

## Annex 1 - Householders Quick Guide

### Checklist for householder planning applications

Before you send us your application, make sure the following checklist is complete.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	<ul style="list-style-type: none"> <li>• Complete all sections</li> <li>• Accurately describe what you are applying for</li> <li>• Complete the Declaration</li> </ul>	
Certificates	<ul style="list-style-type: none"> <li>• Complete Certificate A if you are the owner of the land</li> <li>• Complete Certificate B and Notice 1 if someone else owns all or part of the land</li> <li>• Complete the Agricultural Holdings certificate</li> </ul>	
Fee	<ul style="list-style-type: none"> <li>• Pay the relevant fee to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information).</li> </ul>	
Location Plan	<ul style="list-style-type: none"> <li>• Use a scale of 1:1250 or 1:2500</li> <li>• Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license</li> <li>• Draw a red line around the edge of all the land affected by the development (including access to the public highway)</li> <li>• Draw a blue edge around all other land that you own</li> </ul>	
Site/Block Plan	<ul style="list-style-type: none"> <li>• Use a scale of 1:100, 1:200 or 1:500</li> <li>• Make sure the direction of North is shown</li> <li>• Show the development in relation to</li> </ul>	

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	property boundaries <ul style="list-style-type: none"> <li>• Show the car parking layout, if this is new or changes to what's there now</li> <li>• Show any trees within the site boundary or next to it</li> </ul>	
Floor Plans	<ul style="list-style-type: none"> <li>• Use a scale of 1:100 or 1:50</li> <li>• Include existing plans and what is proposed.</li> <li>• Full existing and proposed plans are needed for applications outside of the settlement boundaries.</li> <li>• If existing car parking is affected, full floor plans of the whole property need to be shown</li> </ul>	
Elevations	<ul style="list-style-type: none"> <li>• Use a scale of 1:100 or 1:50</li> <li>• Include all the elevations (sides) of what you want to do</li> <li>• Include what the elevations look like now and what is proposed</li> <li>• If not all of a roof is visible on the elevation drawings, provide a roof plan</li> </ul>	
Flood Risk Assessment	<ul style="list-style-type: none"> <li>• Include an assessment if the property is within Flood Zone 2 or 3</li> <li>• Complete the Environment Agency template: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></li> </ul>	
Ecological Report	<ul style="list-style-type: none"> <li>• Include a report on bats if a building likely to house bats is going to be demolished or a tree likely to provide foraging for bats is to be removed</li> <li>• Include a report on Great Crested Newts if ponds are involved</li> </ul>	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Heritage statement	<ul style="list-style-type: none"> <li>• Include a heritage statement if the proposed development may affect a heritage asset or its setting</li> </ul>	
Trees	<ul style="list-style-type: none"> <li>• Information is needed where there are trees on the application site or on land adjacent to it (including street trees) that could be affected by or that influence the development. The information that must be provided should detail which trees are to be retained and how they will be protected during construction works, in accordance with British Standard 5837 'Trees in relation to design, demolition and construction - Recommendations'. The information should be prepared by a suitably qualified and experienced arboriculturist (tree specialist)</li> </ul>	

Further information will be required where the proposal is within the curtilage of a Listed Building or involves demolition within a Conservation Area.

If you have any questions or need any help with your application for Householder development, please call our Validation Officers on 01785 619 337 or email [planningtechnicians@staffordbc.gov.uk](mailto:planningtechnicians@staffordbc.gov.uk).