

**APPLICATION CHECK LIST – HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING WITH LISTED BUILDING CONSENT (003)**

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 Certificates
- The application fee – cheque made payable to Uttlesford District Council
- 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
- Design and Access Statement

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

- |                                                                                |                                                                                |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Flood Risk Assessment                                 | <input type="checkbox"/> Biodiversity Survey and Report                        |
| <input type="checkbox"/> Drainage Details                                      | <input type="checkbox"/> Photographs and Photomontages                         |
| <input type="checkbox"/> Manufacturers Specifications and Drawings/Photographs | <input type="checkbox"/> Parking and Access arrangements existing and proposed |
| <input type="checkbox"/> Tree Survey/Arboricultural Assessment                 | <input type="checkbox"/> Daylight/Sunlight Assessment                          |
| <input type="checkbox"/> Heritage Statement                                    | <input type="checkbox"/> Structural Survey                                     |