

Householder Application for Planning Permission

Information Required

Two hard copies of all information is required unless the entire application is submitted through The Planning Portal.

Application Form The 'Householder Application for Planning Permission' form must be fully completed	
Application Fee Please use the Planning Portal Fee Calculator or the Schedule of Fees to determine the appropriate fee. The planning fee can be paid online where an application is submitted through the Planning Portal. Otherwise, the fee can only be paid by cheque or postal order, made payable to Mendip District Council. A reason should be provided if no fee is paid or the application may otherwise be invalidated if it is not clear why no fee is paid.	
Location Plan A map at a scale of 1:1250 or 1:2500 to clearly identify the location and boundaries of the application site. The site should be identified (recommended outline in red) and must include all land necessary to carry out the proposed development. For example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and related open areas around buildings. It is helpful if any other land owned by the applicant, close to or adjoining the application site, is also identified on the plan (recommended outline in blue). A location plan can be obtained from The Planning Portal at http://www.planningportal.gov.uk/planning/applications/plans .	
Site Plan A map at a scale of 1:500 to clearly identify the position of new development within the application site. A Site Plan can be obtained from http://www.planningportal.gov.uk/planning/applications/plans .	
Design & Access Statement A Design and Access Statement is required with a householder application for planning permission if the proposed development involves the provision of a building or buildings in a Conservation Area where the floor space created is 100 square metres or more. A Design and Access Statement must: <ul style="list-style-type: none">• Explain the design principles and concepts that have been applied to the development;• Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;• Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;• State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and• Explain how any specific issues which might affect access to the development have been addressed.	
Heritage Statement A Heritage Statement will be required for applications which would potentially affect any designated heritage assets such as Conservation Areas. A short statement will be required to describe the significance of the heritage asset(s) affected, including any contribution made by their setting and the setting of any nearby listed buildings and all other heritage assets. Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. This interest may be archaeological,	

<p>architectural, artistic or historic.</p> <p>A Heritage Statement should also describe the likely impact of the proposed development upon that significance and any mitigation measures necessary to address the identified impact.</p> <p>The level of detail necessary within the statement should be proportionate to the significance of the asset(s) and the scale of the proposed works and can be included within the Design and Access Statement if appropriate.</p> <p>Further information on individual Conservation Areas can be found on the Council's website: http://www.mendip.gov.uk/heritageassets</p>	
<p>Elevations (Existing and Proposed)</p> <p>Drawings to a scale of 1:50 or 1:100 that accurately illustrate the existing and proposed external appearance of the building where the proposal involves external alterations.</p>	
<p>Floor Plans (Existing and Proposed)</p> <p>Drawings to a scale of 1:50 or 1:100 that illustrate the existing and proposed internal layout of the building where the proposal involves internal alterations.</p>	

<p>Levels and Sections (Existing and Proposed) Drawings to a scale of 1:100 or 1:200 that illustrate the existing and proposed ground levels where the proposal involves changes to ground levels.</p>	
<p>Flood Risk Assessment A Flood Risk Assessment (FRA) must identify and assess the risks of all forms of flooding to and from the development including surface water drainage, and must demonstrate how these flood risks will be managed, taking climate change into account. A FRA is required with an application for new-build development located in Flood Zones 2 and 3 and all proposals for change of use resulting in uses falling within the “more vulnerable” or “highly vulnerable” use classifications as set out in the National Planning Policy Framework and the Technical Guidance on flooding.</p>	
<p>Parking and Access Arrangements The location of any parking spaces being provided or lost, and details of any new or altered vehicle access, needs to be shown on the Site Plan.</p>	
<p>Tree Survey/Arboricultural Statement A Tree Survey, Arboricultural Impact Assessment, Proposed Pre-development Tree Work and a Tree Protection Plan in accordance with BS 5837:2012 is required with an application for development that would affect any protected or unprotected trees with a stem/trunk diameter greater than 75mm (when measured at 1.5m above ground level).</p>	