Householder Application Checklist

Please note that this is a shortened version of the full checklist and is for householder applications only. **It captures the majority of types of documents and additional information that may be required to accompany a basic householder application.** However, there may be instances when further information is required for example in areas of land instability. For further information and all other types of application please see the full checklist.

For more significant proposals/changes to our property you might want to consider using our pre application advice service before making your application.

We also offer a validation advice service.

Our pre application advice service webpage has information about these services and how to apply. A fee will apply.

Making your application

We recommend you submit your application electronically via the Planning Portal. This reduces administrative process time meaning we can progress your application more quickly and efficiently.

Applications will also be accepted by email. Application forms can be downloaded from the Planning Portal. Your application should be e-mailed to the relevant Dorset Council area planning team. Note: we will not start validation until you have paid the application fee.

Document	What / When	Full details in validation list
		Full checklist
Application Form	• Householder applications must be made using the national householder form. Apply online or download a form. See above. • All questions answered correctly. • Declaration signed and dated at the time of submission.	Section 1

Ownership Certificate	• The form includes ownership certificates - A, B, C or D.
	• The correct certificate must be completed stating the ownership of the application site and the date that any required notice was served or published if the applicant/s are not the sole owners.
	• Note: You cannot complete Certificate A when:
	  • the access to your development is not solely within your ownership, or is within a shared ownership, or is ownership is unknown;
	  • any part of the proposed development will touch, or overhang property or land owned by another person.
		Section 2

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	Depending on the circumstances certificate B, C or D will be required instead.	
Correct Fee	• Application fees are set by Central Government. • The correct application fee must be received for the application to proceed through to validation. Planning Portal application fees are paid direct to the Portal and automatically transferred to the Council. • See the Planning Portal for current application fees and a fee calculator.	Section 8
Plans - **All plans must:** ○ **Be up to date** ○ **Drawn to a metric scale with a scale bar indicated to match scale shown.** ○ **Show a scale bar** ○ **Include a north point** ○ **Be individually numbered for identification purposes** ○ **Submitted as single PDF documents. (JPG's, and photographs of plans and drawings are not acceptable because they cannot be accurately scaled).** ○ **Single line plans are not acceptable. Plans need to accurately show all architectural details.** ○ **Have personal details removed such as mobile numbers and e-mails. This is to reduce redaction required to comply with the General Data Protection Regulations.** ○ **We are unable to accept plans which are taken from Dorset Explorer or other Dorset Council mapping web pages, these are copyright;** ○ **We recommend that plans are prepared by a professional in most cases.**		
Location Plan	It should: • Show the application site in relation to the surrounding area with named/numbered properties. • Be drawn to a metric scale, normally 1:1250 or 1:2500, or 1:5000 in for a rural area. • Identify at least 2 named roads, where possible. • Show direction of North. • Outline in a solid red line all the land necessary to carry out the development. This must include means of access to the adopted highway, even if there is no change to this access. See note above re ownership certificates. • Show a **blue** line showing other land owned by or within the control of the applicant, close to or adjoining the application site.	Section 3

Site or Block Plan	It should show: • The proposed development's location within the site, relative to boundaries, existing buildings/features, and neighbouring properties. • All affected roads, footpaths, access points, turning and parking. • Public rights of way crossing or adjoining the site (e.g., footpath, bridleway, restricted byway, or byway open to all traffic). • Position of trees on the site and adjacent land that could influence or be affected by the development. See below Tree and Hedgerow surveys. • The enclosing boundary details i.e. walls, fencing, hedges, gates etc.	Section 12
Existing and proposed floor plans	Required for all householder applications where new floorspace is proposed as an extension/alteration or as a new free-standing building. All affected floors are required. Floor plans must: • Show the proposal in context to the existing building/s on the property and with the adjoining properties and their boundaries • Clearly show buildings/parts of buildings or walls to be demolished. • Show the internal floor layout of the proposal including all existing and proposed openings – for example doors, windows.	Section 12
Existing and proposed elevations	Required for all householder applications where changes are proposed to any part of exterior of the existing house (including doors and windows) or new free-standing buildings are proposed. All elevations are required. • Include all door and window openings, and blank elevations where there are none. • Detail proposed building materials, and the style, materials, and finish of windows and doors. • Show the relationship between adjoining or nearby buildings, including the positions of openings on each property. • Single line drawings are not acceptable.	Section 12
Existing and Proposed Roof Plans	Required when proposals involve a more complex roof design or where an existing roof is altered by the proposal. Include: • the shape of the roof and details such as dormer windows, rooflights, solar panels, chimneys, roofing materials •	Section 12

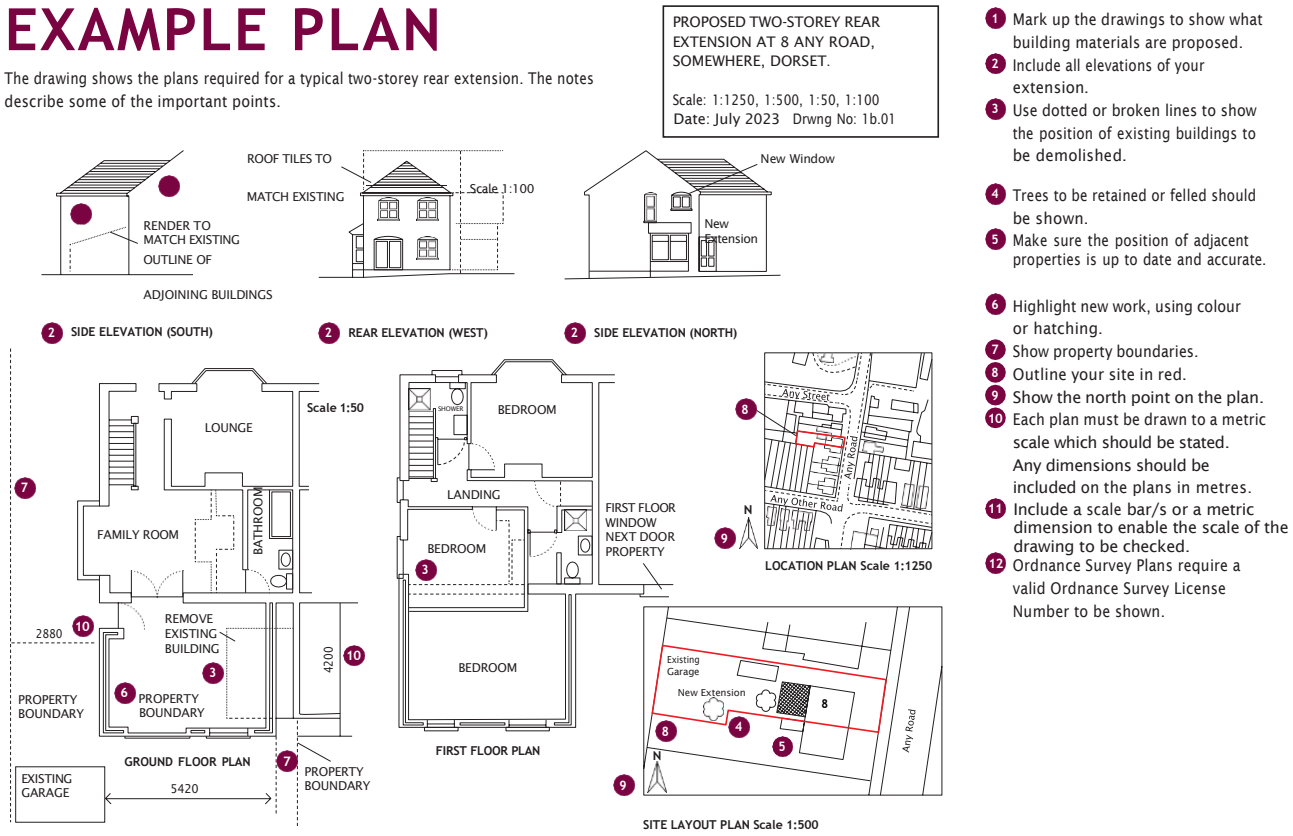
Flood Risk Assessment	Required when any part of the application site lies within: • flood Risk zone 2, 3 or 3b • an area at risk of surface water flooding • an area at risk of ground water flooding as identified on the Ground Water Susceptibility of Flooding layer • an area identified in the Councils' Strategic Flood Risk Assessment (SRFA) at risk of flooding in the future Check to see if your property falls within these areas using Flood map for planning - GOV.UK and Planning Public (for ground water and SFRA) Note: If your site has an area of 1 hectare or more, please contact your planning team for advice. Prepare your flood risk assessment following national guidance - standing advice produced by the Environment Agency You may need to seek professional advice to prepare your flood risk assessment.	Section 25
Heritage Statement	A required for all householder applications when: • The property is in a conservation area. • Th proposals have a material impact on the setting of a listed building, a locally listed building or other designated or non-designated heritage asset (such as a Registered Park and Garden or Scheduled Ancient Monument). • The proposal alters or extends a listed building (if this answer is 'yes', you it is likely you will also need to make an application for Listed Building Consent and should consider using the dual householder and listed building application form on the Planning Portal.) Check to see if your property is in a conservation area, a listed building or near other heritage assets (point 2) at Planning Public. You may wish to complete your written heritage statement using our heritage statement template.	Section 26
All surveys and reports should be prepared by a suitably qualified competent person/organisation with acknowledged experience in undertaking this type of work. Surveys/reports should be up-to-date and no more than 2 years old unless the competent person advises otherwise and must be undertaken at the appropriate time of year.		
Tree and hedges survey	Required for all householder applications where there are trees and hedges on the site or on adjoining properties which: • are within falling distance of your proposed development; • could influence the development; • maybe impacted on during construction; and/or	Section 45

	• might be important as part of the local landscape character. The position of all these trees and hedges must be accurately marked on a scaled plan, normally the proposed site/block plan. This plan should identify: • each tree/hedge with a reference number (such as T1, T2); • the species listed by common name; • their stem diameter when measured at 1.5 metres above ground level and • whether they are to be retained or removed as part of the development proposals. Based on the information submitted we may ask for additional information in line with the current British Standard BS5837 recommendations before we can validate your application.	
Ecological survey and report	Planning Portal application forms include a biodiversity check list. Answer all the questions correctly to find out if you need a survey and/or report to submit with your application. If you are not submitting using the Planning Portal you will need to download and complete the check list Where the application form/biodiversity checklist indicates that ecological information is required, this information must be submitted with the application at the validation stage. Read more information at Biodiversity - Dorset Council including guidance on the ecological survey season, types of survey and wildlife legislation **Important: If your application is submitted without all the required surveys and reports, and these can't be completed because of the time of year, your application will be closed as invalid, your fee returned, (minus any planning portal service charge). You will need to reapply when the surveys and reports have been completed by your ecologist.** Dorset Council's preferred mechanism to review ecological information is through The Dorset Biodiversity Appraisal Protocol (DBAP)The DBAP service allows your biodiversity information to be reviewed by the Council's Natural Environment Team (NET) who liaise with your ecologist to agree any amendments required with a view to issuing a Certificate of Approval. Your ecologist will need to complete the following and provide it to the Natural Environment Team at biodiversityprotocol@dorsetcouncil.gov.uk • Further copies of the completed ecological surveys and reports	Section 23

- For householder, listed building and barn conversion (where there is no other development) a Biodiversity Plan – download the template at The Dorset Biodiversity Appraisal Protocol (DBAP)
- Make the payment of the DBAP fee

You can obtain your NET certificate of approval before making your application.

Example plans. Note details required do not all need to be submitted on a single page, provided they meet the all the requirements as set out above.



1. Mark up the drawings to show what building materials are proposed.
2. Include all elevations of your extension.
3. Use dotted or broken lines to show the position of existing buildings to be demolished.
4. Trees to be retained or felled should be shown.
5. Make sure the position of adjacent properties is up to date and accurate.
6. Highlight new work, using colour or hatching.
7. Show property boundaries.
8. Outline your site in red.
9. Show the north point on the plan.
10. Each plan must be drawn to a metric scale which should be stated. Any dimensions should be included on the plans in metres.
11. Include a scale bar/s or a metric dimension to enable the scale of the drawing to be checked.
12. Ordnance Survey Plans require a valid Ordnance Survey License Number to be shown.

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