

National and Local Information Requirements - Householder Applications

National Information Requirements

Planning applications are required to be accompanied by the following national information requirements. The basis for these requirements is the Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended. If you fail to provide this information the Council will declare your application invalid. Documents not of sufficient quality to be scanned will also be returned.

Item	Requirement
The Standard Application Form	<p>All planning applications should be presented on a standard application form.</p> <p>The Council encourages the submission of applications electronically via the Planning Portal Government. Applications can be submitted at www.bradford.gov.uk/planning and click on "Make a Planning Application".</p> <p>If the application is submitted in paper format the Council requires one original and one copy of the completed standard application form to be submitted.</p>
Ownership Certificates and Agricultural Land Declaration	<p>Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the Town & Country Planning (Development Management Procedure) Order 2010, an ownership certificate must be completed stating the current ownership of the land to which the application relates.</p> <p>For all applications for planning permission a completed ownership certificate A, B, C or D must be submitted.</p> <p>For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.</p> <p>'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p>Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Similarly, Certificate A does not apply if there are agricultural tenants of the land to which the application relates. Therefore, in these circumstances, the applicant should complete certificates B, C or D.</p> <p>Ownership Certificates and Agricultural Land Declarations are incorporated within the standard application form.</p> <p>Where a certificate B, C or D is completed, the Householder Notice to Owners must also be completed and sent to all known owners/agricultural tenants. If some or all of the owners or agricultural tenants are unknown, the Notice No1 or Householder Notice to Owners must also be published in a local newspaper.</p> <p>A copy of the Householder Notice to Owners should be submitted with the application.</p>
Location plan	<p>All applications must include a location plan (unless submitted electronically) based on an up to date map. These should be at an identified metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).</p> <p>If the application is submitted in paper format the Council requires one original and one copy of a location plan to be submitted.</p> <p>Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a red line. It should 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 open areas around buildings.</p> <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>An up to date ordnance survey map for this purpose can be purchased from the Planning Portal or the Council.</p>

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Site plan	<p>A site plan must be submitted with all applications.</p> <p>If the application is submitted in paper format the Council requires one original and one copy of a site plan to be submitted.</p> <p>Site plans should be drawn at an identified standard metric scale (typically 1:200 or 1:500) and accurately show:</p> <ul style="list-style-type: none"> • The direction of north • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries <p>and the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads, and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site and those on adjacent land • The extent and type of any hard surfacing; and • Boundary treatment including walls or fencing where this is proposed 						
The correct fee	<p>Planning applications incur a fee. These are prescribed in CLG Circular 04/2008, Planning Related Fees.</p> <p>The Planning Portal includes a fee calculator for applicants. Below is the current fee schedule for householder development:</p> <p>Alterations, improvements or extensions to existing dwellings:</p> <table border="0" data-bbox="343 943 1077 1016"> <tr> <td>Where application relates to one dwellinghouse</td> <td style="text-align: right;">£172</td> </tr> <tr> <td>Where application relates to two or more dwellinghouses</td> <td style="text-align: right;">£339</td> </tr> </table> <hr/> <table border="0" data-bbox="343 1048 1077 1108"> <tr> <td>Erection of buildings in the garden of a dwelling (including sheds, greenhouses, or fences and walls etc).</td> <td style="text-align: right;">£172</td> </tr> </table>	Where application relates to one dwellinghouse	£172	Where application relates to two or more dwellinghouses	£339	Erection of buildings in the garden of a dwelling (including sheds, greenhouses, or fences and walls etc).	£172
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Bradford Local Information Requirements

This section sets out what information should be submitted with planning applications in addition to the national requirements. Local information requirements are at the discretion of the Council, but are based on national or adopted local policy requirements or 'policy drivers'. If you fail to provide this information the Council may declare your application invalid.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
Plans			
Existing and proposed elevations	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All external sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of doors and windows. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>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.</p>
Existing and proposed floor plans	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing walls or buildings are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.</p> <p>New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p> <p>If the application simply relates to a change of use, and no development work is to be carried out, a floor plan may not be necessary.</p>
Existing and proposed site sections and finished floor and site levels	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>Section drawings should be drawn at a scale of 1:50 or 1:100 and show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both the existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.</p> <p>In the case of householder development, the levels may be evident from floor plans and 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. Levels should also be taken into account in the formulation of design and access statements.</p> <p>Details of the design and location of any retaining walls should also be included.</p> <p>Where no changes to levels are proposed, the submitted plans should clearly state that this is the case.</p>
Roof Plans	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and show details of any roof that would be altered by the proposed development. Details such as the roofing materials, vents and their location should be specified on the roof plan.</p>

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required	Further Information
Information Requirements				
Bat Survey	<p>National Planning Policy Framework Section 11 Paragraphs 109, 118</p> <p>Unitary Development Plan – Policies NE10 and NE11</p>	Where there is a reasonable likelihood of bats being found within or adjacent to the application site	<p>Bats are ‘reasonably likely’ to roost close to woodland or water or in certain structures, such as barns, in any area below 300m. The following guidance and map provides further information.</p> <p>Bradford Bat Alert Layer Bat Alert Layer Guidance - Flow Diagram Wind Turbines and Bats in West Yorkshire</p> <p>Bats are a material consideration when deciding whether to grant planning permission. If there is a ‘reasonable likelihood’ that bats roost at the site, you will need to submit a Bat Roost Potential Assessment Form.</p> <p>If the assessment determines that you will require a survey it should be undertaken by suitable experienced and licensed surveyors in line with the ‘Minimum Standards for Bat Surveys in West Yorkshire’ published by West Yorkshire Ecology</p> <p>It may not be possible to undertake a full bat survey during the months from October to April which means there may be insufficient information to determine an application. However, where it can be established that there is limited bat roost potential or that impacts can be avoided, it may be possible to validate the application. Guidance on winter surveys for bats can be found at the following link: Flow diagram for bat surveys of household or small developments between October and April.</p> <p>The presence of bats within or adjacent to the development site is unlikely to stop the development going ahead provided that appropriate mitigation measures are in place.</p> <p>Mitigation is usually the term used for the combination of avoidance measures, such as careful timing to avoid the impacts, actions to limit the impact and compensation to create replacement habitat.</p> <p>If a bat roost is likely to be affected, a developer has a legal duty to carry out agreed measures to ensure that bats continue to roost at the site after the development has taken place. This is likely to need a licence from Natural England in addition to valid planning permission.</p>	<p>Bat Surveys West Yorkshire Ecology</p> <p>Natural England Enquiry Service 0845 600 3078</p> <p>Natural England website</p> <p>Bats Conservation Trust</p> <p>National Bat Helpline 0845 1300 228.</p>

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Flood Risk Assessment	<p>National Planning Policy Framework Paragraph 103</p> <p>Planning Practice Guidance (Flood Risk & Coastal Change)</p> <p>Planning Policy Statement 25: Development and Flood Risk: Practice Guide</p> <p>Unitary Development Plan – Policies NR15b and NR16</p>	<p>Sites of 1ha or more in Flood Zone 1</p> <p>Any development in flood zones 2 and 3</p>	<p>Applicants should complete a complete a flood mitigation measures table. The completed table together with the supporting evidence will form the Flood Risk Assessment and will act as assurance to the Local Planning Authority that flood risk issues have been adequately addressed.</p> <p>Householder Flood Risk Mitigation Measures Table</p>	<p>Planning Policy Statement 25: Development and Flood Risk: Practice Guide</p> <p>Environment Agency Flood Zone Maps</p>
Foul Sewage and Drainage Assessment	<p>National Planning Policy Framework Sections 10,11 12</p> <p>Planning Practice Guidance (Water Supply, Waste Water & Water Quality)</p> <p>Unitary Development Plan - Policies UR3 and NR16</p>	<p>Planning applications involving the disposal of trade waste or foul sewage effluent and surface water</p> <p>Proposals for non mains drainage</p> <p>Planning applications involving new connections to existing sewerage systems</p> <p>Applications for changes to or replacement of existing systems.</p>	<p>Planning Practice Guidance (Water Supply, Waste Water & Water Quality) states that developers should seek opportunities for sustainable drainage systems within application sites to reduce flood risk. These should be incorporated within the layout and form of the development. Sustainable drainage systems should be considered in preference to connections to watercourses or sewers.</p> <p>If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>All new buildings need separate connections to foul and storm/surface water sewers. If the development proposes to connect to the existing drainage system, details of the existing system should be shown on the application drawing(s). In most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided.</p>	<p>Planning Practice Guidance (Water Supply, Waste Water & Water Quality)</p> <p>Guidance on the permeable surfacing of front gardens</p> <p>Building Regulations Approved Document Part H and in BS6297.</p>

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Foul Sewage and Drainage Assessment <i>(continued)</i>			<p>If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>An application should indicate how the development connects to existing utility infrastructure systems. The main planning issue arising is whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees, archaeological remains, pollution prevention and flood risk.</p> <p>Where it is proposed to hard surface an existing domestic garden information will be required about the proposed surfacing materials and the drainage methods. For further information see Guidance on the permeable surfacing of front gardens</p>	
Heritage Statement	<p>National Planning Policy Framework Paragraph 128</p> <p>PPS5: Planning for the Historic Environment: Practice Guide</p>	<ul style="list-style-type: none"> • Planning Applications affecting a listed building, its curtilage or setting • Planning Applications affecting a Conservation Area or its setting • Planning Applications affecting Saltaire World Heritage Site or its setting • Planning Applications affecting Registered Historic Parks and Gardens or their setting • Planning Applications affecting a Scheduled Ancient Monument or its setting • Planning Applications affecting Adwalton Registered Battlefield or its setting 	<p>A Heritage Statement should contain a description of the significance of the heritage asset affected by the proposal including any contribution made by their setting.</p> <p>The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate Desk based assessment and, where necessary, a field evaluation.</p> <p>Further information about the preparation of a heritage statement can be found in the Council's Heritage Statements - Guidance for Applicants</p>	<p>PPS5: Planning for the Historic Environment: Practice Guide</p> <p>Conservation Areas in the Bradford District</p> <p>Descriptions of Listed Buildings in the Bradford District</p>

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Heritage Statement <i>(continued)</i>		<ul style="list-style-type: none"> • Planning applications affecting non designated heritage assets such as non-scheduled archaeological sites and locally important historic buildings • Applications for Listed Building Consent • Applications for Conservation Area Consent 		