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Householder Application for Planning Permission for Works or Extension to a Dwelling

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

We encourage the use of the Planning Portal as it's quicker and easier and involves no printing by you, no postage costs, 24 hours a day service for submitting applications, the ability to create an electronic location plan, add any attachments to your submission and it calculates your fee.

Apply online now on the Planning Portal

If you prefer to submit your application in paper form you can print paper versions here. Please note, we only require 2 copies of the forms, plans and accompanying documents rather than 3 copies stated on the Planning Portal.

National Application Requirements

Application Form • Householder Application for Planning Permission for Works or Extension to a Dwelling	☐

Certificates
• The completed ownership certificate (A, B, C or D) as appropriate
  o If ownership certificate B is completed, Notice 1 is required
  o If ownership certificate C is completed, Notices 1 and 2 are required
  o If ownership certificate D is completed, Notice 2 is required
• Agricultural Holdings Certificate must be completed
	☐
	☐

Application Fee • You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid Details of current fees for all application types can be found at www.birmingham.gov.uk/planningfees	☐
Location Plan • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North	☐
Site Plan	☐

• At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) • Show the direction of North • Show the development in relation to adjoining properties	
Design and Access Statement • Not required unless the property is Listed or within a Conservation Area – See Design and Access Guidance Note	☐

Local Application Requirements

Plans and Drawings	
• **Size and Scale** – Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan	☐
• **Existing drawings** will not be required provided that the proposed drawings clearly show the proposed works	☐
• All sides of the proposal should be shown	☐
• Where a proposed elevation adjoins another building or is in close proximity, the drawings should show this relationship	☐
• Plan showing elevations and layout details for all visible elevations	☐
If boundary treatment is proposed	
• Details of the proposed boundary treatment should be shown on the 1:500 site plan e.g. fencing	☐
• Details including the height/design and materials	☐
If a Vehicular Access is proposed	
• Details of the position of crossing access can be shown on the 1:500 site plan	☐
Archaeological Assessment • When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement)	☐
Heritage Statement • When the development affects a designated heritage asset (listed building, registered park or conservation area), or non-designated heritage asset (other than a heritage assets of archaeological interest) or their settings (regardless of the need for a Design and Access Statement)	☐
Parking and Access Details • All applications where parking / access are part of the proposal.	☐
Tree survey / arboricultural statement • All planning applications where the application involves works that may affect any trees on or off the site	☐
Works to Trees - Specification of Works and Photographic Evidence • Where works are required to a protected tree (TPO or tree in Conservation Area)	☐

Photographs and photomontages • Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building and all telecommunication mast applications.	☐
Planning Statement • A supporting planning statement will be required for all major applications, major change of use applications or listed building applications	☐
Structural Survey • Required if you are demolishing a listed building • Required if you are converting a listed building	☐

Monitoring

Equalities Monitoring Form • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion.	☐