

## CHECKLIST FOR SUBMITTING PLANNING APPLICATIONS

### 3. HOUSE EXTENSIONS

This is one of a series of “Validation Checklists” to help you know what information is required for different types of proposal. It is divided into two parts – information that **MUST** be provided to enable your application to be validated, and information that **MAY** be required depending on the particular circumstances. If you need further help, please see the “How to Contact Us” section at the end.

The Council has adopted a Supplementary Planning Document (SPD) “House Extensions” and you are advised to refer to this before submitting your proposals.

**To ensure that your application is complete and “valid” you MUST include the following:**

*(Please tick or complete as appropriate)*

- 1) Three copies of a site location plan with the site edged in red  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 2) Three copies of a block plan, including boundaries & neighbouring buildings  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 3) Three copies of all elevations (before and after)  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 4) Three copies of floor layout plans (before and after)  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 5) Three copies of the completed & signed application forms
- 6) Three copies of the completed & signed Article 7 (Agricultural Holdings) Certificate
- 7) Three copies of the completed & signed Ownership Certificate
- 8) The correct fee (See “Scale of Fees”)
- 9) If the site is within a Conservation Area, Area of Outstanding Natural Beauty or a Site of Special Scientific Interest, three copies of a Design and Access Statement

**In addition, to ensure unnecessary delay in the consideration of your proposals, the following information MAY be required. Failure to provide this information may result in your application being refused:**

*(Please tick or complete as appropriate)*

- 1) Three copies of a streetscene elevation to show how your proposed extension would appear in relation to neighbouring properties
- 2) Where significant trees would be affected by the proposals, three copies of a Tree Survey (See "Information required on Trees & other Landscape Features")
- 3) In some cases, such as where existing roofs would be affected, three copies of a protected species survey carried out at an appropriate time by a suitably qualified surveyor

Details of any pre-application advice sought from a Planning Officer (please indicate dates of correspondence or discussion with a named officer)

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Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

**Please return this checklist with your application.**

**Did you know you can now submit your planning application on-line? Please visit [www.planningportal.gov.uk](http://www.planningportal.gov.uk) to find out more.**

## How to contact us

For further information about the Planning Department, including assistance in completing application forms and making appointments to see a Customer Service Advisor or the Duty Planning Officer, please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5:30pm) or visit the District Council's website <http://www.malvern hills.gov.uk/planning>, where our SPD on House Extensions may also be viewed

- 01905 25121 سے رابطہ کریں ٹیلیفون: [Ethnic Access] نسلیاتی رسائی میں مدد چاہتے ہیں۔ آپ انگریزی میں مدد چاہتے ہیں۔ [Urdu]
- ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]
- 'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]
- 'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]
- “如需我們幫助你理解英文－聯繫 Ethnic Access（少數民族服務獲取組），電話：01905 25121” [Chinese]