



BEFORE YOU START

If you're in the midst of preparing to apply for planning permission for your home, it can seem like there are lots of elements to consider and compile. To help you stay on track with this stage of your project, we've put together a checklist below, with everything you'll need to submit your application successfully, as well as some helpful tips to read through as you're doing so.

Top Tip: If you're not sure whether your project needs planning permission, you can find a breakdown of projects which require this [here](#).

Important: The planning approval process varies between England, Wales, Scotland and Northern Ireland - the information below is up to date for England only. Please note, if your project concerns a Listed Building, or is located in a Conservation Area, please refer to our FAQ at the end of this document for more information on this.

Every application will be need to made online, via the Planning Portal. To start, click [here](#).

STEP 1: APPLICATION FORM

The Standard Application Form is the basis of the application, and is where you'll need to input all the key background details for your proposed project. This includes:

- | | |
|---|--|
| <input type="checkbox"/> Applicant name and address
<i>If this is different to where your proposed project is sited</i> | <input type="checkbox"/> Parking
<i>Inform your Council of changes in number of parking spaces</i> |
| <input type="checkbox"/> Agent name and address
<i>If you are completing the application on someone else's behalf</i> | <input type="checkbox"/> Materials
<i>Summarise the external materials your project will use, from window frames to walls</i> |
| <input type="checkbox"/> Description of proposed works
<i>A short description of your project's materials, use, shape and size</i> | <input type="checkbox"/> Declaration
<i>Sign to confirm that the information in your application is accurate.</i> |
| <input type="checkbox"/> Site address | <input type="checkbox"/> Site Visit
<i>The Council will likely want to visit your project to verify your application</i> |
| <input type="checkbox"/> Right of way and access
<i>Proof that you have access to the site from a suitable road</i> | |
| <input type="checkbox"/> Pre-application advice | |
| <input type="checkbox"/> Trees and hedges
<i>Many trees are protected, and you may need permission to fell them.</i> | |

STEP 2: DRAWINGS

For all applications, the drawings help the planning officers to identify what you're proposing and how this relates to the properties or land around you.

Top Tip: All drawings should be attached as .pdf files and must be no larger in 10MB in file size. Other files types that will likely be accepted are .jpg, .doc and .xls files.



STEP 2: DRAWINGS

Planning applications will require two plans to be submitted:

- Location plan
*This shows the site area and its surrounding context
The drawing should be scaled at 1:1250 or 1:2500 and include a North point
The site should be outlined in red*
- Site plan (sometimes known as a block plan)
*This shows your proposed project in detail
The drawing should be scaled at 1:200 or 1:500 and include a North point*

A strong application would also include the following, at a suitable scale (1:100 or 1:50):

- Proposed elevations
Drawings showing what the front, back or sides of your project look like.
- Proposed floor plans
Drawings showing the interior layout of your proposed project
- Proposed section
Drawings showing a vertical cut-through your project
- Drawings of the current, existing building

Top Tip: The clearest way to show this information is to label existing drawings as such, and set them side by side with the proposed, using the same scale for both.

STEP 3: SUPPORTING DOCUMENTS

In addition to drawings, the planning application requires you to submit the following documents:

- An ownership certificate (A, B, C or D)
This must be completed to disclose the ownership of the property. The type of certificate you need will depend on your knowledge of the ownership of the site.
- Agricultural holdings certificate
This is required whether or not the site includes an agricultural holding. In England, these are merged with the ownership certificate.
- Design and access statement
This is required only for Listed Buildings Consent Applications, or if your property is located in a Conservation Area

STEP 4: THE FEE

The fee for each planning application is payable at the end of the online application, or by bank transfer, telephone or cheque. In England, the fee is **£462** for one home and an application for an extension in England costs **£206**. The Planning Portal's '[Planning Cost Calculator](#)' can help you work out the cost of your planning project.



DON'T FORGET: FAQs & TOP TIPS

What are local level requirements?

In addition to the National Requirements in the checklist, some local councils may require you to submit additional drawings or supporting documents, depending on where you live.

You can easily find out which extra information your local council might be expecting, via the Planning Portal [here](#).

What if my project is on a Listed Building or in a Conservation area?

If you have a property with special considerations such as having a Listed status, or being within a Conservation Area, we recommend setting aside about 20% more time, to identify the appropriate application (e.g. Listed Building Consent) which will need to be applied for in addition to planning permission.

I've put in my application, what can I expect now?

You should find out if your planning application has been approved after eight weeks.

What if my application is unsuccessful?

The Local Authority must give written reasons as to why the application was refused. You can then either appeal the decision, retract your application or in some instances, modify the application free of charge within 12 months.

To decide which route to take, it is important to carefully review the Council's comments first, and then considering the impact these would have on your design.

How long does planning permission last?

Unless your permission states otherwise, it will remain valid for three years from the date that full consent is granted to the begin construction.

If you're unsure about your application, or have questions as to any of the above requirements, our team of architects and designers at Home & Maker are always happy to help.

Find out more at www.homeandmaker.com or get in touch at contact@homeandmaker.com