



HOUSEHOLDER APPLICATION

Application for Planning Permission for development for an **existing** dwellinghouse; or development within the curtilage of such dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse; but **does not include** application for change of use, new/altered access or to change the number of dwellings

National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Planning Application Form and relevant Ownership Certificate	If you submit your application via the Planning Portal you will auto-fill the Application Form. If you require a paper form to print you can get it from here	Yes
Application Fee	Fees are set by Central Government and an Index Link increase is made on an annual basis. You can calculate your fee via the Planning Portal	Yes, unless; the application is for an extension of alteration to an existing dwelling or within the curtilage of an existing dwelling to improve access or to secure greater safety, health of comfort of a disabled person.
Location Plan	The Plan should be to a scale of either 1:1250 or 1:2500 and have a north point and have the curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE. A plan can be purchased from the Planning Portal at www.planningportal.co.uk but there are other websites that offer this service.	Yes
Existing and Proposed Site Plans	The Plan should, in most cases, be to a scale of either 1:200 or 1:500 and have the curtilage (boundary) of the site, the subject of the application, marked in RED . Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE . The existing	Yes

	and proposed Site/Block Plan must include ALL features of the site including buildings, hardstanding areas, parking, gates, walls, fences and landscaping (including trees).	
Application Drawings	Existing and proposed drawings must be submitted and include the following; Roof Plan – to a scale of 1:100 Floor Plans – to a scale of 1:100 Elevations – to a scale of 1:100 Sections – to a scale of 1:100 showing site levels and finished floor levels	Yes PLEASE DO NOT MARK DRAWINGS “NOT TO SCALE” AS THIS WILL INVALIDATE YOUR APPLICATION
Design and Access Statement	See National Requirements on this webpage	If the dwelling lies within a Conservation Area or more than 100 square metres of floorspace is proposed You can check if you are in a Conservation Area by clicking here
Flood Risk Assessment Matrix	To check whether you are in an area at risk to any type of flooding please visit our Website to download the Householder Matrix for Flood Risk If you are at risk of flooding, and depending on your proposal, you will need to submit one of the following; A full flood risk assessment SFRA Proforma for sequential and exception tests (template available on the link above)	Yes, if you are in a Flood Risk Area, regardless of the Risk.
Local Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
CIL (Community Infrastructure Levy)	Please see the CIL Pages of the Councils website	If the work has already started or the more than 100 square metres of floorspace is proposed. CIL Forms must be submitted if your proposal is for an extension or

		conversion of an existing building to create a residential Annexe.
Borough Council of Kings Lynn and West Norfolk Local Plan	There may be policies in the Local Plan in force at the time you make your application. Please ensure that you have read and understood any Policies that may affect your proposal, which can be Borough wide or Policies which apply to certain areas.	Yes, information must be provided to say how you have complied with the Policy.
Neighbourhood Policies	If your Parish has a neighbourhood plan, it will be available on the Councils website here NOTE: some Parishes/Villages have a Neighbourhood Plan which may have policies about certain types of development within their area ie. Materials and design to be sympathetic to the local area or drainage requirements.	If there are policies within the neighbourhood plan asking for specific requirements on submission of a planning application, that information must be included.