

AVDC Planning Services

AVDC Home Extensions Fast-track Local Development Order (LDO)

Application form guidance notes



These guidance notes will help when completing your LDO application, taking you through the form section by section and providing any additional information to help you.

Please note when reading these guidance notes:

- The section numbers match the numbering on the application form.
- We recommend you read both the [LDO design code](#) and these guidance notes **before** completing your application.

1. & 2. Contact details – You must provide a daytime contact number and email address for the agent, or for the applicant, if there is no agent.

Applicant's contact details - The person making the application.

Agent's contact details (if applicable) - An agent can submit an application on behalf of an applicant.

Please note: Where an agent is involved, all correspondence including the decision, will only be with the agent.

3. Full address of the application site - Please complete if the application site is different from the applicant's address in Section 1 (inc. postcode).

4. Brief description of the proposal - eg 'two-storey rear extension'.

5. Check whether the LDO applies - Please tick 'yes' or 'no' in every row.

If you answered 'yes' to any of 5.1 or 5.2, you need to apply for planning permission, not an LDO.

6. About your proposal /check if your proposal complies with the design code – When completing Section 6, please confirm that each of the design criteria are met by ticking each box, referring to the [LDO design code](#) as you do so.

6.1 Your proposals - all applicants must also complete section 6.1, confirming compliance.

6.2 or 6.3 - then complete section 6.2 or 6.3, not both, dependent on what type of extension you are proposing.

7. Supporting information /validation requirements –

All plans should be:

- in metric
- to scale
- show external dimensions, and
- no larger than A3.

Please tick relevant column to indicate which supporting documents you have provided.

7.1 Site location plan* - at a scale of 1:1250 and based on an up-to-date map, showing:

- wherever possible, at least two named roads and surrounding buildings, any public rights of way. In rural areas, show identifiable features such as field boundaries or ponds.
- property numbers/name/s to ensure that the exact location of the application site is clear.
- a red line drawn around the edge of the application site, and
- a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

In exceptional circumstances, plans at other scales may be required to meet the above requirements.

*Site location plans can be obtained online from licensed Ordnance Survey map agents.

7.2 Block plan - at a scale of 1:500 showing:

- the direction of north ↑
- the proposed development in relation to the site boundaries and other existing buildings on the site, including open areas around the buildings
- all buildings, roads and footpaths on land adjoining the site, including access arrangements
- written dimensions, including those to the boundaries
- if your proposal is for a two storey extension or a first floor addition above an existing single storey structure, show the 45° angle from the mid-point of the relevant window/s of habitable rooms in neighbouring properties
- if your proposal involves increasing the number of bedrooms, or the loss of a garage or parking space, please show all proposed parking spaces. This is to demonstrate that the development accords with AVDC's [Supplementary Planning Guidance Parking Guidelines](#). Plans should demonstrate the location, size and layout of parking areas and access arrangements.

7.3 & 7.4 Existing and proposed elevations - at a scale of not less than 1:100 showing:

- key overall external dimensions annotated on the plan.
- the proposal from every side, eg front, rear and all sides, including any blank elevations.
- the position of doors and windows.
- where a proposed elevation adjoins, or is in close proximity to another building, plans should show the relationship between the buildings. They should detail the position of glazed doors and windows to habitable rooms of neighbouring buildings.
- building materials, including walls, roofs and the finish of doors and windows.

7.5 & 7.6 Existing and proposed floor plans – at a scale of not less than 1:100

- explaining the proposal in detail
- showing any existing buildings or walls to be demolished
- detailing existing building/s as well as the proposed development
- new buildings should be shown in context with adjacent buildings, including property names / numbers, where applicable
- if your proposal is for a two storey rear extension, or a first floor rear addition above a single storey structure, show the 45° angle from the mid-point of the relevant window/s to habitable rooms in neighbouring properties.

7.7 Existing and proposed finished floor levels

Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites, you must show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

8. Certificates and declaration –

Please note:

- details of LDO applications including copies of application forms and supporting documents are published on our website.
- in accordance with data protection, personal email addresses, phone numbers and signatures are not published online, ie Sections 8 - 10 of the application form.

8.1 Notification to neighbours – Please complete all relevant parts

- If the plans were amended after you notified your neighbours about your proposal, please confirm that you **also** provided them with amended plans, the date these were provided to them and summarise what changes were made.
- You must notify your neighbours* about your proposal and provide them with copies of the plans for 14 days or more, **before** submitting your application to AVDC. Please include a copy of the letter with your application form and plans.

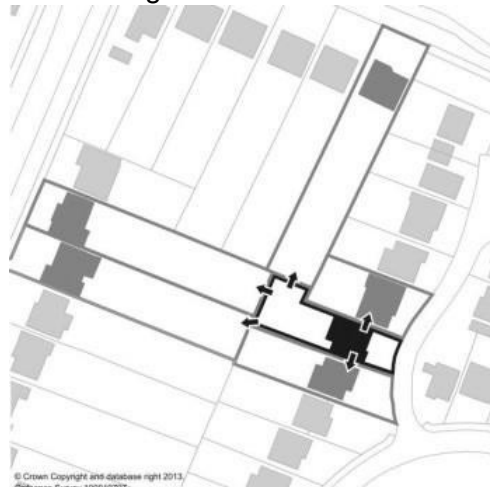
Note: Appendix A sets out the relevant information you need to give your neighbour and provides a template letter for you to use.

*Please note for these purposes the definition of neighbours includes any property adjoining any boundary to the property where the house is to be extended, including any property separated from it by pedestrian-only access. Figures 9 and 10 provide illustrative examples of who your neighbours are.

Figure 9



Figure 10



8.2 Certificate of ownership - Applicants should delete 'the applicant certifies'; agents should delete 'I certify'.

8.3 Declaration - please sign and date the declaration.

The declaration states that all of the information provided is correct and acknowledges the following.

- If the information provided is subsequently found to be incorrect, the certificate will be null and void.
- Any breaches of the LDO would require a full retrospective planning application to be submitted, with the appropriate additional fee.
- Consent under the building regulations must, if required, be obtained before works commence.
- Works shall be substantially completed within three years of the date the LDO came into effect.

9. Fee –

- The fee for an LDO application is £200*. No VAT is payable on LDO applications.
- Please complete the online payment form: <http://www.aylesburyvaledc.gov.uk/paying-planning-services-online>
- Applications will not be validated until payment is received.

*Please note that LDO applications are non-refundable. Should an application be found to be invalid, eg a plan was omitted, we will tell you what is needed to make it valid. If we do not receive the missing information within 28 days, we will return the application and refund the balance of the fee, after retaining a £26 administration fee.

Please note: In order to validate your application we require the following:

1. a completed application form
2. the correct fee (payable online by debit or credit card)
3. one set of the plans as detailed in Section 7, **and**
4. a copy of the written notice provided to your neighbours, see Section 8.

Template letter to notify neighbours about a LDO proposal

To: *adjoining owner*

Of: *adjoining owner's address*

Date

Dear *title/name (if known)*

Notice of proposed extension at [*address of property*]

I am notifying you of my intention to submit an application for a certificate of compliance with the AVDC Home Extensions Fast-track Local Development Order (LDO) to build an extension at the above property. The proposed works are

[*description of works*]

The plans are attached.

The proposed works comply with AVDC Home Extensions Fast-track Local Development Order (LDO) and therefore no planning permission is required.

Further information on AVDC Home Extensions Fast-track Local Development Order (LDO) is available online at <http://www.aylesburyvaledc.gov.uk/applying-home-extensions-fast-track-service>

I should be grateful for your comments on this proposal within 14 days. After 14 days, I will submit an LDO application to AVDC. There will be no opportunity for you to submit comments directly to AVDC. If you would like to discuss the proposal with me, my contact details are

[*your contact details*]

Yours *sincerely / faithfully*

Your signature

Your name