

## BITE SIZE VALIDATION GUIDANCE (1<sup>st</sup> April 2020)

### - HOUSEHOLDER APPLICATIONS

(for extensions or alterations to houses and flats that are not Statutory Listed Buildings)

#### \*Data Protection & Personal Information

All information (for example on forms, statements or covering letters) you send us in relation to a planning application is public information, will be available for public inspection on the internet and by law must be available for anyone to inspect.

All submitted information is reviewed and only personal information including your signature, email address or telephone number will automatically be removed.

If you are submitting any forms or statements containing other information you consider to be personal or sensitive information, you must clearly identify within documents names or title pages that such information is included within, and the Council will determine whether it can accept the information to be treated confidentially. If you require advice in this regard, please contact [planning.general@gravesham.gov.uk](mailto:planning.general@gravesham.gov.uk) before submitting your application or information.

The Council's general advice regarding privacy can be found in our [Privacy Notice](#).

#### NATIONAL REQUIREMENTS

What you need	How the information must be prepared
<b>Application Forms</b>	<p>The form must be <u>completed in full, signed and dated</u>. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission. Guidance on how to fill out these forms can be found at the Planning Portal web site <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a></p> <p>Applications for extensions to <u>flats</u> need to be on full planning application forms (not householder forms) and failure to use the correct forms will delay the application and make it invalid.</p> <p>On the form, <u>only one</u> of ownership certificates A, B, C or D must be completed stating the ownership of the property.</p> <p>Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run. If Ownership Certificate B is completed, Notice 1 is required (this will be necessary if the works include the construction of a party wall extending onto neighbouring land). If Ownership Certificate C is completed, Notices 1 and 2 are required. If Ownership Certificate D is completed, Notice 2 is required</p> <p>Please note, that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Agricultural Holdings Certificate - even though your application is for a non-agricultural use - please confirm whether or not any of the land to which the application relates is, or is part of, an agricultural holding.</p>
<b>Fee</b>	<p>See the fee calculator here: <a href="https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7">https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7</a></p>



**Block plan**

The plan (existing and proposed block plans should be provided if structures are to be demolished / altered) must:

- Be drawn to an identified 1:100 or 1:200 scale – scale bar included on drawing and showing the direction of north
- the development in relation to site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- all the buildings, roads and footpaths on land adjoining the site including access arrangements
- all public rights of way crossing or adjoining the site
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- the extent and type of any hard surfacing, existing and proposed
- boundary treatment including walls or fencing if this is proposed.

**EXAMPLE:**



**LOCAL REQUIREMENTS**

**General requirements:**

- All drawings must include a title and drawing number (with the relevant revision number as necessary) Identify the print (paper) size
- Both the proposed and existing plans can be shown on the same plans, where the proposed works are clearly shown
- Electronic drawings must be in pdf format

**Floor Plans (Existing and proposed, including roof plans)**

Plans must:

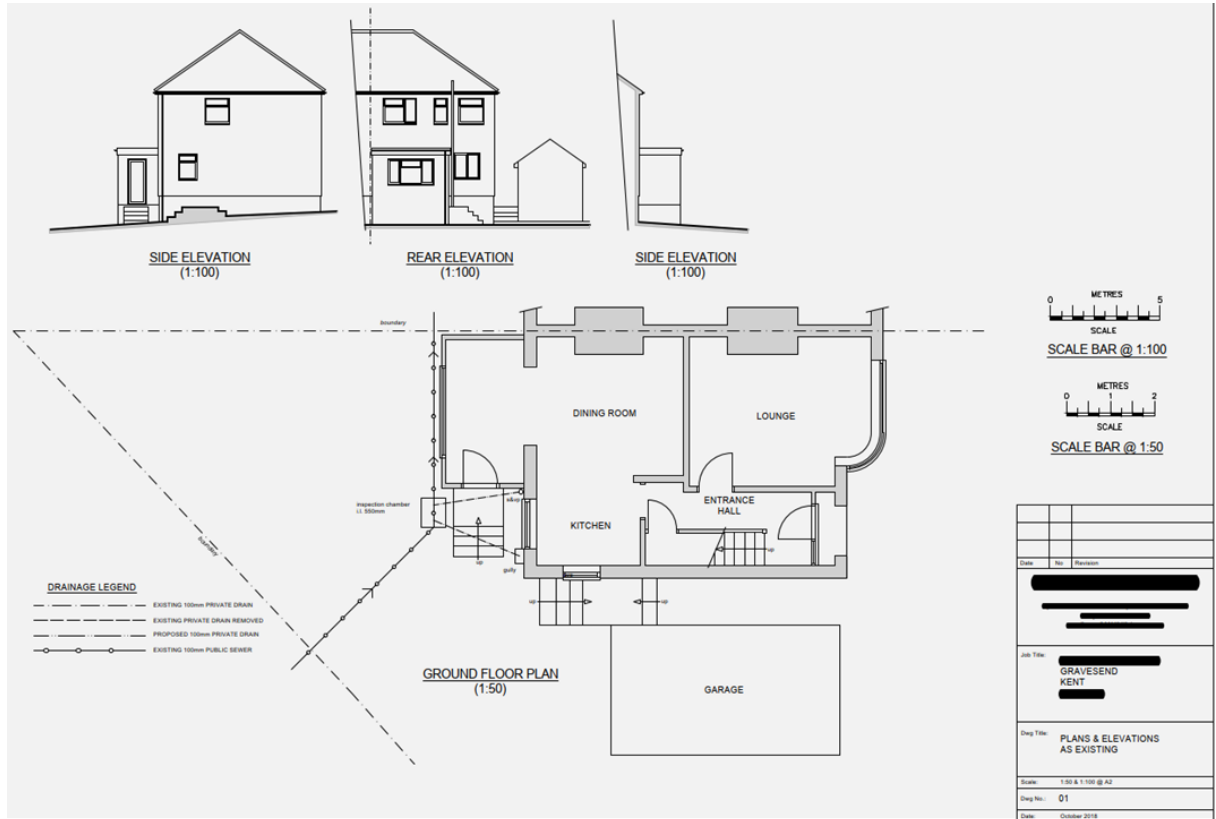
- be at 1:50 or 1:100;
- show all floors of the existing building
- show all floors of the proposed building (where changes are proposed on that floor)
- show the site boundary and the outline of any existing neighbouring buildings
- identify / highlight any existing buildings or walls which are to be demolished

**Elevations  
(Existing and  
Proposed)**

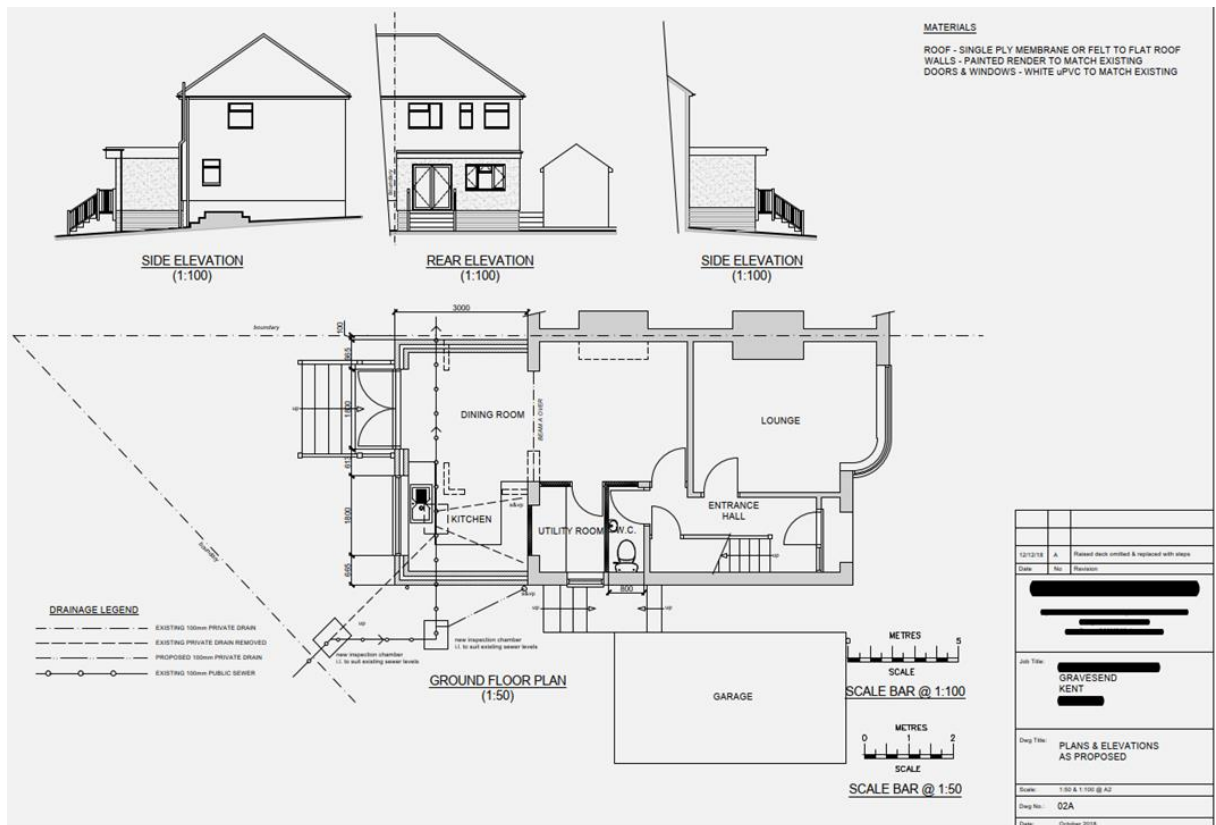
Plans must:

- be at an appropriate scale, usually 1:50 or 1:100
- be included for all elevations affected (if no external changes are proposed, plans should be annotated clearly to reflect this)
- show the full elevation of the building, including all doors / windows / roof shape
- show the relationship to neighbouring buildings

**EXAMPLE (Existing Plans & Elevations):**



**EXAMPLE (Proposed Plans & Elevations):**



**Section drawings (Existing and proposed)**

Plans must:

- be at 1:50 or 1:100;
- show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site;
- show the proposals in relation to neighbouring buildings;
- section through a building should include all floors, including the basement, loft / roof space, along with any terraces.

**EXAMPLE (Proposed Elevations including Section drawing):**

**KEY TO MATERIALS**

- ① White painted render
- ② White uPVC double glazed windows & doors
- ③ Plain tiles
- ④ White uPVC double glazed Bi-fold doors

**Key to Outlines**

- Outline of existing building

**Front Elevation**  
As Proposed Scale 1:100

**Side Elevation**  
As Proposed Scale 1:100

**Rear Elevation**  
As Proposed Scale 1:100

**Section**  
As Proposed Scale 1:100

1:100 0 2m 4m 6m 8m 10m

Rev	Date	Comment
A	04/01/2019	Amended roof lantern size and location - client instruction.

CLIENT	PROJECT	DRAWN	DATE	SCALE	NO. OF SHEETS
[Redacted]	[Redacted] Gravesend, DA11 [Redacted]	SP	Dec 18	1:100	A3
Elevations & Section As Proposed				SP-435-P-04	A

**EXAMPLE (Loft Conversion / Roof Dormer extension):**

+8.810  
3 Roof Plan

+5.400  
2 Second Floor Plan

+2.790  
1 First Floor Plan

+0.000  
0 Ground Floor Plan

**Proposed\_Section\_C**

0 2m 4m 10m

<b>Zanoply</b>	<b>Site</b>	<b>Project</b>	<b>Drawing Scale</b>	<b>Date Prepared</b>	<b>Notes</b>
	[Redacted]	Lawful Development Certificate (Proposed) for a Hip to Gable Roof Conversion	1:100 at A3	21.12.2018	

1. The contractor is responsible for checking all dimensions before commencing work.  
2. All measurements are measured in Gravelly for level and correct amount for length for non-continuous runs.

**Tree Survey & Report**

Where the proposed development proposes the removal of or will / may affect trees on the site or neighbouring land, provide a survey and report which identifies:

- The species, position of trees and canopy spread on the block plan or separate plans.
- Any trees which are to be felled, retained or affected by the proposed development.
- The location of any trees within adjacent properties that may be affected by the development.

A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.

This information should be prepared by a qualified arboriculturalist. Further guidance is also provided in BS5837:2012 - Trees in Relation to Design, Demolition and Construction.