

# 1 APP Guidance Notes

## Checklist 1



'leading for tomorrow'

### **ADDITIONAL (LOCAL) REQUIREMENTS FOR:**

- ***Householder Application for Planning Permission for Works or Extension to a Dwelling***
- ***Householder Application for Planning Permission for Works or Extension to a Dwelling and Conservation Area Consent for Demolition in a Conservation Area***
- ***Householder Application for Planning Permission for Works or Extension to a Dwelling and Listed Building Consent***

If any information considered necessary for the determination of the application is missing then the Authority is likely to make your application invalid and therefore it will not be registered, and determination of the application will not commence.

**In addition to the National Requirements, it is a Local Requirement for Surrey Heath Borough Council planning applications in respect of the above to include the following:**

#### *Parking Provision*

An existing and proposed parking layout must be provided on the Block Plan where development would entail the loss or re-location of parking spaces within the application site (i.e. within the red line).

#### *Tree Survey*

A tree survey carried out to British Standard BS5837 'Trees in relation to construction – recommendations' will be required for all applications where trees covered by a Tree Preservation Order (TPO) are sited within a falling distance of the proposed development. Where a tree of girth 75mm or greater (as measured 1.5m above the base), and not covered by a TPO is sited within a falling distance of the proposed development, a short statement identifying the impact on the tree should be submitted.

The survey should be carried out by a suitably qualified arboriculturalist.

#### *Flood Risk Assessment*

Any application proposing development within either flood zones 2 or 3 (unless the proposal is for works above ground floor level) will be required to submit a simple flood risk assessment. The Environment Agency has produced standing advice including a table to be completed by applicants which (with supporting evidence) can act as the flood risk assessment. The table and standing advice can be found at: -

<http://www.pipernetworking.com/floodrisk/minor.html>

## *Heritage Statement*

Where listed building consent is also being applied for it will be necessary to submit a Heritage Statement. The statement should include: -

- A justification for the works including a history of the building which shows how it has developed, identifying past phases of development clearly illustrated on a floor plan; and
- Evidence that the requirements of the Building Regulations have been taken into account and that the Listed Building Consent can be implemented without being compromised; and
- A full explanation of the way in which proposals would affect the listed building including, impact of any extension on the character or appearance of the building or its setting; changes to or loss of any part of the building including internal structures or supports; changes to plan form, room layout or other space within the building; and
- A schedule of works (methodology); and
- Analysis of the significance of archaeology if applicable.

Where consent is requested for substantial alterations to a listed timber framed building, the following information additional to the above will be required: -

- A full measured survey of the frame, including site levels. CAD drawings will not be acceptable for this type of survey; and
- A condition survey (including drawings and photographs) where an alteration or extension requires repairs or where the schedule of works indicates a significant amount of repair. Where a specific problem has been identified such as cracks or splits in the timbers or movement of the frame this should be explained and the origin of the movement identified; and
- Description of the method of repair(s) (can be included within the Schedule of Works, but should also be accompanied by large scale plans to illustrate the repairs)

Where consent is requested for the conversion of a listed timber framed building, the following will also be required in addition to the heritage statement: -

- Details of external joinery; and
- Details of insulation; and
- Construction or alteration of eaves; and
- Schedule of repairs and a methodology (can be included within the schedule of works)

Where consent is requested for a particularly frail or vulnerable listed building, all of the above criteria will be required.

Where an application proposes any significant alterations or works to the historic fabric of the building or structure, then a structural survey will also be required.