sufficiently to scale annotation against the drawing to indicate all key external dimensions. |
| If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb. |

A minimum of 3 copies plus the original of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

National Requirement - Documents that must be included with your application:

- Correct Fee
- Application Form, completed, signed (unless submitted electronically) and dated
- Ownership Certificate:
  - A (included in Application Form: the applicant owns the land) OR
  - B (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) OR
  - C (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) OR
  - D (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- Agricultural Holdings Certificate
- Site Location Plan (Scale 1:1250 or 1:2500) with the application site outlined in red and any other land owned by the applicant outlined in blue
- Site Layout Plan/Block Plan (Scale 1:100 or 1:200) if location of development unclear from other plans submitted
- Proposed Elevations (Scale 1:50 or 1:100)
- Proposed Floor Plans (Scale 1:50 or 1:100)
- Proposed Roof Plans (Scale 1:50 or 1:100)
- Existing elevations, floor plans and roof plans where this assists in understanding the proposal (Scale 1:50 or 1:100)
- Design & Access Statement¹ (only required where an extension and/or building(s) are to be provided where the floor space to be created by the development is in excess of 100sq.m and within a conservation area)

**LOCAL REQUIREMENT** - you need to check whether you require this. If you need it and fail to provide it your application will be invalid and cannot be processed.

☐ Yes ☐ No

Does your proposal require the submission of a Flood Risk Assessment (FRA)? The Environment Agency has identified areas that are at risk of flooding. The location of these areas is available on the Environment Agency's web site [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk), or from the Council.

An FRA is required for every application in Flood Zones 2 or 3. However, the level of detail needed will depend on what the application is for. Further guidance is available on the Environment Agency’s website by searching for ‘Flood Risk Standing Advice’ and in Planning Policy Statement 25.

☐ If yes, please provide a Flood Risk Assessment. Advice on the content of a FRA can be found in Planning Policy Statement 25.

Other items to consider when making your application (failure to provide this information will not make your application invalid but it is likely that the Council will not have enough information to determine your application, which may mean your application would have to be withdrawn or refused).

☐ Yes ☐ No

Will your proposal involve building, excavation, movement of vehicles or storage of materials within 5 metres of the crown spread of any tree?

☐ If yes, please provide a plan (Scale 1:200) accurately showing the position of the tree(s) in relation to the proposed works and an assessment of the implications for the work on the tree(s)

☐ Yes ☐ No

Is your proposal for a wind turbine(s) and/or solar panel(s)?

☐ If yes, please provide the manufacturer’s specification (including noise levels measured in decibels for wind turbines).
Does the proposal involve the formation of a new vehicular access?

☐ If yes, please provide a plan (Scale 1:100 or 1:200) showing the dimensions and the position of the new access and a plan (Scale 1:100 or 1:200) showing the dimensions and the visibility splays of the new access.

Does the proposal involve the provision of new car parking?

☐ If yes, please provide a plan (Scale 1:50 or 1:100) of the parking layout, including the number of spaces.

Does your ownership status require you to complete Ownership certificates B, C or D?

☐ If yes, please enclose a copy of the notice you have served and/or placed in the local newspaper.

Is your proposal within a Conservation Area or an extension to/building within the garden of a Listed Building?

☐ If yes, please provide a short written statement setting out how the proposal has been designed to preserve or enhance the listed building/conservation area. As a minimum this should describe why a particular appearance and materials have been chosen.

Community Infrastructure Levy (CIL)

☐ Is the new build floorspace (including extensions and replacement) of 100 sq ms or above?

AND/OR

☐ Are there proposals for one or more new dwellings either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

☐ If yes, you need to complete and submit the CIL Additional Information Form, CIL Calculation Tool - see Council’s Website and CIL Assumption of Liability

The Council may require any of the following in order to determine your application and as such you may wish to submit such details with your application. If in any doubt make use of the Council’s pre-application advice service where the requirements for an application can be discussed. Details of this service can be found here: www.tandridge.gov.uk/Planning/PlanningApplications/preapplicationdiscussions.htm

- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Noise Impact Assessment
- Parking Provision and Access Arrangements, including disabled facilities
• Photographs/photomontages
• Plans showing key dimensions of proposal (e.g. depth and width) and distances to site
• Boundaries and adjoining buildings and feature
• Planning Statement
• Tree survey/Arboricultural implications