

A GUIDE TO SUBMITTING

A HOUSEHOLDER PLANNING APPLICATION

(Application for permission to alter or extend a house, or to erect a garage or shed etc. within the boundary of the property or to create a new access or erect a boundary wall/fence)

The purpose of this guide is to help you make an application. Making a planning application is important. Filling in the forms accurately and submitting clear plans helps everyone:

- It helps applicants to explain their intentions;
- It helps the Planning Department to understand what is involved and access it fully;
- It helps people whose views are sought about a proposal to give proper advice in the shortest possible time;
- It can avoid neighbours misunderstanding what is proposed, and raising queries or objections.

Please check that all of the boxes below are ticked before submitting your application, otherwise you risk having your application documents returned.

APPLICATION FORMS	4 copies including 1 original signed and dated	
CERTIFICATE OF OWNERSHIP	1 original copy signed and dated	
FEE	Currently £172	
SITE LOCATION PLAN	4 copies, to a scale of 1:1250 with the boundaries of the site edged in red	
SITE LAYOUT PLAN	4 copies of the existing and proposed site layout to a scale of 1:500 or 1:200. This should include all buildings and structures, gardens, open spaces and car parking, the site boundaries and adjacent buildings	
FLOOR PLANS AND ELEVATIONS	4 copies of all plans and elevations, existing and proposed (1:100 or 1:50)	
DETAILS OF ANY ADVICE OR ASSISTANCE	If applicable, provide details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate date of any correspondence or discussion and name of officer	

Application forms

Firstly, you must complete the 'Householder Application for Planning Permission' form. This form is fairly self-explanatory. You must complete all the sections of the form, making sure you sign and date the application at the bottom of the form. Four (4) copies of this form must be submitted. Please make sure you send all four copies to the Council. The application form can be completed online via the Planning Portal (www.planningportal.gov.uk/apply)

Certificate of Ownership

The owner(s) of the land or buildings subject of your application has to be declared as part of your submission. There are different certificates for different circumstances:

Certificate A must be completed if you own the land and/or building. The certificate is at the end of the application form. Please make sure you sign and date the certificate.

Certificate B must be completed if someone else owns all or part of the land, or you are intending to join your extension to your neighbour's property, or any part of your proposal (such as guttering or foundations) encroaches on land outside your ownership. The owner(s) must be served with a notice to let them know you are applying for planning permission on their property. This is used, for example, when you are a prospective purchaser or a tenant. The notice you serve is called Notice No.1 and you must include details relating to this notice when completing Certificate B (again, making sure you sign and date it).

If you do not know who owns part or all of the land there is a separate form to complete. Please contact us for advice.

Fees

You must submit the correct fee with your application as it cannot be dealt with until this has been paid. The current fee for the Council to determine a householder planning application is £172.00 (as at 1 October 2013).

No fee is required in the following circumstances:

- Where a similar application by the same applicant has been refused, withdrawn or has been granted within the previous 12 months.
- Where permitted development rights have been withdrawn from a property, meaning the applicant must submit an application for development which otherwise would not have required one.
- Where the application is for development to assist disabled people. If you think that this might apply to you, please state the circumstances applicable clearly on the application forms or in a covering letter.

Site Location Plans

You must submit four copies of a Site Location Plan which shows the site, edged with a red line along the boundary, and the streets and properties around it. This should

be at a scale of 1:1250 and is to help everyone to clearly identify the site and keep an accurate record of all applications that are submitted. Following the ending of the Map Return Scheme, the Planning Department are no longer able to offer customer's the opportunity to purchase Site Location Maps through us. We have published a comprehensive list of Ordnance Survey Mapping and Data Centres (available on the Planning website or by request) who can provide the required information.

Plans/Elevations Drawings

Clear plans are extremely important to a planning application as they illustrate exactly what you are proposing. Plans must be comprehensive and understandable for Planning Officers to be able to assess, as well as for consultees or neighbours to view your proposals and comment accordingly.

You must submit four copies of drawings of the existing and proposed floor plans of the whole property and full drawings of all of the existing and proposed elevations of the whole property. All plans must be drawn to an appropriate metric scale (usually 1:100 and 1:50). All drawings should include a Scale Bar and Key Dimensions and should specify the printing page size for which the scale applies. The plans should show the proposed materials to be used. It is important that you also submit a plan of the whole site showing the property in relation to its boundaries at a scale of 1:200 or 1:500.

The full **postal address** to send/hand in your application to is:

Planning & Building Control
PO Box 96
Waterside House
Sale Waterside
Sale M33 7ZF

Please see the Council's website for any further information on the planning process:-

www.trafford.gov.uk/planning