



How to make your householder planning application

Your householder planning application

The householder planning application form should be used for extensions and improvements to your home, for example:

- Porches and verandas
- Extensions including conservatories
- Loft conversions and dormers
- Garage, sheds, other outbuildings or carports
- Garden walls, fences and gates
- New or altered access on to a main road

You must use a different form if you want to convert your house into flats, change its use or build a separate dwelling in your garden.

Please note - by completing the form you are **only applying for planning permission**. In many cases an extension to your house, sometimes including a garage or porch, will also need Building Regulation approval to make sure that the building is safe and habitable. They are governed by different laws. You need to complete another form and pay a separate fee. Our Building Control Section can give you further advice and a leaflet. Telephone 01942 404227.

It is possible that planning permission could be refused and Building Regulations given for a specific proposal and vice versa.

Ownership of land

You must complete and sign the appropriate Certificate of land ownership. Please read the notes on the application forms.

The plans

1 Location plan

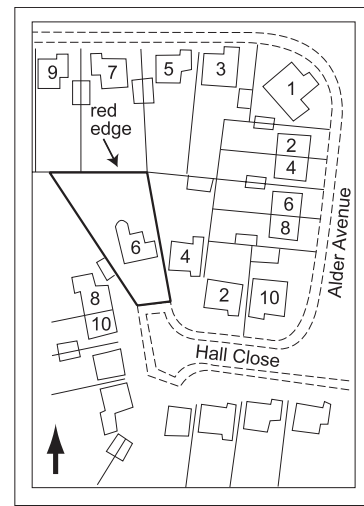
You must provide 4 copies of a plan clearly showing your application site and the surrounding area with your house and garden outlined in red at a scale of 1:1250, including a North point. You can buy a set of location plans from us. We will not accept diagrammatic location plans not drawn to scale.

2 Site layout plan

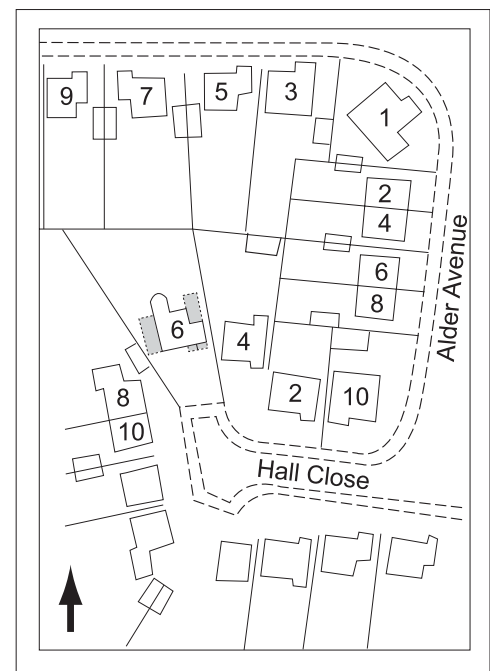
You should also provide 4 copies of a site layout plan at a scale of 1:200 or 1:500 scale to show more clearly the position of:

- Your property.
- Your extension or other proposed work.
- The site boundaries and adjoining houses, including any extensions.

If you do not provide a site layout plan this information should be shown on the floor plans.



Site Location Plan 1:1250



Site Layout Plan 1:200

First floor side extension, porch and canopy to front and single storey side extension at 6 Hall Close, Wigan, June 2001

3 Floor plans and elevations

The detailed plans should be drawn accurately to a scale of 1:50 or 1:100 and must distinguish between existing and proposed buildings. If the drawings are also to be used for a Building Regulations application you will need to provide a number of structural and drainage details and cross sections. Contact the Building Control Section of the Environmental Services Department for further information.

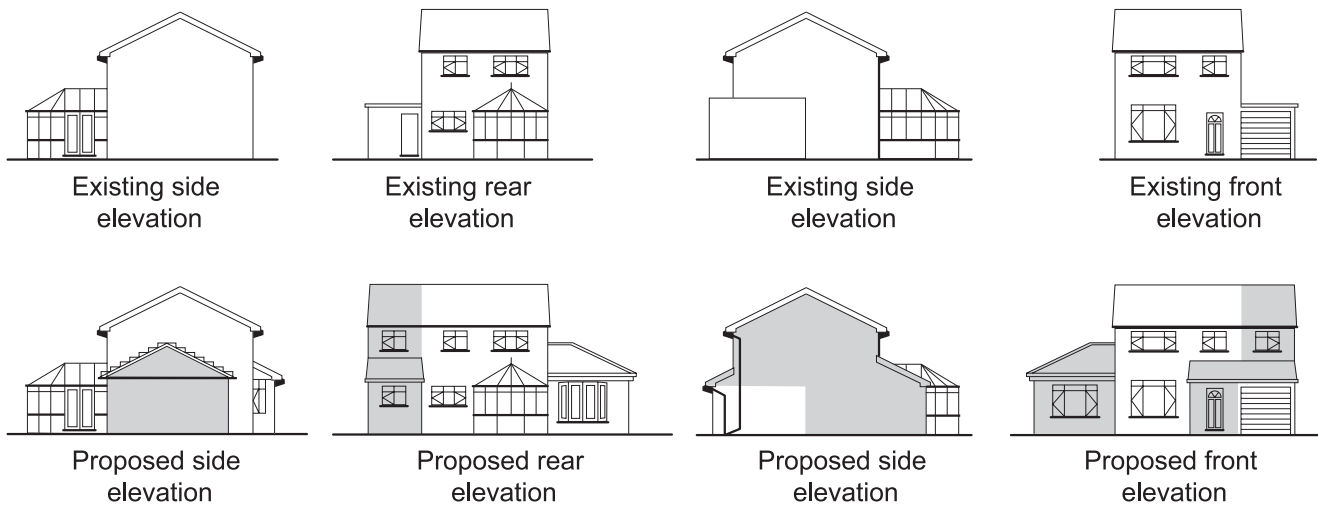
Amendments

If you wish to make amendments after permission has been granted, you should make us aware of this because a new application may be required. You should also inform Building Control.

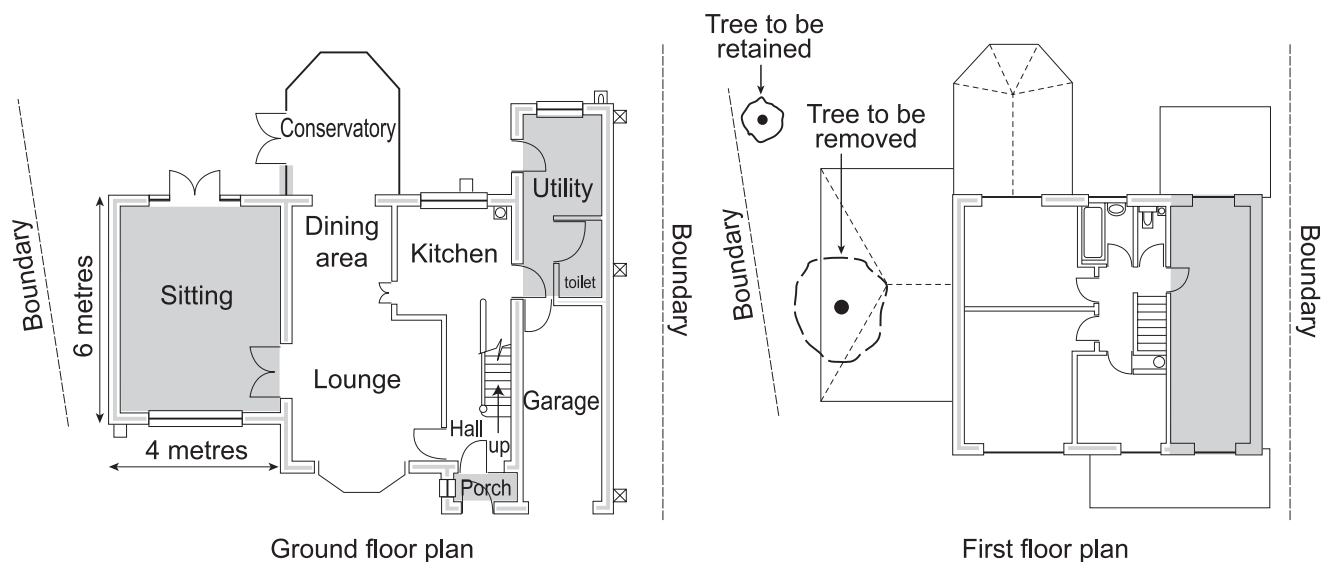
Example plans

Note that the plan has been photographically reduced.

Scale 1:100



Scale 1:50



Example plan

This drawing shows the plans required for a householder application.

Please note:

- 1 Each plan must be drawn to a metric scale in ink. You should also include important dimensions on the plans.
- 2 Include all elevations of your extension.
- 3 Show the precise position of the boundaries.
- 4 Mark up the drawings to show what building materials are proposed.
- 5 Highlight new work, by hatching or shading.
- 6 Use dotted or broken lines to show the position of existing buildings to be demolished.
- 7 Make sure the position and house numbers of all adjacent properties are shown and that the details are up to date and accurate.
- 8 Any trees within the curtilage overhanging the property or which may be directly affected by the proposal should be accurately plotted on the plans, showing the extent of the spread of the crown of the tree(s).
- 9 Title block or box which should include, a description of proposed works, the address of the site and date and drawing number or revision.
- 10 If the ground levels vary on site, these should be shown on the plan as should the gradients of any ramps between the street and the building.

Talk to a Planner

If you need to apply for planning permission, contact us to get the application forms. We also give free advice on house extensions in a free booklet 'Extending your home'. It can also be very useful to talk to a planner about what you want to do before you apply. They may be able to point out changes that could be made to improve your application and advise on whether your proposals meet the guidelines we have adopted for some types of development.

It is always best to telephone us to make an appointment. Ask to speak to someone in the Development Control Section for the area where the development is located. However, the planning officer cannot guarantee the Development Control Committee decision as it is the committee who make the final decision on applications they consider.

Please remember however that professional planning staff may not always be available and you should make an appointment if you want an officer's advice on a specific matter.

There are Development Control Teams covering the following areas:

West

Wigan North, Wigan South

Telephone: 01942 488045

Orrell, Billinge, Winstanley, Ashton in Makerfield and Bryn

Telephone: 01942 404275

Shevington, Standish and Aspall

Telephone: 01942 404274

East

Hindley, Abram, Platt Bridge, Bickershaw, Atherton, Tyldesley and Astley

Telephone: 01942 404260

Leigh, Golborne and Lowton

Telephone: 01942 404263

You can get a free copy of our Planning Handbook which contains further information and guidance. And you can get up to date information from our website at: www.wigan.gov.uk

What other permissions may be required?

Building Regulations approval

Most new building works have to be checked for compliance with Building Regulations to make sure the building will be safe and habitable. You will need to complete another form and pay a separate fee. You can get further advice and a leaflet from the Building Control Section on 01942 404227.

Listed building consent

If your house is more than fifty years old or of distinctive design it may be "listed" because of its historic and/or architectural interest. In such cases you will need "Listed building consent" for external and internal alterations.

Conservation area consent

If your house is in a Conservation area, you may need "Conservation area consent" for the demolition or partial demolition of buildings, structures, walls and fences. Design and materials of the highest quality may be required for historic buildings.

Separate application forms for Building Regulation permission, Listed building consent and Conservation area consent are available from the Environmental Services Department and from our website. If you need further guidance, please ask the Conservation Officer, telephone 01942 404253.

Submitting your householder planning application

Send:

- four copies of the forms completed, signed and dated
- four copies of all drawings and plans
- a signed correct land ownership Certificate
- the fee of £150.00

to: Environmental Services Department, Civic Buildings, New Market Street, Wigan, WN1 1RP

or by email: environmentalservices@wigan.gov.uk We can also accept on-line applications through our website. Or telephone: 01942 404256 We are open: Monday to Friday 9 am - 4.45 pm