

INFORMATION REQUIREMENTS AND VALIDATION



Planning Applications for Works or Extensions to a Dwelling

In order to ensure that we are able to validate an application without delay the Council have published the criteria below. The requirements are based upon 'Guidance on Information Requirements and Validation' issued by the DCLG in April 2010.

Note: In Sheffield If the application isn't submitted electronically, one copy of every form, drawing or document is required, unless the site lies within a parish or town council area, when two copies are needed

Local Requirements:

- Existing and proposed elevations. The existing elevations should show the design of the existing windows and any other features of note. The proposed elevations should include facing materials and the full extent of the walls down to ground level. Where the new elevation is close to another building the relationship must be shown together with any openings in the neighbouring building close to the boundary.
- Existing and proposed floor plans. Both should show complete floors and the purpose of the rooms, unless the house is particularly large.
- Existing and proposed site sections, finished floor and site levels. Unless the development is a long way from any boundary or the area is unusually flat people need to see how it relates vertically to adjoining property. A cross section showing how the extension relates to the levels of the adjoining houses/gardens is necessary
- Street scene drawing. Where it is proposed to increase the height of the dwelling it will be necessary to show how it will relate to those adjoining it in elevation.

These drawings should be at 1:50 or 1:100 scale. Also, it is recommended that key dimensions e.g. the main external dimensions and the distance to nearby boundaries are shown on the drawings; this will help interested parties who are unable to measure electronic plans.

National Requirements:

- Completed application form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- The appropriate fee
- A location plan which identifies the land to which the application relates drawn to an identified scale – usually OS based at no less than 1:2500 - it must be recent and extensive enough to ensure that the exact location is clear. The direction of north should be shown, the site edged in red and any adjoining land owned by the applicant edged in blue.
- Block plan/site plan showing the site boundaries (usually 1:100 or 1:200 scale). This plan should also show any trees and buildings (including those in close proximity to the site), existing or proposed boundary treatments of note and a north point. Preferably dimensions including the distances to important boundaries will be shown.
Only if all the above information is included on the floor plans will the absence of a block plan not result in invalidity.
- Design and Access Statement - only for conservation areas.
- Other plans and drawings or information necessary to describe the subject of the application.

7th January 2013