

**APPLICATION CHECK LIST – HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS TO A DWELLING AND CONSERVATION AREA CONSENT (002)**

Please ensure that you have included the following:  
(Unless submitted electronically 4 copies of all plans and documents are required)

Planning Application Form, completed, signed and dated including completed certificate of Land Ownership and Agricultural Holding Certificate

The application fee – cheque made payable to Uttlesford District Council

**PLANS**

Location Plan (1:2500) - (Showing the application site outlined in red and the entire extent of any other land in the ownership of the applicant outlined in blue)

Block Plan (1:500) (Showing the area of the new work clearly)

Floor Plans and Elevations as existing and proposed (if applicable)

Roof plans at a scale of 1:50 or 1:100

Existing and proposed site sections and finished floor levels and site levels

**Where applicable (see guidance on supporting documents):**

Flood Risk Assessment

Biodiversity Survey/Report

Drainage Details

Photographs showing the whole whole building and its setting/ or particular section affected by proposals

Design and Access Statement

Parking and Access arrangements existing and proposed

Tree Survey/Arboricultural Assessment

Daylight/Sunlight Assessment

Manufacturers Specifications and Drawings/Photographs

Heritage Statement

Structural Survey

