

## Householder application for planning permission for works or extension to a dwelling and relevant demolition of an unlisted building in a Conservation Area

### Validation Check List

It is very important for the National Park Authority to have sufficient information to be able to assess fully the impact of your proposal. Please complete the following sections and supply the information as far as they are relevant to the development proposed. If you wish to discuss the requirements please contact the Planning and Community Section of the National Park Authority. It is possible to combine information on plans.

If any of the boxes are not ticked and the information not submitted please explain the reasons. This explanation will be taken into account in deciding whether to request further information before your application can be registered.

Two copies of all the documents and plans are required unless the application and plans are submitted on line via the planning portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). It is preferable if plans are submitted in A3 or A4 form as this assists with both viewing the details on screen and is easier to scan documents thus making your application more easily registered.

#### Please return this form completed with your application.

Please include the following:

#### NATIONAL REQUIREMENTS

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| <ul style="list-style-type: none"> <li>• <b>Application Form</b> <span style="float: right;"><input type="checkbox"/></span></li> <li>• <b>All plans should be identified with a unique reference</b> <span style="float: right;"><input type="checkbox"/></span></li> <li>• <b>Location Plan</b> <ul style="list-style-type: none"> <li>(a) Based on an up to date map at 1:1250 or 1:2500 <span style="float: right;"><input type="checkbox"/></span></li> <li>(b) The plan identifies sufficient roads and/or buildings on land adjoining the application site to ensure exact location of application site is clear <span style="float: right;"><input type="checkbox"/></span></li> <li>(c) The application site should be edged clearly with a red line (including land required for access to a public highway, visibility splays, landscaping, car parking and areas of earth movement and disposal) <span style="float: right;"><input type="checkbox"/></span></li> </ul> </li> <li>• A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site <span style="float: right;"><input type="checkbox"/></span></li> </ul> |  |
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- **Site Plan**

- (a) Drawn at a scale of 1:500, 1:200 or 1:100
- (b) Identifies the direction of North
- (c) Shows the proposed development in relation to the site boundaries and other existing buildings on the site
- (d) Has written dimensions for the proposed development to adjoining buildings and/or site boundaries

**And the following unless these would NOT influence or be affected by the proposed development**

- (e) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- (f) All public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site
- (g) The position of all trees on the site and those on adjacent land that could influence or be affected by the development
- (h) The extent and type of any hard surfacing
- (i) Boundary treatment including walls or fencing where this is proposed

- **Existing and proposed elevations**

- (a) Drawn at a scale of 1:50 or 1:100 and showing clearly the proposed works in relation to what is already there
- (b) Please include key written dimensions on the plans. These should be provided on both existing and proposed drawings.
- (c) Elevations of all sides of the building that are to be altered
- (d) If an elevation is not to be altered this is clearly stated on the plans
- The plans identifying the proposed building materials and style, materials and finish of windows and doors
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show: 
  - The relationship between the buildings
  - Detail the positions of the openings on each property

<ul style="list-style-type: none"> <li>• <b>Existing and proposed floor plans</b></li> <li>(a) Drawn at a scale of 1:50 or 1:100</li> <li>(b) Please include key written dimensions on the plans. These should be provided on both existing and proposed drawings.</li> <li>(c) Any buildings or walls to be demolished should be clearly shown</li> <li>(d) Existing building(s) and proposed development should be shown</li> <li>(e) New buildings shown in context of adjacent buildings</li> <li>• <b>Existing and proposed site sections and finished floor and site levels</b></li> <li>(a) Drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s)</li> <li>(b) Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show: <ul style="list-style-type: none"> <li>• both existing and finished levels</li> <li>• to include details of foundations and eaves</li> <li>• show how encroachment onto adjoining land is avoided</li> </ul> </li> <li>(c) Drawings should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and show proposals in relation to adjoining buildings. This will be required for all applications involving new buildings</li> <li>(d) In the case of sloping sites, it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified</li> <li>• <b>Ownership Certificates &amp; Agricultural Land Declaration</b></li> <li>One certificate A, B, C or D must be completed stating the ownership of the property and whether any of the land to which the application relates is, or is part of, an agricultural holding.</li> <li>• <b>The correct fee</b></li> <li>Please refer to fees section within ENPA “Requirements for the Submission of Planning and Other Applications”</li> <li>Cheques payable to Exmoor National Park Authority</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<b>LOCAL REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>• <b>Wildlife Survey and Report</b></li> </ul>	
<p>(a) Wildlife Checklist signed and included with explanation why a Wildlife Survey is not needed or</p>	<input type="checkbox"/>
<p>(b) Wildlife Checklist signed and included with accompanying Wildlife Report</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Flooding Information</b></li> </ul>	
<p>(a) A Flood Risk Assessment is included, or</p>	<input type="checkbox"/>
<p>(b) All the site is within Flood Zone 1, the red lined site is does not exceed 1 hectare <u>and</u> the plans demonstrate how surface water will be dealt with</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Heritage Statement</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Lighting Assessment</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Photographs</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Planning Statement</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Excavated Material Assessment</b></li> </ul>	
<p>(a) The excavated material will not exceed 250cubic metres because it is estimated to be _____ cubic metres in volume</p>	<input type="checkbox"/>
<p>(b) The excavated material will exceed 250 cubic metres and the enclosed statement explains how the material will be dealt with</p>	<input type="checkbox"/>
<p>(c) Any areas where excavated material will be relocated on site have been included within the red lined application site area</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Tree Survey/Arboricultural Implications</b></li> </ul>	
<p>(a) There are no trees within 15m of building works, or areas where ground levels are proposed to be changed, or</p>	<input type="checkbox"/>
<p>(b) The plans identify any trees within 15m of any development and the submission includes an assessment of the impact of the development on those trees including tree protection measures in accordance with the British Standard</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Sustainability and Renewable Energy Statement</b></li> </ul>	<input type="checkbox"/>

Two copies of all the application details including plans and local requirements are submitted



Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered

Signed.....

Date.....

On behalf of.....