



## List 2 Local Information Requirements for a:

### Householder Application

#### Householder Application for Planning Permission for Works or Extension to a Dwelling and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

The Council formally adopted a local list for the above applications on 7 December 2017. The information detailed below is required for the types of developments described under the heading 'Types of applications and when required'. If you are uncertain as to the level of information required, prior to submitting your application, please speak to a duty planning officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

Information listed within 'Section 1: National Requirements' is required to be submitted with all of the above types of applications. In addition, the Council formally adopted a local list for the above applications on 7 December 2017 in respect to drawings required. The information detailed is required for the types of developments described under the heading 'Types of applications and when required'. If you are uncertain as to the drawings required for your development, prior to submitting your application please speak to a duty planning officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

#### 4a Existing and Proposed Floor Plans

Required for all applications comprising building works or alterations to buildings

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice: Planning Practice Guidance – [https://www.planningportal.co.uk/info/200136/policy\\_and\\_legislation](https://www.planningportal.co.uk/info/200136/policy_and_legislation)

## 4b Existing and Proposed Elevations

Required for all applications involving building work or alterations to buildings

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

It is requested that existing and proposed elevations are provided in the same orientation.

Policy Driver and where to get more advice:

Planning Practice Guidance –

[https://www.planningportal.co.uk/info/200136/policy\\_and\\_legislation](https://www.planningportal.co.uk/info/200136/policy_and_legislation)

## 4c Existing and Proposed Sections and Floor Levels

Required for all applications involving building work or alterations to buildings when the proposal includes or involves a change in ground levels

All plans to be drawn at a minimum scale of 1:50, or 1:100, showing a cross section(s) through the proposed building(s). Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

Policy Driver and where to get more advice:

Planning Practice Guidance –

[https://www.planningportal.co.uk/info/200136/policy\\_and\\_legislation](https://www.planningportal.co.uk/info/200136/policy_and_legislation)

## 4d Parking Plan

Required for all new development which would result in a change in parking requirements or loss of parking provision

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan, show paper size and annotated with either dimensions or with a scale bar (horizontally and vertically) and not having 'Do Not Scale' or equivalent.

### Plans and elevations

Submit existing and proposed layout plans to scale showing:

- Details of existing and proposed parking provision on a scaled plan including disabled (where applicable) and cycle parking
- Areas of hard and soft landscaping,
- An indication as to how the hard standing will be drained,
- Garage provision, to include information showing the garage is large enough to accommodate a vehicle in accordance with the Interim Parking Standards, November 2014

Policy Driver and where to get more advice:

Policies M14, D1 and D2 of the Welwyn Hatfield District Plan 2005

Supplementary Planning Guidance Parking Standards Adopted January 2004

Interim Policy for Car Parking Standards and Garage Sizes, August 2014

Policies SP9, SP10, SADM11 and SADM 12 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 4

## 4e Biodiversity Survey/Report

May be required where your proposed development is part of, or located next to, a site designated for its biodiversity value, where it supports other locally significant habitat interest or may affect protected species or the potential for them.

For sites where protected species are known to exist, you will need to accompany your planning application with a biodiversity survey and report.

For other sites, where protected species are believed to be present and would be affected by the development, a phase 1 survey is recommended is undertaken which should be submitted with the application.

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development.

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include

details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2012 (Regulations)) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved.

Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Policy Driver and where to get more advice:

Policies SP9, SP10, SP11 and SADM 16 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 11.

BS42020:2013 Biodiversity. Code of practise for planning and development  
Planning Practice Guidance, Natural Environment, Planning Portal

It is advisable for applicants to seek advice on the scope of the assessment from the local Natural England office (Natural England Cambridge,

Eastbrook, Shaftesbury Road Cambridge CB2 8DR;

Tel 0300 060 3787; email: [enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk) )

Further advice may be found in: Planning Practice Guidance –

[https://www.planningportal.co.uk/info/200136/policy\\_and\\_legislation](https://www.planningportal.co.uk/info/200136/policy_and_legislation). DEFRA Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications – Template for Biodiversity and Geological Conservation, <http://www.alge.org.uk/publications/index.php> ; a 50-year vision for the wildlife and natural habitats of Hertfordshire – A Local Biodiversity Action Plan, Hertfordshire and Middlesex Wildlife Trust 1998, rev 2006; and Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

#### **4f Flood Risk Assessment (FRA)**

Required for planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the Local Planning Authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011

A Strategic Flood Risk Assessment has also been prepared for the Local Planning Authority (May 2009). This identifies a number of areas across the borough that are vulnerable to flooding from sewers, groundwater, overland flow and artificial sources. It is therefore necessary for applicant's to contact the planning department to establish if the location of their development might be affected by any of these sources, and if so, whether a FRA will be required and/or sustainable drainage systems.

Policy Driver and where to get more advice:

TCR7, TCR8, TCR10, TCR11, TCR16, TCR17, TCR19, TCR20, TCR23, TCR24, TCR25, TCR26, TCR27, TCR28 and RA17 of the Welwyn Hatfield District Plan 2005. Policies SADM4, SADM5, SADM20, SADM23, SADM24 and SP25 of the Draft Local Plan Proposed Submission, August 2016. National Planning Policy Framework, Sections 2 and 3. National Planning Policy Framework, Sections 2 and 3.

#### **4g Heritage Statement Appraisal and/or Heritage Impact Statement**

Required for all listed building consent applications and / or developments affecting Registered Park & Garden or Locally Listed Park & Garden

You must provide information about:

- the significance of the architectural and historical interest and character of the building or structure or park and garden;
- the principles of and justification for the proposed works; and
- the impact of the proposal on the special interest of the listed building or structure and/ or park and garden, its setting and the setting of adjacent listed buildings.

The information should explain:

- the sources that you have considered;
- the expertise that you have consulted; and
- the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.

The type and amount of detail required will vary according to the particular circumstances of each application.

Policy Driver and where to get more advice:

Policy R28 of the Welwyn Hatfield District Plan 2005

Policy SADM15 of the Draft Local Plan Proposed Submission, August 2016.

National Planning Policy Framework, Section 12.

<https://www.historicengland.org.uk/advice/planning/>

#### **4h Schedule of works**

Required for structural alterations to a listed building or demolition of a listed building or other heritage asset

Where you are proposing to remove any part of the building/heritage asset including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.

If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the proposal.

Structural plans are required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound.

#### **4i Statement of Justification**

Required for structural alterations to a listed building or demolition of a listed building

If the proposed works would cause substantial harm or total loss of significance to the building, provide a method statement and justification

Policy Driver and where to get more advice:

National Planning Policy Framework