



How to complete householder application forms for planning permission

1.1

When to use this form

This form should only be used if you are applying for permission for

- extensions/conservatories
- garden walls or fences
- loft conversions
- new or altered access
- garages, sheds and outbuildings
- satellite dishes
- hard standings

See 'Do I need planning permission' to find out if an application is required.

You will need a different form if you wish to apply for listed building consent, works to a tree within a conservation area or protected by a tree preservation area and for any other development not listed above.

Building control

In many cases, building works also require building regulations approval. This is the control of building works for fire resistance, structural stability etc. Please refer to our website or contact our building control section on 01296 585460.

Guidance notes

These notes are to help you complete your application and are in the same order as the application forms. If you have any queries about submitting your application, please contact us as follows.

In person to

Planning AVDC The Gateway Gatehouse Road
Aylesbury Bucks HP20 1SD

By email:

devcon@aylesburyvalcdc.gov.uk

You may also be able to find the information you need on our website: www.aylesburyvalcdc.gov.uk

1 & 2 Applicant/agent name and address

You can submit the application yourself or employ an agent. If you use an agent, we will send all correspondence to them.

3 Description of proposed works

Describe the proposal as fully as possible and state clearly the type of work involved e.g. single storey side extension; erection of 2.4 metre high fence to the rear.

4 Site address details

Give the full postal address, including postcode, of the property to which this application relates.

5 Pedestrian and vehicle access, roads and rights of way

If a new or altered access is involved, we need full details in order to determine your application. Provide scaled drawings of 1:200 or larger showing the proposed works in relation to the existing carriageway, existing features (such as telegraph poles, lamp posts etc.), existing fences, walls etc. and features within the site itself.

Please show details of any rights of way which would be affected by your proposals and explain what steps you will take to safeguard them, both during and after development.

6 Pre-application advice

If you contacted us for informal advice about the likelihood of planning permission prior to submitting your application please give details, including reference number if known.

7 Trees and hedges

If the site contains any trees or hedges your plans must accurately show their position and branch spread as we have a duty to consider how development may affect them.

Trees to be felled or lopped or topped should be clearly shown and, where they are to be retained, protective measures may be necessary on site during construction.

Trees covered by a tree preservation order or within a conservation area have special protection so you should always check this with us first.

8 Parking

Give details if your proposal will affect existing parking arrangements. Please also refer to section 12.

9 Council employee/member

You must declare whether the applicant or agent is, or is related to, a member of AVDC staff or an elected councillor.

10 Materials

Please give details of the materials to be used. If permission is granted, this may avoid the need for you to make a further application, incurring additional fees.

11 Certificates

If the applicant owns the property to which the application relates you should complete Certificate A.

If someone else owns all or part of the land then you must use Certificate B and serve Notice Number 1 on the owners to let them know you are applying for planning permission on their property.

You will have to serve notice if you are a tenant or prospective purchaser or if any part of the development encroaches onto neighbours e.g. overhanging eaves.

Other certificates are available if you do not know the identity of some or all of the owners of the land.

You must complete the Agricultural Holdings Certificate, even if the property does not form part of an agricultural holding. Option A states that no part of the site is, or is part of, an agricultural holding. If there is an agricultural tenancy contract on the site, you will need to complete Option B.

It is important to fill in the certificates correctly as it is an offence if you fail to serve notice. Please contact us for advice if you are in any doubt.

12 Planning application requirements checklist

Please note that, where the application form asks for 3 copies, this is in addition to the original i.e. we require 4 copies in total. Paper copies are not required when applying online via the planning portal.

Please refer to the separate fees sheet to find the cost of your application.

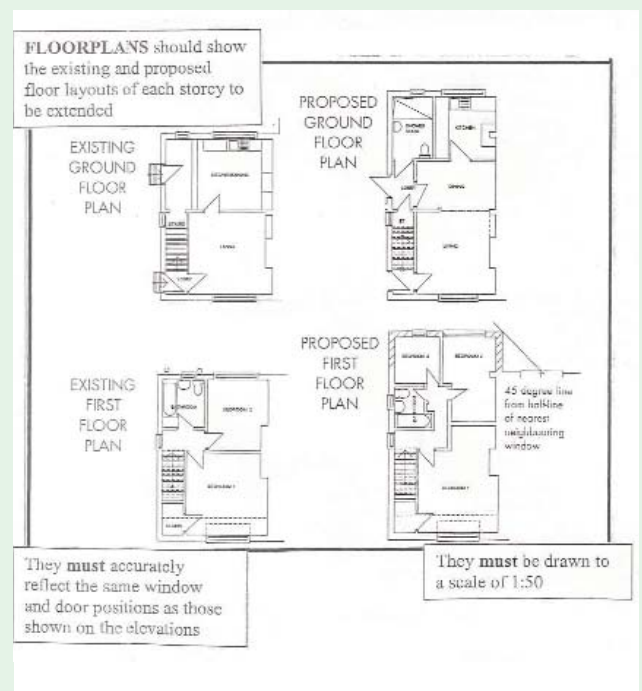
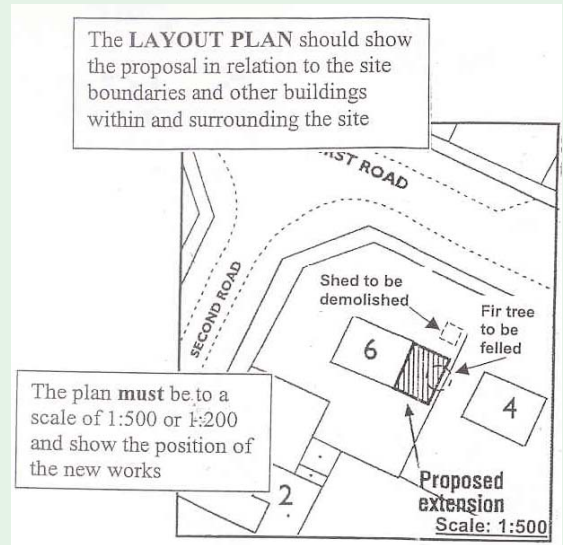
In addition to the items listed on the application form, we have a list of local validation requirements that may be needed. For householder applications this includes:

- Parking and access arrangements (LR14). If your proposal creates additional living or bedroom space you will need to provide sufficient parking spaces to meet our Supplementary Planning Guidance "Parking Provision". Please provide 1:500 plans showing the location, size and layout of parking areas and access arrangements.
- Details of surface water disposal and treatment of foul sewage (LR20) are required for most applications, with the exception of small residential extensions. Please note that new or replacement hard standings of more than 5 square metres in front of the house should either be made of permeable material or should drain to an area within your garden.
- A Design and Access Statement is required if the proposed development is in a conservation area or area of outstanding natural beauty, or if the property is listed.
- A biodiversity survey and report (LR5) is required if the proposed development may impact on wildlife and biodiversity e.g. demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows, alterations to water courses. You may wish to contact our biodiversity officer on 01296 427972.
- You should provide photos (LR15) if the proposal involves demolishing an existing building or affects a conservation area or listed building. Photos can be helpful for other types of proposal.

List continued after plan illustration

The Plans

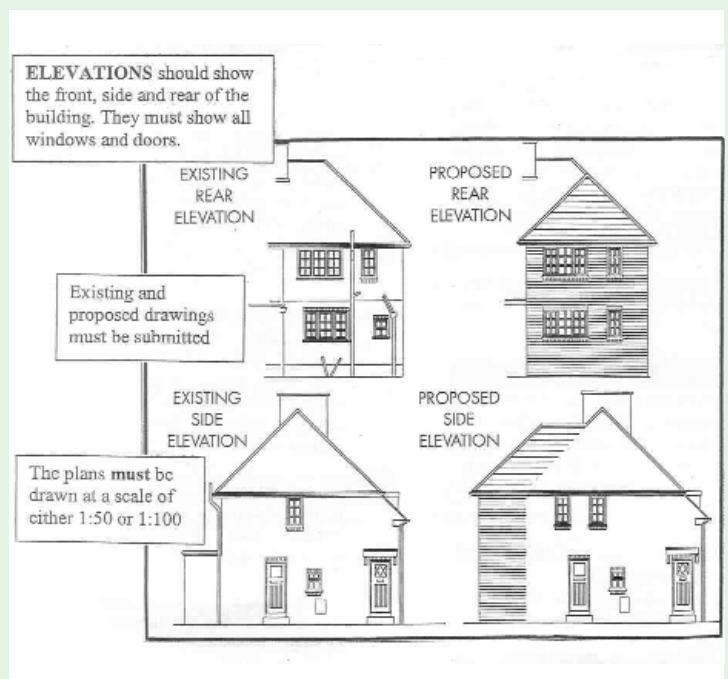
The Plans illustrated here are examples of what we will find acceptable.



- Adequate plans and drawings must be submitted as part of the application so that the scheme can be properly assessed. Plans can be obtained from the link on our web site below or any other Ordnance Survey map supplier.

www.aylesburyvaledc.gov.uk/planning---building/planning-and-building-control-applications/step-3-apply-for-planning-permission/

- We require 4 copies of each plan.
- It is important that drawings are accurate, therefore, drawings marked 'Not to Scale' or similar will not be accepted.
- All Plans and drawings must be submitted to a recognisable metric scale. Imperial measurements will not be accepted.
- The plans should be given a reference number e.g. Elevations - JSL 1; Floor Plans - JSL 2 etc.
- Remember - these are the plans which you will have to build to when you receive permission. Please give the time to make sure they are what you want. Amendments may cause delays or even a new application.



- A tree and hedgerow survey/arboricultural statement is required if your proposal includes works that affect trees or hedges in or adjacent to an application site.

You can find further information in our Local Validation List, which is available online or at our Customer Services Centre.

13 Declaration

Sign and date the form. No signature is required if applying online via the planning portal.

14 & 15 Applicant/agent contact details

Please give contact details for during office hours. This may help us deal with your application more quickly should we need any further details.

16 Site visit

We undertake site visits for all applications. Providing we can view the location of the proposed development either from a footpath or road, or gain access through your garden, you do need to be in when we call. However, it is helpful to know if we are likely to have any difficulty accessing the site e.g. applications for rear extensions to terraced houses where there is no rear access.

Submitting your application

You should send your completed application, the correct fee and all supporting documents to the address on the first page. Alternatively, you can submit your application online via the planning portal at www.planningportal.gov.uk

Planning application validity check

We offer an optional service whereby you can book an appointment for us to go through your application with you to check that it is valid. The fee is £30.00.

- Before the meeting we will review the site history and any constraints, such as whether your property is listed or in a conservation area.

- We will tell you at the meeting if your application is valid and, if not, what else is required to make it valid.
- if your application is valid we will take it from you and register it straight away.

To make an appointment please email us. Alternatively you can write to us. However you contact us, you will need to provide the following information

- Your name.
- The address of the site where the works are to take place: this may not be the address where you live. Please include a postcode if there is one. If the site does not have its own postal address or is part of a much larger area (e.g. a farm field), please provide a grid reference or an ordnance survey plan with the site clearly marked on it.
- A description of the proposed works (e.g. side extension, detached garage, loft conversion).
- A daytime phone number.
- Any other relevant information.

Once we receive your information we will telephone you within one working day to arrange a convenient time and to take your payment if you wish to pay by debit or credit card. All meetings will be during office hours at one of our offices in Aylesbury.

Important note

Planning application forms and supporting documents are available for public inspection. Sections 1-13 of the application form are scanned and published online. Sections 14 - 16 are available on the file, which is available for public inspection, but are not published online.

For an audio or large print version of this leaflet, please phone 01296 585454

Planning
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