

Local validation checklist – Householder application and Listed Building Consent for works or extension to dwelling

This checklist has been created in order to clarify what information Stroud District Council requires to be submitted with your planning application. Any application submitted that does not provide the necessary information will not be validated and will not be progressed. If an invalid application is submitted, Officers will set out what further information is required in writing. Any application that remains invalid after 21 days will be returned and an administration fee charged.

Applications can be made via the Planning Portal website www.planningportal.gov.uk
Alternatively, please submit one copy of each document and plan and send to planning@stroud.gov.uk

For further information about the level of detail required for plans, please view the Council's Drawing Standards document, available at:

If after viewing the Drawing Standards you are still unsure about what needs to be supplied with your planning application, please contact us on 01453 766321 or by emailing planning@stroud.gov.uk

Please note: Stroud District Council reserves the right to request further information not listed below that is reasonably required for the determination of your planning application.

| National Requirement List | Tick when provided |
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| Completed application form (including ownership certificate, either A, B, C or D) <i>If description of development is long, please detail specific items on a separate schedule of proposed works.</i> | |
| Correct fee (where necessary) Planning portal fee calculator https://1app.planningportal.co.uk/FeeCalculator/Standalone?region= Stroud District Council website https://www.stroud.gov.uk/media/558323/planning-fees-january-2018.pdf | |
| Design and Access Statement Required for development: <ul style="list-style-type: none"> • that is major development • of one or more dwelling in a Conservation Area • of 100sqm new floor space to be created in a Conservation Area • for applications for listed building consent | |
| Site location plan (at a scale of 1:1000, 1:1250 or 1:2500) Application site outlined in red All other land in the applicant's ownership outlined in blue | |
| Block Plan (at a scale of 1:200 or 1:500) (Existing and proposed) | |
| Elevations (at a scale of 1:100 or 1:50) (Existing and proposed) | |
| Floor plans (at a scale of 1:100 or 1:50) (Existing and proposed) | |
| Roof plans (at a scale of 1:100 or 1:50) (Existing and proposed) | |
| Site sections (at a scale of 1:50 or 1:100 through buildings or 1:200 or 1:500 through land) | |
| Finished Floor and Site Levels (at a scale of 1:200 or 1:500) with a fixed datum point In the case of householder development, the levels may be evident from floor plans and | |

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| <p>elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. For proposed detached outbuildings, a plan will be required to indicate a fixed datum point. The fixed datum point could be the measurement of a windowsill above ground level on an existing building that is to be retained.</p> <p>Ground levels should also be taken into account in the formulation of design and access statements.</p> | |
| <p>Heritage Statement Must include a full schedule of proposed works. Required if the proposed development may affect a designated or undesignated heritage asset and</p> <ul style="list-style-type: none"> • including archaeologically sensitive areas, • Ancient monuments, • The building is Listed or may affect the setting of a Listed Building, • Registered Parks and Gardens, • Development in or affecting the character of a Conservation Area <p>For further information see the Historic England website, available at https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/</p> | |
| <p>Listed Building Drawings at a scale of not less than 1:20</p> <ul style="list-style-type: none"> • To show joinery, panelling, fireplaces, plaster moulding etc. <p>1:5 sections may be required e.g. for glazing bar/cill sections</p> | |

| Local Requirement List | Tick when provided |
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| <p>Archaeological Assessment For developments that includes new buildings or ground disturbance on or adjoining a heritage asset of archaeological importance. Further details and guidance can be found on the Gloucestershire County Council website, available at https://www.gloucestershire.gov.uk/planning-and-environment/archaeology/archaeological-planning-advice/</p> | |
| <p>Biodiversity Survey You should submit a biodiversity survey when the development proposal (including any off-site works) will affect:</p> <ul style="list-style-type: none"> • Designated sites • Priority Habitats • Other biodiversity features • Species protected by law • Priority Species | |
| <p>Community Infrastructure Levy (CIL) CIL Levy is applicable to extensions over 100sqm. Forms available at https://www.stroud.gov.uk/environment/planning-and-building-control/community-infrastructure-levy-cil</p> | |
| <p>Daylight/Sunlight Assessment Required to show the impact of the proposed development on a neighbouring property and garden if the proposal is greater than one storey in height or a large single storey extension.</p> | |
| <p>Flood Risk Assessment Required if the proposed site is located in flood zones 2 or 3. See Environment Agency website for further information, available at https://flood-map-for-planning.service.gov.uk/</p> | |
| <p>Heritage Statement Required if the proposed development affects a designated or undesignated heritage asset and</p> <ul style="list-style-type: none"> • including archaeologically sensitive areas, | |

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| <ul style="list-style-type: none"> • Ancient monuments, • Listed buildings, • Registered Parks and Gardens, • Development affecting the character of a Conservation Area <p>For further information see the Historic England website, available at https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/</p> | |
| <p>Tree Survey</p> <p>Required for any development (including the provision of hard surfaces, site construction compound areas, utilities, excavations or changes in ground levels) that would</p> <ul style="list-style-type: none"> • be within 15m of any tree protected by a Tree Preservation Order or in a Conservation Area • be within 10m of any other tree that is 5m or over in height or has a trunk diameter of 250mm or more <p>Tree surveys must be written in accordance with the guidance in British Standard 5837 Trees in relation to design, demolition and construction – Recommendations.</p> | |
| <p>Structural Survey</p> <p>A survey of the building, including information on efforts to retain the structure in a sustainable condition.</p> | |