

# Householder Checklist

## Planning Applications

Before you send us your application, make sure the following checklist is complete. Unless you are sending your application to us electronically, we will need 3 copies of each document.

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Application form	Complete all sections	
	Accurately describe what you are applying for	
	Complete the Declaration	
Certificates	Complete Certificate A if you are the owner of the land	
	Complete Certificate B and Notice 1 if someone else owns all or part of the land	
	Complete the Agricultural Holdings certificate	
Fee	Pay £206 to Stafford Borough Council (unless an exemption applies - see our Fees guide for more information)	
Location Plan	Use a scale of 1:1250 or 1:2500	
	Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license	
	Draw a red line around the edge of all the land affected by the development (including access)	
	Draw a blue edge around all other land that you own	

Type of Information	What you need to do	Have you done this? (Yes, No or Not Applicable)
Site/Block Plan	Use a scale of 1:100, 1:200 or 1:500	
	Make sure the direction of North is shown	
	Show the development in relation to property boundaries	
	Show the car parking layout, if this is new or changes to what's there now	
	Show any trees within the site boundary or next to it	
Floor Plans	Use a scale of 1:100 or 1:50	
	Include existing plans and what it proposed. Full existing and proposed plans are needed for applications outside of the settlement boundaries.	
	If existing car parking is affected, full floor plans of the whole property need to be shown	
Elevations	Use a scale of 1:100 or 1:50	
	Include all the elevations (sides) of what you want to do	
	Include what the elevations look like now and what is proposed	
Flood Risk Assessment	Include an assessment if the property is within Flood Zone 2 or 3	
	Complete the Environment Agency template: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	

<b>Type of Information</b>	<b>What you need to do</b>	<b>Have you done this? (Yes, No or Not Applicable)</b>
Ecological Report	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	
	Include a report on Great Crested Newts if ponds are involved	
Trees	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 arboriculturalist (tree specialist)	

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)