

# Prior Notification for Larger Home Extensions Checklist

## February 2023

# Table of Contents

[Introduction 3](#_bookmark0)

General Permitted Development Order 2015 - Conditions 4

[Suggested information……………………………………………………………………5](#_bookmark3)  Photographs and CGIs………………………………………………………..………….5

## Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information.

The General Permitted Development Order 2015 (GPDO) states that householders are able to apply for larger single-storey rear extensions through the Prior notification process, unless the house falls within Article 2(3) land or a site of special scientific interest. There are also restrictions around the size of the rear extension depending on property type and what constitutes the ‘original’ dwelling house. please see guidance below for more details:

The Council has a short timeframe in which to decide this type of application (42 days). In light of this we ask that as much information from our “other suggested information” below is provided in addition to the GPDO requirements with your submission.

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| **GPDO Requirements** | **Guidance** |
| **Written description of the proposed development****This can be provided on the application form available at the Planning Portal** | The written description to include:(a) a written description of the proposed development including—(i) how far the enlarged part of the dwellinghouse extends beyond the rear wall ofthe original dwellinghouse;(ii) the maximum height of the enlarged part of the dwellinghouse; and(iii) the height of the eaves of the enlarged part of the dwellinghouse;(iv) where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information in sub-paragraphs (i) to (iii) must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined). |
| **Plan indicating the site** | (b) A plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined. |
|  **Adjoining premises** |  (c) The addresses of any adjoining premisesThe definition of adjoining land is “any land adjoining the land to which the application relates”. This means that all premises/neighbours that adjoin/abut the **side and rear** of the site must be listed on the application form\*. |
|  **Developer’s details** |  (d)the developer’s contact address; and(e) the developer’s email address if the developer is content to receive communicationselectronically. |
| **Waltham Forest LPA will issue a “refusal” Decision Notice if the above conditions are not correctly satisfied. Re-submissions following a Decision on Prior Notification for Larger Home Extensions are not entitled to a free go.** |
|  **Fee** | Fee required to be paid |

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| **Suggested information Requirements** | **Guidance** |
| **Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)**  |  Existing and proposed drawings of all sides of the exterior of the building. Plans must: * be at an appropriate scale, usually 1:50 or 1:100
* be included for all elevations, including blank elevations
* show the full elevation of a building
* show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings
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| **Existing and Proposed Floor & Roof Plans (at a scale of 1:50, 1:100 or 1:200)** | Plans must: * be at 1:50 or 1:100;
* show details of the existing buildings;
* show the proposed building including each floor and the roof;
* be included for all floors
* show the site boundary and the outline of any existing neighbouring buildings;

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| **Existing and Proposed Site Sections** | Required for all applications that involve the creation of new or changes to the floor plans of a property (including roof level), where a proposal involves changes to ground levels or for any application on a sloping site.  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 space and roof, along with any terraces\*.

 The levels may be evident from floor plans and elevations, however, in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.    |
| **Photographs and CGIs** | Photomontage and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context.  |