



HOUSEHOLDER GUIDE TO PREPARING AND SUBMITTING A PLANNING APPLICATION

Get it right first time



ASHFORD
BOROUGH COUNCIL

ASHFORD

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Avoid delays

We can help

Are you thinking of building a conservatory or getting the house extended? If you are, you might need planning permission.

At Ashford Borough Council we work hard to make the planning process as easy as possible. We receive 600 to 700 applications from householders every year.

But nearly half of these applications fall at the first hurdle – because the right information has not been submitted.

Every application we receive has to go through a validation process – and if the application is declared invalid there can be delays in getting a decision for what you want to do.

You don't want your planning application delayed – and neither do we.

We check every application received to make sure:

- The right forms have been completed correctly
- That all the necessary documents have been supplied
- The correct fee has been paid

If all those checks are passed, your application can go forward for a decision to be made on it.

We offer free planning advice before you submit your application where we can provide guidance on any proposed developments. This service is beneficial to you and to us.

For more pre-application or detailed advice on submitting your application, visit www.ashford.gov.uk/making-planning-applications.

If you still need help after reading this pack, call our Planning Help team on 01233 330264 for more advice. They can help to prevent delays in processing your application and getting a decision on it.

Do you really need planning permission?

Some extensions to houses and some garden buildings do not need planning permission.

You can check on the interactive house on the Planning Portal website. www.ashford.gov.uk/maps

If, after researching, you don't think you need planning permission but would like formal confirmation from us, you should apply for a lawful development certificate.

Full details can be found at www.ashford.gov.uk/certificate-of-lawful-development.

A lawful development certificate will provide clarity to a prospective purchaser should you decide to sell your property at any point in the future.

What makes an application invalid?

You can find out more detail later in this information pack but these are some of the most common reasons:

- Existing and proposed elevations have not been submitted
- The wrong form was used and/or not fully filled in or no form was included
- No fee, or the wrong fee was paid
- All the required plans were not included - especially the location plan, block plan or floor plans
- The agricultural holding certificate was not completed
- The plans and elevations submitted did not match each other
- The plans don't scale/have scale bars shown
- Location plans must have a North Point
- The wrong ownership certificate was completed
- The development site was not clearly outlined in red on the location plan/does not have a continuous red line

What sort of planning application do I need to make?

Domestic extensions

If you are intending to build a domestic extension, an outbuilding, a new hard standing – or something similar to a single house – you will need to submit a Householder Application.

Do I need Listed Building Consent?

If your application involves works to a listed building, that affects that character of the building as a building of special interest, you may very well also need to apply for Listed Building Consent. This is a free service.

If you are unsure if your house is listed then please look at our planning information map on our website.

www.ashford.gov.uk/maps/

For further guidance of what you need to submit, please visit our listed buildings page on the web site.

Do I need Conservation Area Consent?

Conservation Consent was abolished in 2013. If you live in a Conservation Area, you will need planning permission for relevant demolition in a conservation area to do the following:

- Demolish a building with a volume greater than 115 cubic metres. There are a few exceptions so please check with the council
- To demolish a gate, fence, wall or railing over 1m high next to a highway (including a public footpath or bridleway) or public open space; or over 2m elsewhere

If you are unsure where conservation areas are then please look at our planning information map on our website.

Works to Trees

Trees within Conservation areas or those covered by a TPO are protected and you require permission to undertake works to them. Find out more information here:

www.ashford.gov.uk/planning-and-building-control/trees-and-hedges/

What you need to submit

We encourage you to make your application online but hard copy forms are also available. Information on how to apply can be found here: <https://www.ashford.gov.uk/submit-a-planning-application>

- **National Requirements** – these are the same wherever you are in the country
- **Local Requirements** – there are some requirements which are specific to Ashford.
Not submitting the right information can delay your application, just as it can with the national requirements

National Requirements

The table below shows what we need for every planning application. You should send us two copies of every form and plan required – and don't forget to include the right fee. If you are applying online all plans and forms can be sent electronically and we will print them for you.

National Requirement	When and why?
Completed Application Forms	The correct form is the Householder Application for Planning Permission, for works or extension to a dwelling. <ul style="list-style-type: none">• Make sure it is signed and dated, with all the correct parts filled in
Completed Ownership Certificates	A, B, C or D as applicable
Completed Agricultural Holdings Certificate	Signed and dated - Please don't forget this. It is one of the most common things wrong with new applications.
Location Plan (A4 or A3) (Please refer to the drawn examples later in this document)	This needs to be up to date, drawn to scale (e.g. 1:1250 or 1:2500) with a scale bar and clearly showing the direction of North <ul style="list-style-type: none">• The application site has to be outlined in a continuous red line• If you own any other land not within your domestic boundary (curtilage), outline this area in blue Land registry plans are not accepted. You can purchase site location plans from a number of sources — More information here: http://www.planningportal.co.uk/homepage/4/buy a plan

Site Plan and Other Plans (A4 or A3)

(Please refer to the
drawn examples later
in this document)

Existing and proposed block plans in 1:200 or 1:500 scale (or 1:1250, depending on extent of site area), indicating the boundaries of neighbouring properties to show clearly the impact on those properties. This is for the planning officer to work out such things as, (for example) if the light to neighbouring houses is affected or not. These must show a scale bar.

- Existing and proposed floor plans at 1:50 or 1:100 scale
- Existing and proposed elevation drawings at 1:50 or 1:100 scale
- Existing and proposed roof plans at 1:50 or 1:100 scale

National Requirement	When and why?
Heritage Statement	<p>You will need this if the property is LISTED or is in a CONSERVATION AREA, or if your application affects any of the following:</p> <ul style="list-style-type: none"> • The setting of a listed building • The setting of a conservation area • Ashford registered and locally important parks and gardens • An ancient monument or its setting • Areas of Archaeology and Areas of Archaeological Potential <p>The aim of the statement is to describe the significance of the Heritage Asset and demonstrate how this is affected by the proposals. The level of detail in a Heritage Statement is dependant on the nature of the works proposed and in the majority of cases a full architectural and historic analysis is unlikely to be required. The National Planning Policy Framework (NPPF) states that the detail should be ‘no more than is sufficient to understand the potential impact of the proposal on [the heritage assets] significance’.</p>
Fee	£206 (subject to change)

Should your application be solely for the comfort of a disabled person then this will be free of charge. Proof of disability will be required i.e. disability allowance, blue badge or Doctor’s note.

You will also be entitled to one free submission per applicant per site provided:

- It is a re-submission of a previously refused or approved application within 12 months from the date of the decision
- It involves an application that was withdrawn within 12 months of the submission date.

Local Requirements

There may be some local requirements in Ashford that are needed to assess your application and you may also need to complete the forms listed in the table below.

These are important because without them, it may delay your application.

Local Requirement	When and why?	Who to contact for help?
Flood Risk Assessment	You will need to find out if you are in a flood risk area. If you are then you will need to include an assessment that explains how the design of the building deals with flooding issues.	To see if you are in a flood risk area look on our planning information map. For advice on how to carry out an assessment, visit the Environment Agency and look for their standing advice for applicants and agents. Contact us on 01233 331111. www.ashford.gov.uk/maps
Parking and Access provision	If the development will result in the loss or creation of a parking space or driveway, you will need to provide a plan of where the parking or access is going to be.	



Local Requirement	When and why?	Who to contact for help?
Tree/ Arboricultural Plan and Assessment	If your proposal is within five metres of the crown spread of any tree please provide a drawing showing the position of the tree and an assessment of the impacts for the tree if the proposal is built.	trees@ashford.gov.uk
Ecological Assessment	<p>If your development affects the roof of your building you may need to check for any impact on bats. Also, if there are lots of ponds near where the work is to be, there may be other species protected by law, such as Great Crested Newts.</p> <p>If you think there are then you will need to submit an ecological assessment.</p>	<p>Natural England</p> <p>https://www.gov.uk/topic/planning-development/protected-sites-species</p>

Domestic Extensions: Supplementary Planning Guidance

For advice on the types of extensions and buildings the council encourages and good and bad examples of house extensions please read SPG10 Domestic Extensions in Urban and Rural Areas booklet, available from our planning policy webpages.

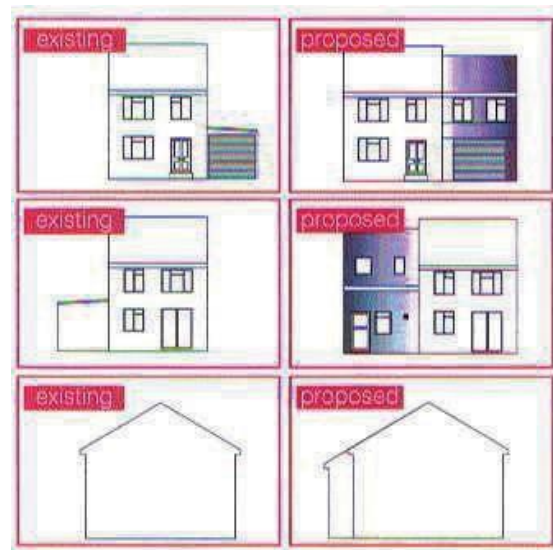
Good and bad examples of application submissions

Good examples

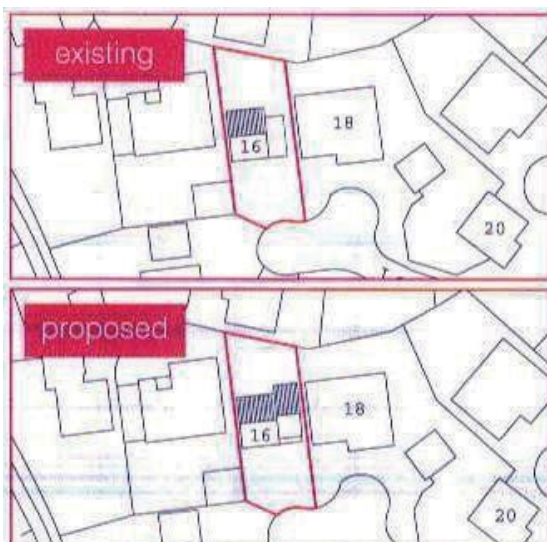
Location Plan outlined in red, showing where north is on the plan (to scale 1:2500 or 1:1250).



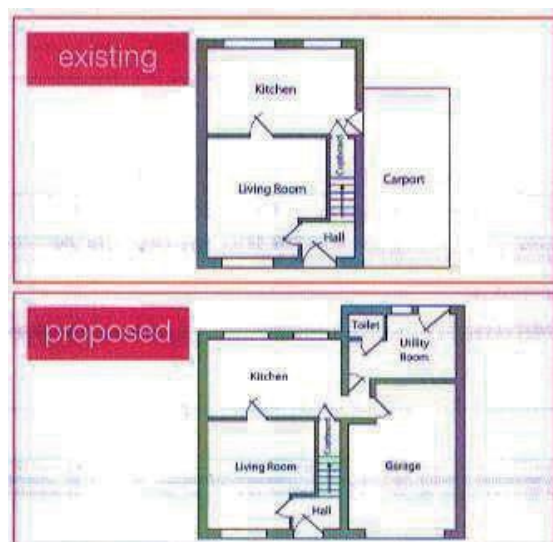
Elevation Plan (to include front, rear and sides showing doors and windows in the right places (to scale 1:50 or 1:100).



Block Plan (existing and proposed layout) (to scale 1:200 or 1:500).

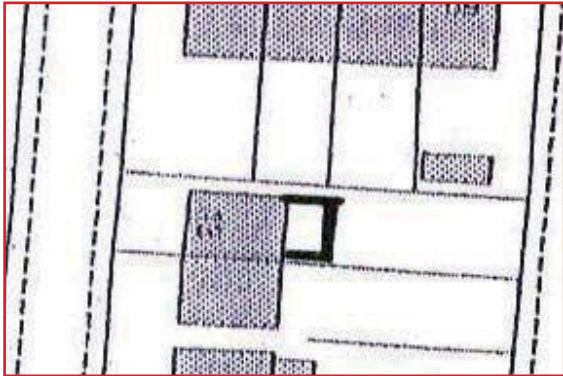


Floor Plan (existing and proposed) (to scale of 1:5) or 1:100).

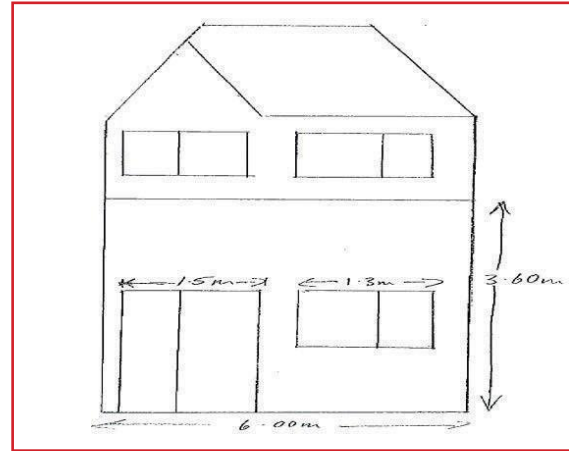


Bad examples

Block Plan (no scale, not showing north).



Elevation Plan no scale, no listing of what the plans are (existing or proposed), copied pencil drawing so very faint, probably not accurate.



Before you submit your application

- Check you have completed your forms in full
- Have included all the information and plans
- Make sure you have considered all the national and local planning requirements for your development

For more information on the requirements for your application, you can go to www.ashford.gov.uk/make-your-application-valid, or visit www.planningportal.gov.uk for more information and details on how to make an application online.

Building regulations

Don't forget you will probably need consent under the building regulations too. This will be about how any building is going to be built, for example the levels of insulation in the roof or walls or where the drains are going to be and what specification they are.

For more information please visit www.ashford.gov.uk/buildingcontrol, or telephone 01233 330282.

What happens to my application?

