

APPLICATION FOR HOUSEHOLDER PLANNING PERMISSION AND LISTED BUILDING CONSENT

PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.

All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

The completed application form	YES	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants MUST answer ALL the questions.
		Requirement Included Please tick <input type="checkbox"/>
The correct fee	YES	Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees . The Planning Portal includes a fee calculator for applicants
		Requirement Included Please tick <input type="checkbox"/>

Reason not included:

Ownership Certificate & Agricultural Holdings Certificate

YES

Under section 65(5) of the TCPA¹, read in conjunction with Article 12 of the DMPO² the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission **MUST** therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent. Similarly All agricultural tenants on a site **MUST** be notified prior to the submission of a planning application. **The certificate is required whether or not the site is used agriculturally including urban areas.** These ownership certificates are part of the standard application form.

Requirement Included Please tick

The Location Plan

YES

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A **blue line** should be drawn around any other land owned by the applicant, close to or adjoining the application site.

¹ Town and Country Planning Act 1990

² The Town and Country Planning (Development Management Procedure) (England) Order 2010 SI 2010/2184

Requirement Included Please tick

Site Plan

YES

The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- d) All public rights of way crossing or adjoining the site
- e) The position of all trees on the site, and those on adjacent land
- f) The extent and type of any hard surfacing; and
- g) Boundary treatment including walls or fencing where this is proposed

Requirement Included Please tick

Drawings (including floor plans and elevations)

YES

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is the case.

Where a proposed elevation adjoins or is within 5 metres of another building, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

Where existing buildings or walls are to be demolished, these should be clearly shown. The drawings should show details of the existing building(s) as well as those of the proposed development. New buildings should be shown in context with adjacent buildings (including property numbers where applicable).

New buildings should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are within 5 metres of another building should also highlight this relationship, detailing the positions of the openings on each property.

Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the

direction in question).

Requirement Included Please tick

Section drawing

YES

Drawings at a scale of 1:50 or 1:100 showing a cross-section through the proposed building(s) are required:

- Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels and show how proposed level changes relate to retained trees.
- On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings.

Section drawings may also be requested in other cases. The drawings may take the form of contours, spot levels, or cross/long sections.

Requirement Included Please tick

Design and Access Statement

YES

The statutory requirements for [design and access statement](#) are set out in Article 8 of the DMPO and Article 3A of the Planning (Listed Building and Conservation Areas) Regulations 1990. They are required for all applications for Listed Building Consent, however, they do not need to deal with access elements where they only relate to internal works.

For listed building applications the design and access statement should explain:

- The design principles and concepts that have been applied to the works; and
- How the design principles and concepts that have been applied to the works and access to the building take account of—
 - The special architectural or historic importance of the building;
 - The particular physical features of the building that justify its designation as a listed building; and
 - The building's setting.

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

PART II - LOCAL REQUIREMENTS

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Flood Risk Assessment (FRA)

When required

Development proposals with a site area of 1ha or greater in Flood Zone 1 and all proposals for development (including extensions), that are in Flood Zones 2 and 3³,

YES

Information required

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account. Maps of flood zones are available from the [Environment Agency](#). In addition [Technical Guidance to the National Planning Policy Framework](#) provides guidance about how to write a flood risk assessment and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Please also see Policy GEN11 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#) and further information can be found in the [Hart District Council Strategic Flood Risk Assessment](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

³ You can establish whether the application's proposal site falls within one of these areas by going to the [Environment Agency website](#). If the site falls within a dark blue area it is within Flood Zone 3; the light blue area is Flood Zone 2.

Foul Sewage/Surface Water and Utilities assessment

When required

For all development where it is not intended to connect to mains drainage

YES

Information required

This should include details of how surface water runoff from the site is to be controlled and managed, and for foul sewage, a description of the type, quantities and means of disposal of any trade waste or effluent as well as the means to deal with household waste, such as septic tanks. This may be in the form of a Sustainable Drainage System. Areas to the north of Hart District are the subject of localised surface water flooding due to impermeable or unfavourable ground conditions. Full details of both foul and surface water disposal will be required within these areas.

Where any application for development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in [DETR Circular 03/99](#) and [Building Regulations Approved Document Part H](#) and in BS6297.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.

See also Policy GEN I of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies and a further information can be found in the Hart District Council Strategic Flood Risk Assessment](#) and also from the [Environment Agency](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Heritage Statement

When required

All applications.



Information required

The [National Planning Policy Framework](#) sets out the overall approach to the protection of Heritage Assets. A heritage asset includes any building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. They include designated heritage assets (in the Hart context [Scheduled Monuments](#), [Listed Buildings](#), [Registered Parks and Gardens](#), [Conservation Areas](#) or [Hampshire Treasures](#)).

Where an application, be that an application for planning permission, listed building consent or conservation area consent, affects a Heritage Asset the application must be accompanied by a Heritage Statement setting out a description of the significance of the heritage asset(s) affected and how the proposal will affect the significance of the asset(s).

See also Policy GEN1, CON10 to CON 14, CON17 and CON18 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Nature Conservation/Biodiversity/Ecological Assessment

When required

- a) Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC).
- b) Any application where a Protected Species Survey is required following [Natural England's](#)



Information required

Applications should indicate any significant biodiversity or geological conservation interest and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), [Conservation of Habitats and Species Regulations, 2010](#) or other animals protected under their own legislation for example the [Protection of Badgers Act 1992](#). This information is important wherever the presence of protected species is suspected, or where the development is within or close to a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC). Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey is given by the [Bat Conservation Trust in its](#)

[protected species flowchart.](#)

[“Bat Surveys – Good Practice Guidelines.](#)

Where the [flowchart](#) indicates that there is a reasonable likelihood of a protected species a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, then a Phase II survey needs to be completed along with a proposed mitigation strategy. Details of the minimum requirements of these, which depend on the species involved, can be found on [Natural England’s website.](#)

The species protection provisions of the Habitats Directive, as implemented by the [Conservation of Habitats and Species Regulations, 2010](#), contain three "derogation tests" which must be applied when deciding whether to grant a planning permission for a development that may harm an European Protected species such as bats, great crested newts, dormice or otters. The three tests are that:

- the activity to be granted permission/consent must be for imperative reasons of overriding public interest or for public health and safety;
- there must be no satisfactory alternative; and
- favourable conservation status of the species must be maintained

See also Policies GEN1, CON1 to CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#) and [Policy NRM6 of the South East Plan.](#)

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Structural Survey

When required

Any proposal for listed building applications which will



Information required

Information to show the structural condition of the existing building and how the building is to be converted or why it is proposed that it is demolished.

affect a structural element.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

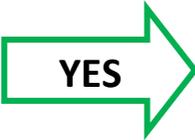
Tree Survey/Arboricultural Implications Statement

When required

An **arboricultural impact appraisal** is necessary for any new building work (including construction of access drive, patios, and the laying of drains/services) that comes within 15metres of:

- a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or
- b) A tree that lies within a Conservation Area.

An arboricultural **method statement** must be provided where the development requires works to be carried out to a tree that is the subject of a tree preservation order.



Information required

An **arboricultural impact appraisal** should follow the guidance in [British Standard 5837-2012](#) Trees in relation to design, demolition and construction - Recommendations

The survey plan should identify the species of tree, their dimensions and include a schedule of the trees that summarises the information on their dimensions and include a schedule of the trees impose and so inform the design.

An **arboricultural method statement** sets out information regarding the measures needed to protect the trees shown to be retained, schedules of any necessary tree work and proposals for long-term maintenance.

See also Policy CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies.](#)

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

