



Doncaster
Council

Guidance notes for Householder Planning Applications

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Doncaster Council

Before completing an application form, if you are unsure as to whether you require planning permission we recommend that you submit a [‘Householder Enquiry Form’](#) to establish if permission is required.

If you do require permission below is a checklist of required information. Please note that if the required information is not provided your application will be treated as invalid which will delay the time taken to determine your application.

Please note this list is not exhaustive and there may be requirements for further information

General Information

All plans should be provided in a metric and not imperial scale.

This is a general guidance and further drawings / information may be required in some instances depending on the nature of the application.

Application Form

A householder Application form will need to be fully completed and duly signed.

If your property is a listed building, or you live within a conservation area and will be carrying out demolition works, these additional consents may also be required.

To complete a form [Click](#) here, alternatively log on to www.doncaster.gov.uk and within the Planning Information Section there is a page called “how do I apply for planning permission” where a link to the standard application forms are available.

Fee

The fee payable for a householder application is £206. This can be paid by debit card by calling 01302 734854, alternatively a cheque can be made payable to DMBC.

Certain proposed works in connection with the provision of facilities intended to facilitate a safe and comfortable environment for people with a physical disability may benefit from an exemption in payment. Proof of disability in the form of a disability number, for example, would need to be supplied with your application to enable the council to confirm exemption.



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Site Location Plan

A site location plan should be based upon an up-to-date Ordnance Survey plan, and to a scale of 1:2500 or 1:1250.

The plan should show at least two named roads and all surrounding buildings, which should be marked with property names and numbers.

The site should be outlined in red and any adjoining land in your ownership should be outlined in blue.

Why do I need to submit a Site Location Plan?

As part of the consultation process members of the public, and standard consultees need to be able to identify the locality of the development.

Site Plan

A site plan should be based upon an up-to-date Ordnance Survey plan, and to a scale of 1:500.

The plan should show adjoining properties and the proposed extension should be clearly marked in a metric measurement.

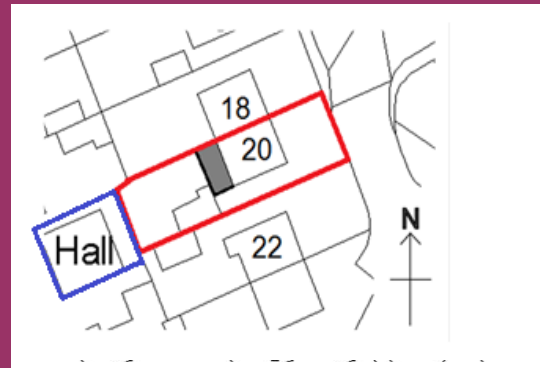
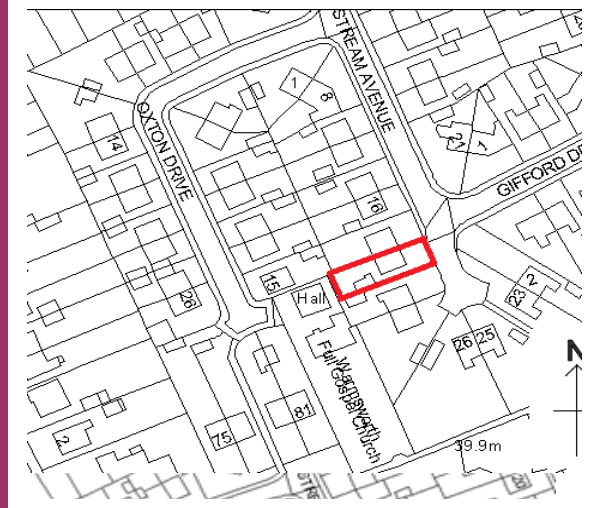
The site should be outlined in red.

Why do I need to submit a Site Plan?

As part of the consultation and determination process members of the public, standard consultees and the case officer will need to use the site plan to measure the distances between the proposed development, the neighboring properties, boundaries and highway.

To purchase plans please contact Central Library on 01302 734320 or email centrallibrary@doncaster.gov.uk
or

To purchase a paper plan or electronic map online from an authorised Ordnance Survey Outlet; see <http://www.ordnancesurvey.co.uk/oswebsite/index.html> or <http://www.planningportal.gov.uk/planning/applications/plans> for a list of all these outlets.



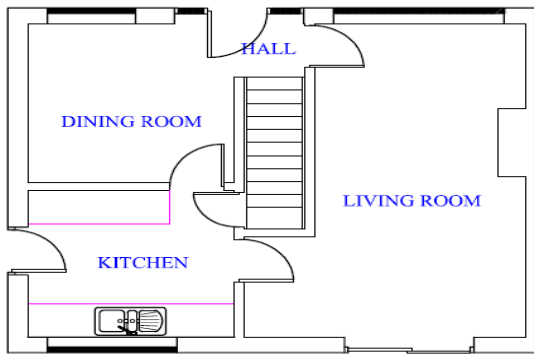


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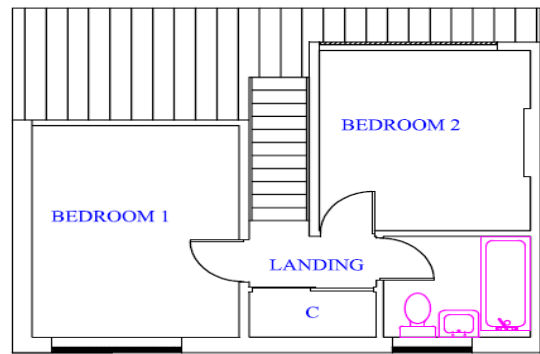
Existing and Proposed Floor Plans

Drawings must be to a scale of 1:50 or 1:100 showing all floors of the finished development.

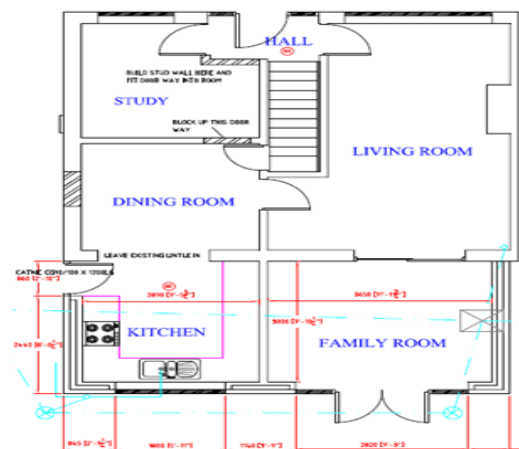
Where existing buildings or structures are being altered or extended, your drawings must clearly distinguish between existing and proposed floor plans. Your drawings should clearly indicate where existing outbuildings, parts of buildings, other structures and/or individual walls are to be demolished.



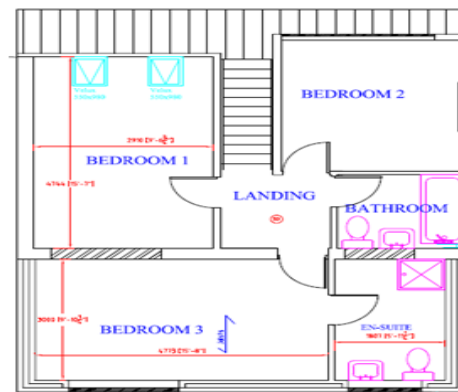
EXISTING GROUND FLOOR PLAN- SCALE 1:100



EXISTING FIRST FLOOR PLAN- SCALE 1:100



PROPOSED GROUND FLOOR PLAN - SCALE 1:50



PROPOSED FIRST FLOOR PLAN - SCALE 1:50



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Existing and Proposed Elevations

Drawings must be to a scale of 1:50 or 1:100 showing all new full elevations, including blank elevations, and any existing elevation that is to be changed. Where alterations to an existing building are proposed, your drawings must show both existing and proposed elevations and must clearly distinguish between the two.



Disclaimer:

All of these plans are for example purposes only; they do not reflect a true application or true details of land and property ownership. These plans should not be copied for any purposes.