

Design and Access Statement

45 Frog Hall Drive, Wokingham, RG40 2LE

Project No: 1703
Doc No: 1703-RE-51
Date: 10.06.25
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Rev: 00

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Walker Hay Architects

Walker Hay Architects is a friendly and open-minded architecture and design practice based in London, founded in 2018 by Jamie Hay.

The practice is committed to delivering carefully conceived buildings, which stand the test of time and make a positive contribution to their environment.

Every project begins with a deep exploration of the site—its setting, context, and unique character. We carefully select natural, harmonious materials and integrate expansive glazing to dissolve the boundaries between indoors and out. Fluid transitions—sliding glass walls, terraces, cantilevered roofs—extend living spaces into the landscape. Our goal is to create timeless architecture that feels like a quiet extension of its surroundings, balancing modern elegance with a lasting connection to nature.

In early 2020 the practice was appointed by Southwark Council and LHC for a five-year architectural services public sector framework designed to recognise exceptional design talent to help shape the future built environment of the London Borough of Southwark. Walker Hay Architects are among the architects selected for a pioneering 'New Design' lot open only to emerging firms.

The projects demonstrate a link between architecture and landscape, which is a continuing theme of the practice's work.



Work in progress, Lambeth, London



Work in progress, Shrewsbury, Shropshire



Proposal for Sevenoaks Nature and Wildlife Reserve, Sevenoaks, Kent

Introduction

Walker Hay Architects have been instructed to prepare initial designs for a pre-application to Wokingham Council for the refurbishment and extension of the above-named property. There are two main components of the proposed works:

- The removal and reconstruction of the front porch and minor associated internal alterations.
- An extension to the gable roof at the south of the site to accommodate two new bedrooms and a bathroom within the expanded loft space.

The proposals provide an opportunity for the applicant to modernise the house, make some improvements to the thermal performance of the construction and adapt the layout to meet the changing needs of their family.

We welcome open dialogue with the planning officer and we are always available to answer any questions, provide further information, and assist with the process.



Above Left - View showing boundary hedge to the front garden of the property fronting Frog Hall Drive



Above Right - Street facing elevation

Below - Front elevation and driveway



Site Location

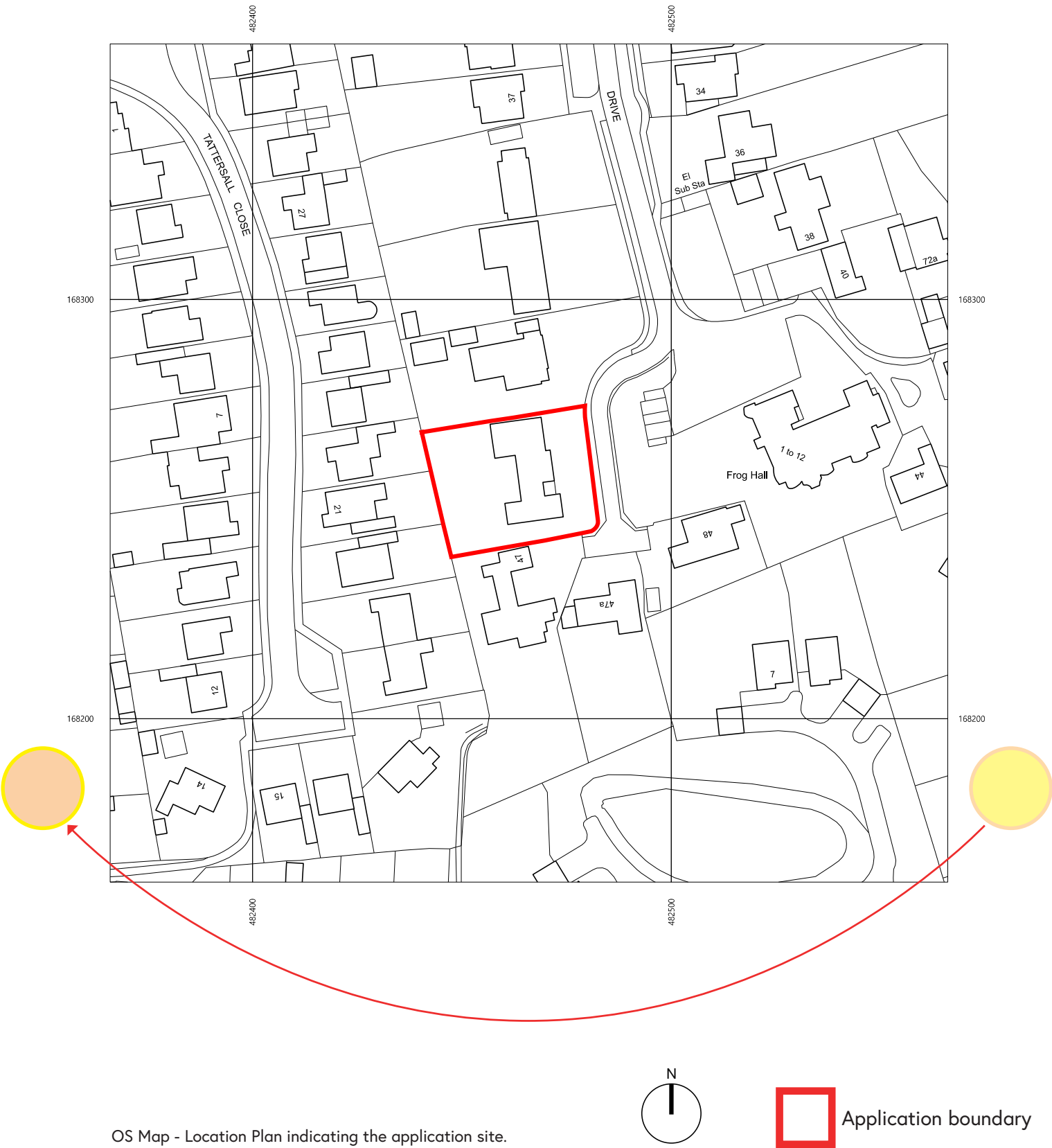
The property is situated at the southern end of Frog Hall Drive, a residential road off London Road. London Road is the main road heading west from Wokingham town centre connecting to Berkshire Way (A329).

The history of Frog Hall Drive is dominated by Frog Hall, which is believed to have been built in the early 1700s. Formerly Waterloo Lodge the hall was originally surrounded by its estate.

Further information on Frog Hall and Frog Hall Drive can be found here <http://wildservice.org.uk/FHD/cpf-history.php> (Chris French 2020)



Image - The main driveway and entrance to Frog Hall



OS Map - Location Plan indicating the application site.

Surrounding Buildings and Context

The bulk of the residential properties on Frog Hall Drive were built during the 1950s and 60s. They consist of single and double storey family homes with generous front and rear gardens, demonstrating a range of architectural styles. There are mock Tudor and Arts and Crafts inspired houses featuring asymmetrical pitched roofs and dropped eaves, alongside more modern bungalows and two storey houses with a mixture of hip and gable roofs.

Frog Hall has been redeveloped and extended throughout its lifetime and is now home to privately owned apartments. The incremental development has led to aesthetically pleasing and unique building particularly the composition of the south facing elevation.

The original Lake which used to be in the grounds of the hall, now sits in the grounds of number 70 Waterloo Road to the south.

Many of the houses on Frog Hall Drive have been extended, in some cases heavily. There are examples of loft conversions, dormer windows, ground floor extensions and both one and two storey side extensions. Together they contribute to the character of the area.

The road is lined with mature trees, species include Oak, Horse Chestnut and Ash, as well as Silver Birch and Conifers.



Above - View showing the south facing elevation of Frog Hall



Gable roofs of varying heights 39-41 Frog Hall Drive



Single Storey with accommodation in roof space - 12-26 Frog Hall Drive



Typical two storey properties



Asymmetrical pitched roofs and dropped eaves



Mock Tudor



Frog Hall, west elevation



Typical two storey properties



Single storey - 48 Frog Hall Drive



Two storey - 47A Frog Hall Drive - viewed from the front garden of the application site

Planning Engagement

Before developing the final design, a thorough pre-application submission was presented to Wokingham Council, to help ensure a well-informed and collaborative approach to the project.

Application Number: 232406

Site Address: 45 Frog Hall Drive, Wokingham, RG40 2LE

Proposal: Pre-application advice for the proposed erection of a single storey front extension following removal of the existing front canopy roof, plus erection of part two storey part single storey side extension and changes to fenestration.

The pre-application advice response letter (3/11/2023) acknowledged the receipt of a planning advice request and outlined the next steps. It suggested conducting neighbour consultations before submitting a planning application, a process which the applicant has duly undertaken. The proposal was also assessed in line with national and local planning policies and the following key points were received:

- While the side extension's increased roof height and contemporary design deviate from the subservient character recommended by design guidelines, its impact is deemed marginal and consistent with the mixed character of the area.
- The modest front porch is in-keeping with the street scene.

- The use of timber cladding, though a departure from the existing materials, is considered appropriate given the varied palette in the area and the site's verdant setting.
- Overall, the development is unlikely to adversely affect the character of the area and aligns with Core Strategy policies CP1 and CP3.

Regarding the proposal's impact on neighbouring amenities, highway access, and ecology:

- Overlooking concerns are minimal due to appropriate window placement and distances, while the extensions' modest scale avoids overbearing or light loss issues.
- Adequate parking provision must be demonstrated in line with local standards.
- Regarding ecology, a bat survey is required due to the site's potential as a roosting habitat, with appropriate mitigation if bats are found.
- Overall, the scheme aligns with national and local policies and is likely to be acceptable.

A copy of the full response letter is provided in Appendix 1 for reference.



View of Frog Hall Drive looking south towards the site Source <http://wildservice.org.uk/FHD/cpf-history.php> (Chris French 2020)

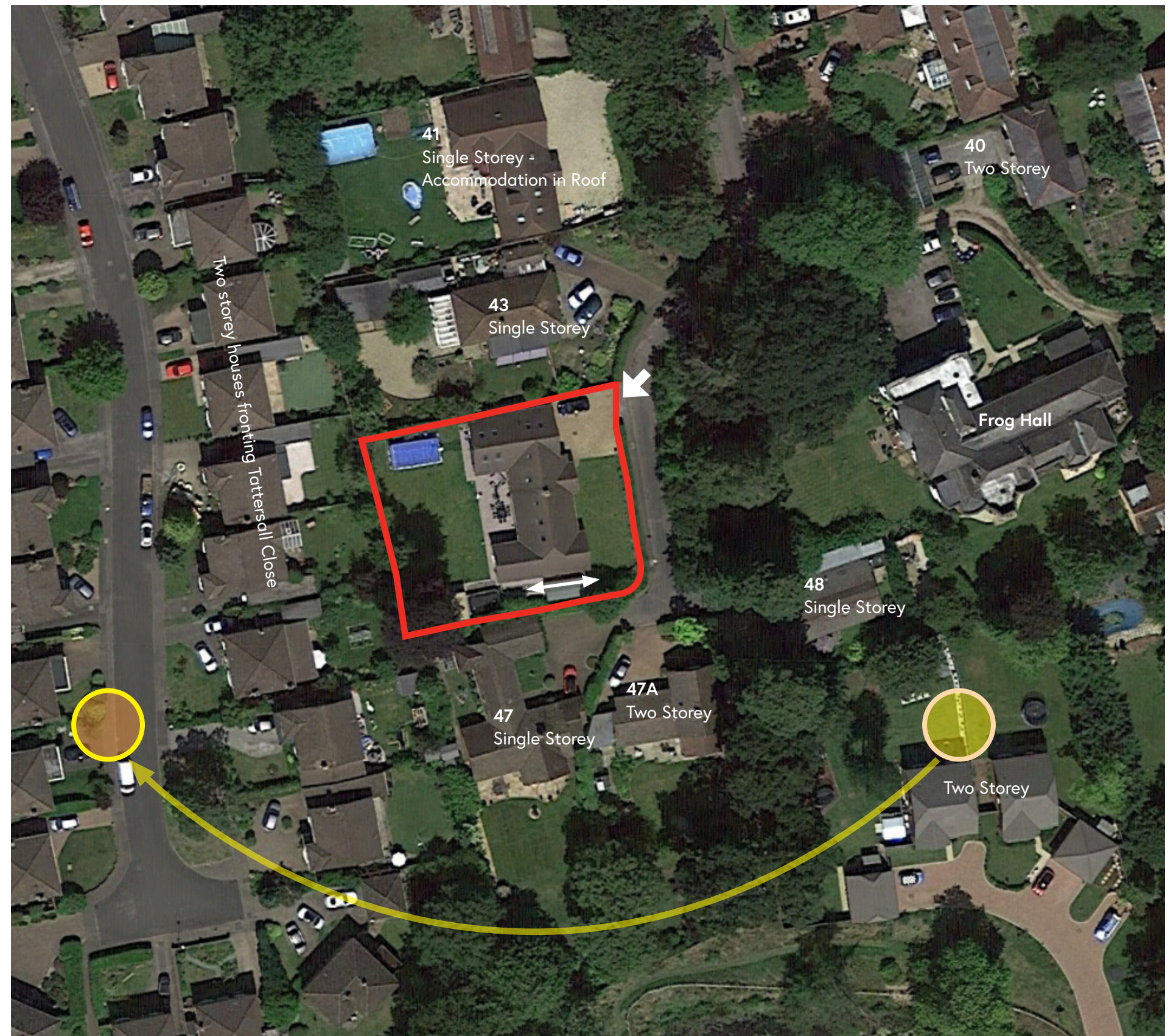
Site Analysis

The property is a single-story dwelling with mezzanine accommodation in the northern gable roof space. Originally built in the 1950s, the house was refurbished and extended in 2012 in accordance with planning permission ref: F/2012/0410: *Proposed demolition of garage and conservatory erection of single storey side extension with mezzanine rooflights porch to front extension plus extension of driveway hardstanding.*

The position on Frog Hall Drive allows for the proposal to acknowledge and respond to the gable fronted buildings in the immediate area. The accommodation sits under three adjoining pitched roofs with the main living areas while the bedrooms are positioned south of the entrance hall. The existing layout of the property includes the following rooms:

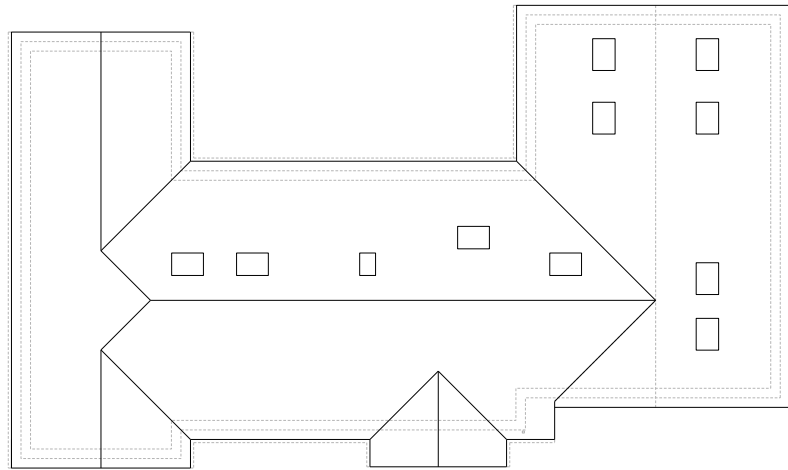
1. Entrance hall
2. One large kitchen diner and living space.
3. Mezzanine within the loft space of the north gable roof
4. Sitting room
5. Four bedrooms.
6. Study
7. Two bathrooms.
8. WC
9. Utility room
10. Garage

Access to the property is on the north east corner of the site and the existing access to the back garden at the south is to be maintained.



Aerial Photograph - Showing the application site and surrounding buildings with Frog Hall to the east

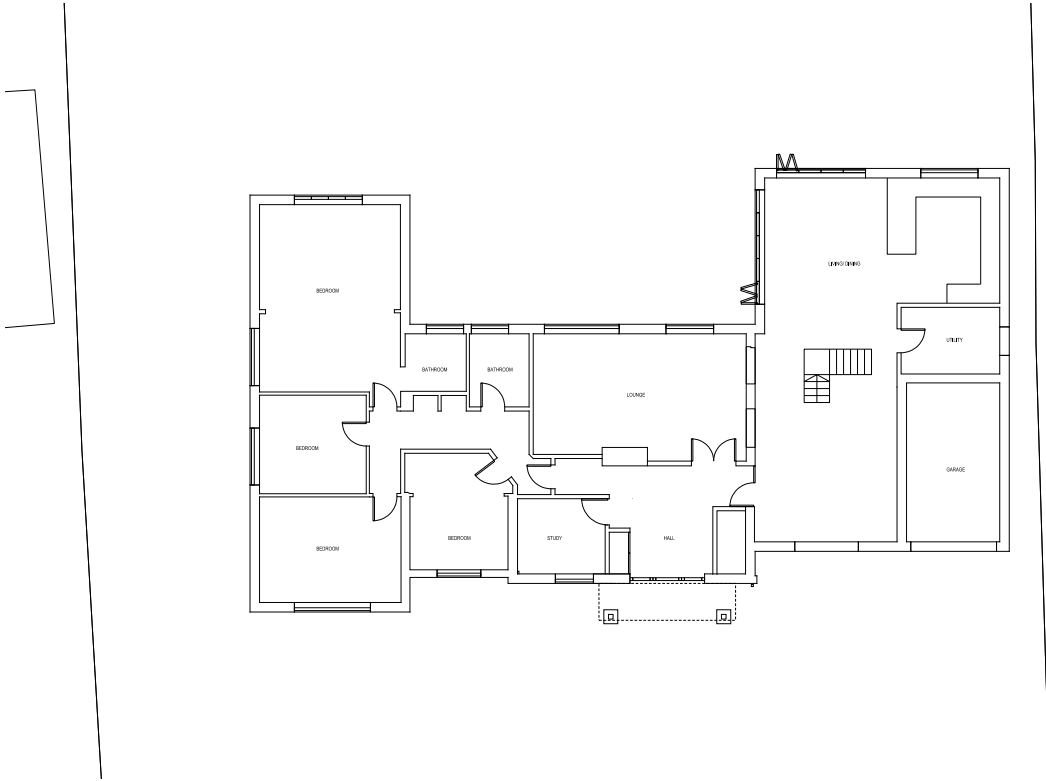




Existing Roof Plan



Top - Existing Front Elevation
 Above - Existing Rear Elevation



Existing Ground Floor Plan



View showing the rear of the property highlighting the brick extension built in 2012
 planning permission ref: F/2012/0410

Design Proposal

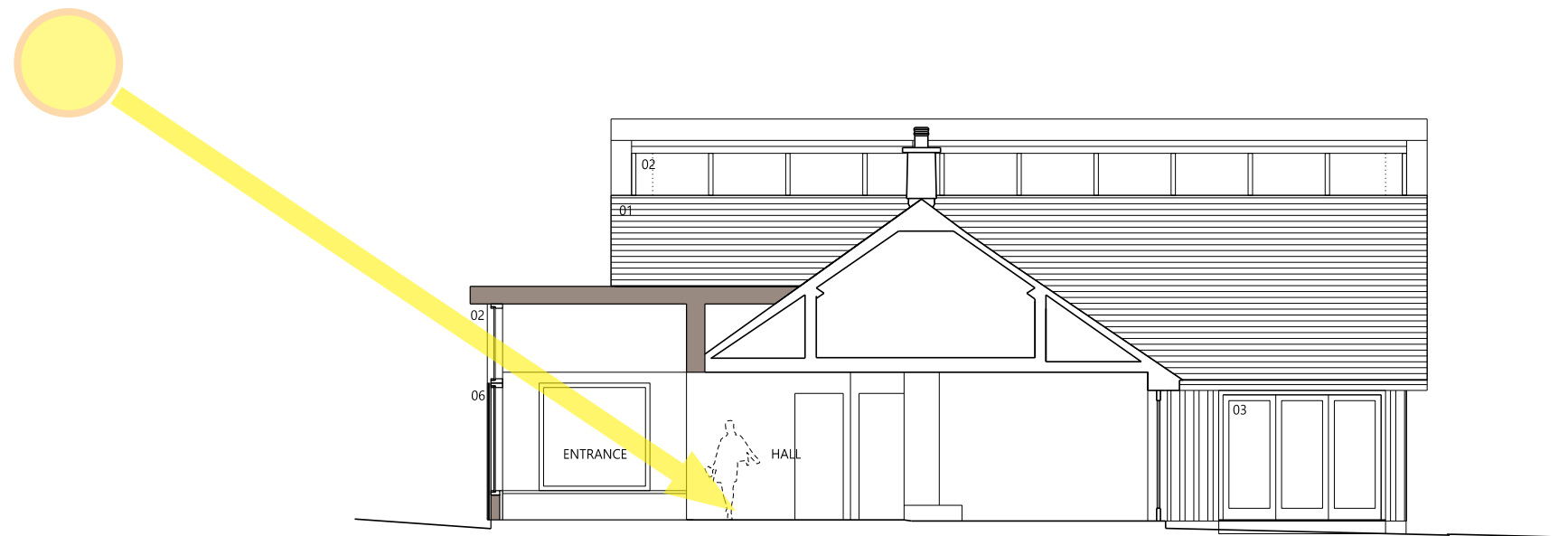
We approach each site with an initial assessment of the specific conditions of the immediate neighbours and the wider character of the area. We hope that this leads to buildings that are highly contextual and strongly connected to their sites.

Frog Hall Drive exhibits a rich assortment of houses, modifications, extensions and architectural features, and there are some key themes that we have identified to establish an architectural language for the proposal.

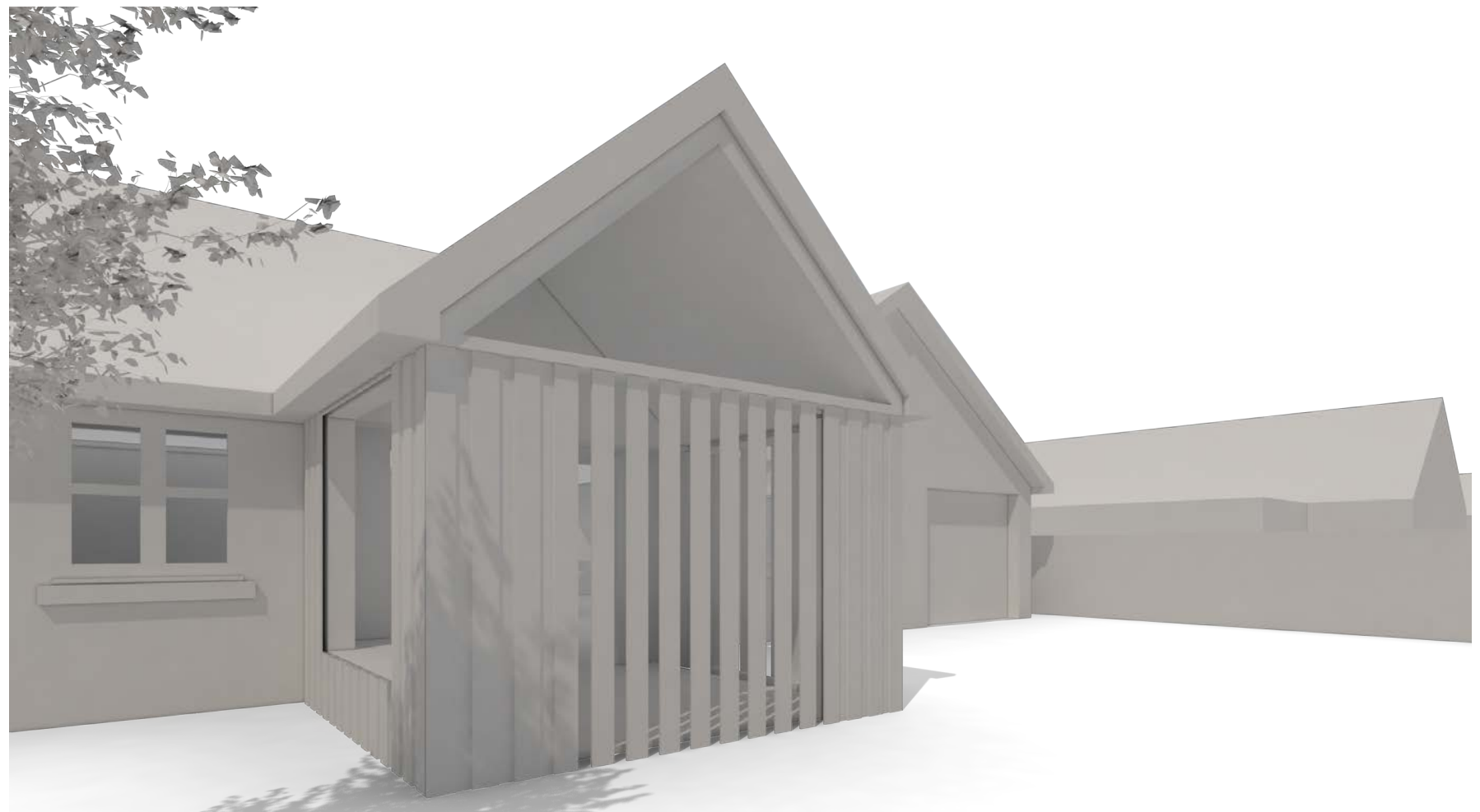
Cues have been taken from the scale and massing of the surrounding buildings with regards to the roof profiles and the extent of development.

The new additions have been designed with gables fronting the street reflecting the other gabled buildings on Frog Hall Drive in a contemporary manner while minimising any impact and respecting the character of the area.

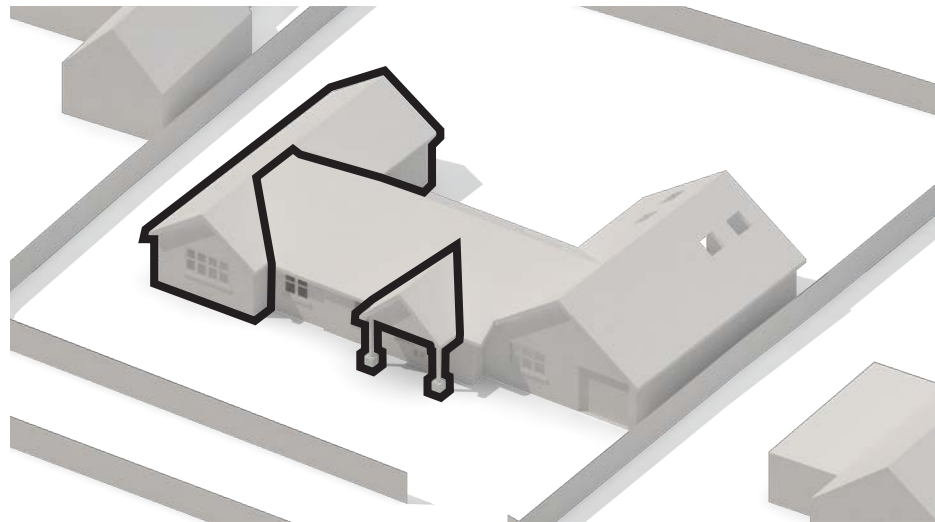
The existing porch roof will be extended to create a new enclosed entrance porch. The porch structure incorporates a high-level window allowing morning sunlight into the entrance area. A picture window provides a view out into the small courtyard formed by the new porch where we propose to plant a tree, helping to enhance the lush green setting of Frog Hall Drive.



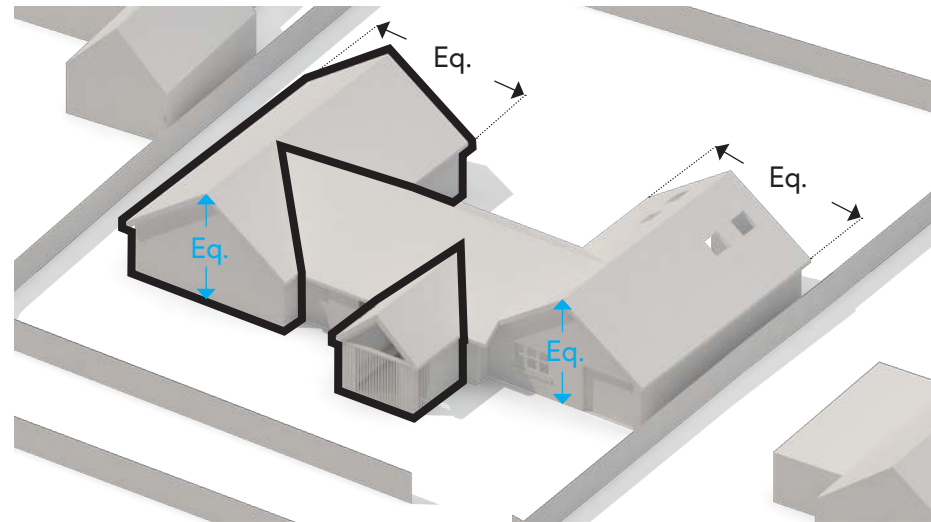
Section - Showing morning sun-path into the porch



Indicative view showing the proposed entrance



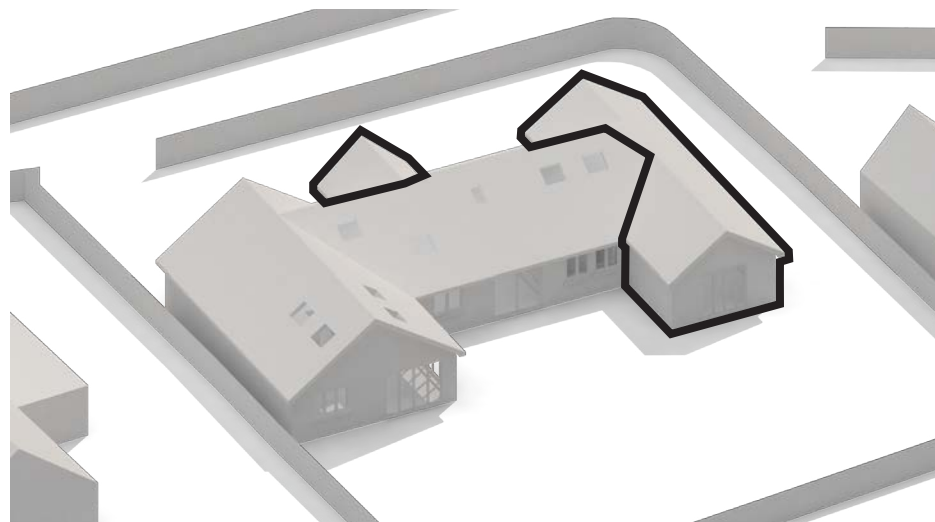
NE Aerial View
Indicating areas to be redeveloped



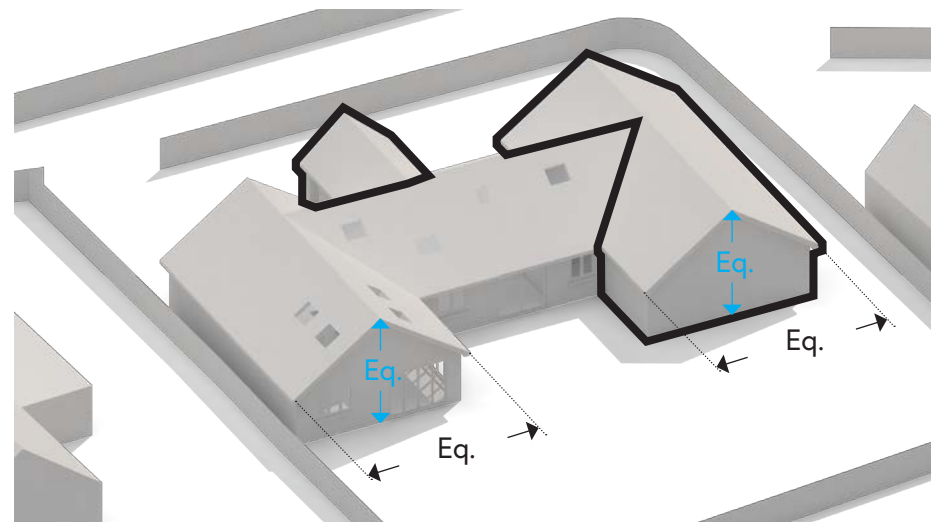
NE Aerial View
Indicating proposed massing



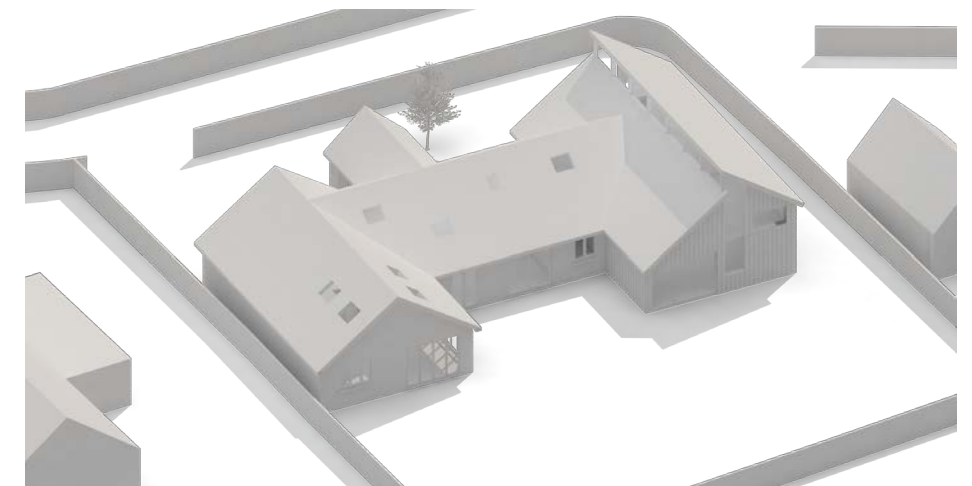
Indicative Proposed NE Aerial View



NW Aerial View
Indicating areas to be redeveloped



NW Aerial View
Indicating proposed massing



Indicative Proposed NW Aerial View

The south gable roof structure will be removed and reconstructed to match the proportions of the existing north gable roof. This will provide new habitable space within the loft at mezzanine level. Here, two new bedrooms and a bathroom will be provided with access via a new staircase at the southern end of the building.

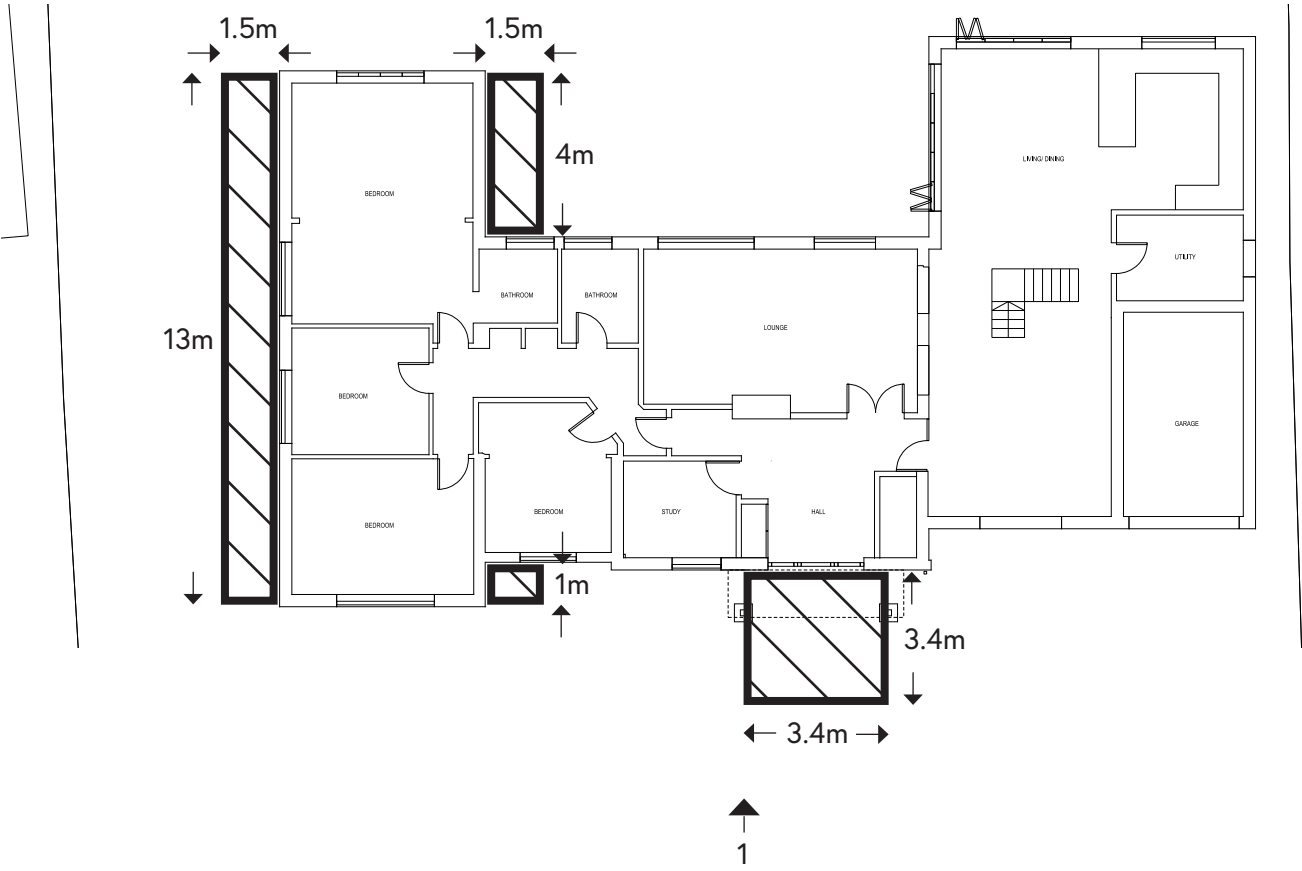
The development will add 40m² of building footprint at the ground floor, while the mezzanine will create an additional 70m² of internal floor area within the new loft space.

The ridge height generally is approximately 5.64m to match the existing

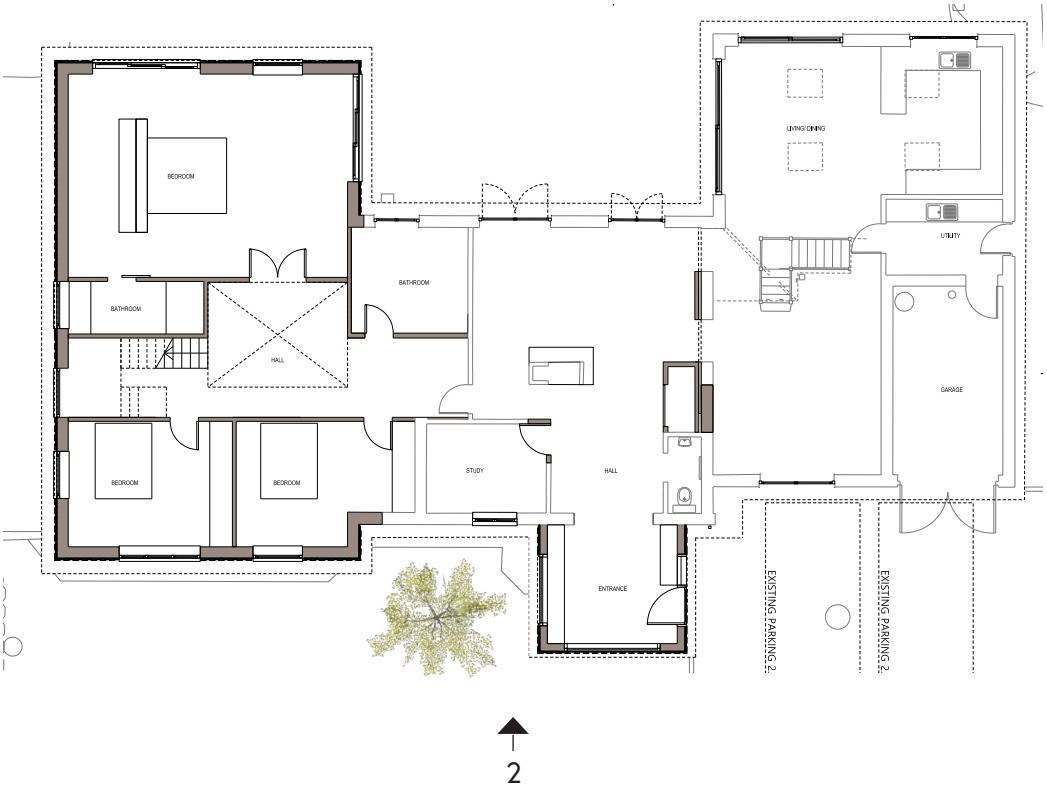
Scale

The new extension is single storey with mezzanine accommodation within the roof space. The south facing slope of the new gable roof has been raised by approximately 1m above the existing ridge height creating a horizontal window which will bring natural light down into the heart of the floor plan.

The massing of the new structure has been carefully considered to ensure that it has a relationship to the existing building. It is set back from the neighbouring boundaries to ensure no adverse impact.



Existing Ground Floor Plan - Showing extent of proposed development



Proposed Ground Floor Plan



1. Existing East Elevation



2. Proposed East Elevation

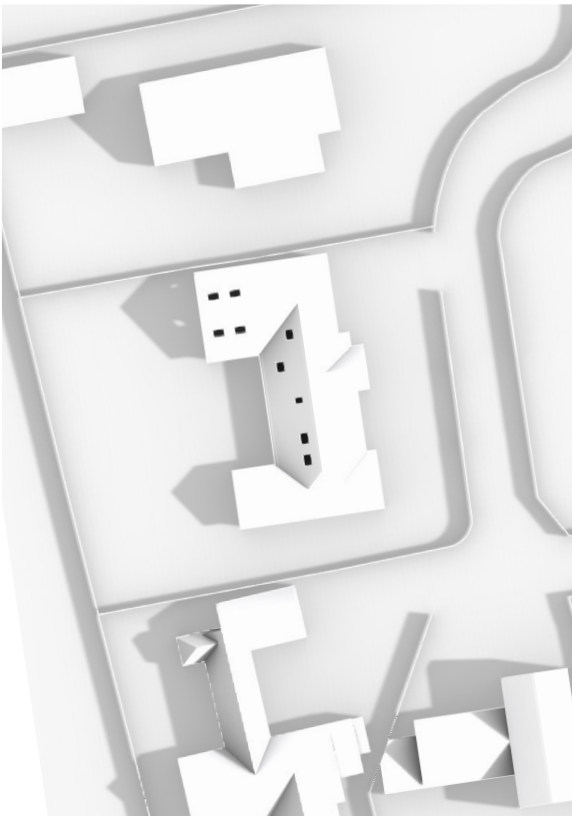
Sunlight Studies

Care has been taken to ensure that there is no negative impact on the amenity of the neighbouring properties. We have checked the affect of the proposed development on the availability of sunlight for the surrounding open spaces including the main back gardens.

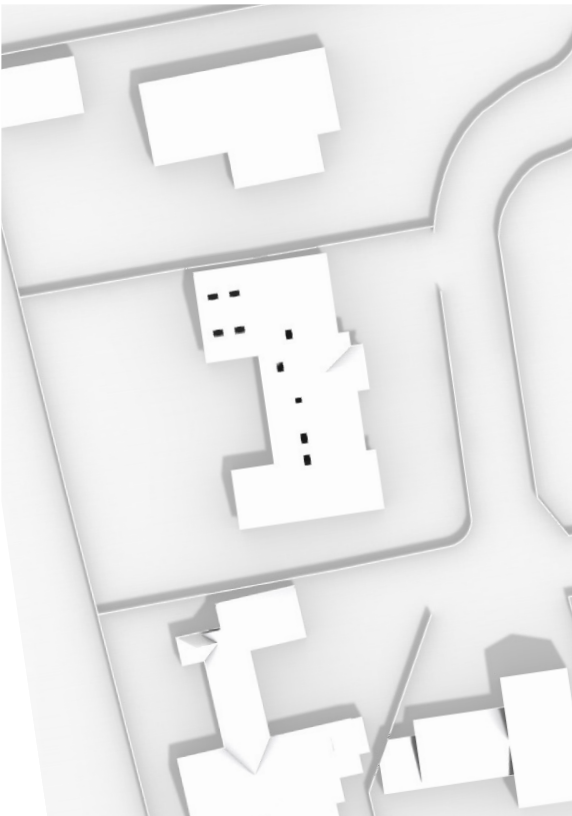
This overshadowing study shows an aerial view of the site layout post development. Our initial findings indicate that the impact of the proposed extension is neutral, in other words there is no affect on the adjoining properties in terms of overshadowing from the new development.

Overshadowing detail for the following times and dates have been included:

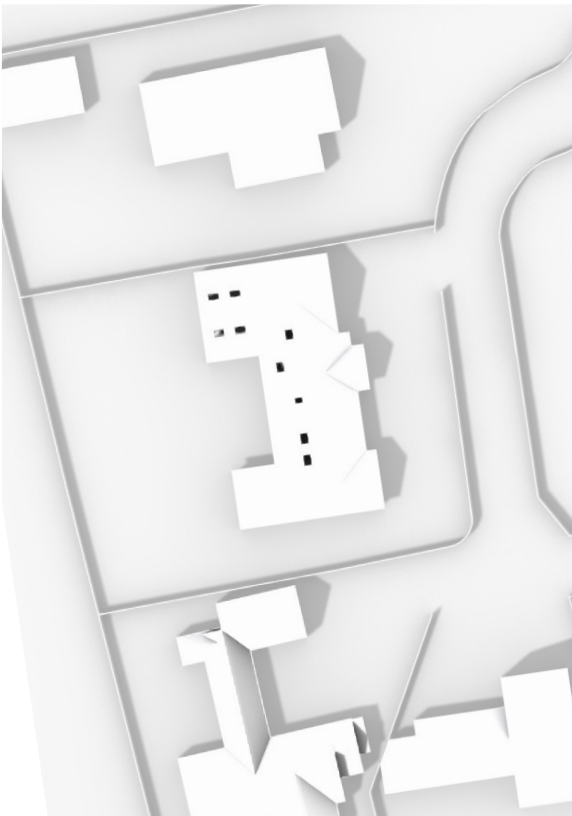
- Summer (21 June) at 9:00, 12:00, 15:00 and 18:00
- Winter (21 December) at 10:00, 12:00 and 15:00



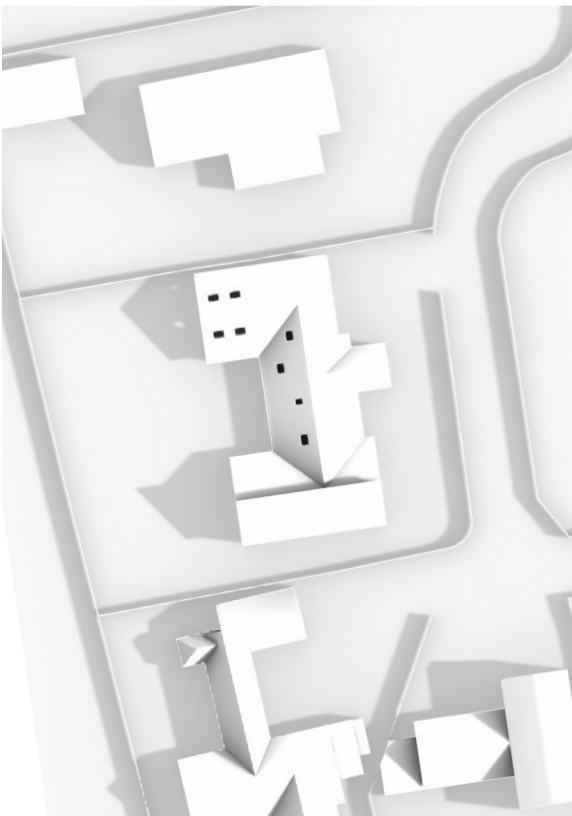
Existing Condition
Summer 21st June 09:00



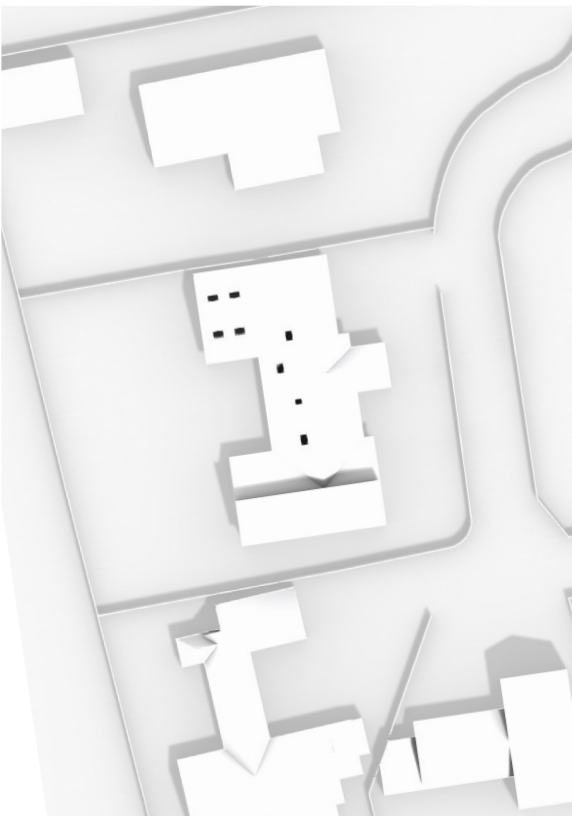
Existing Condition
Summer 21st June 12:00



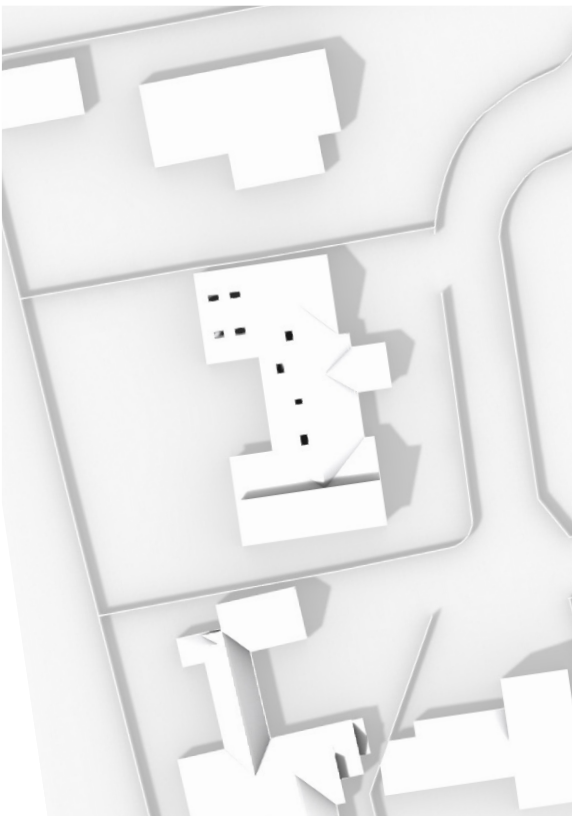
Existing Condition
Summer 21st June 15:00



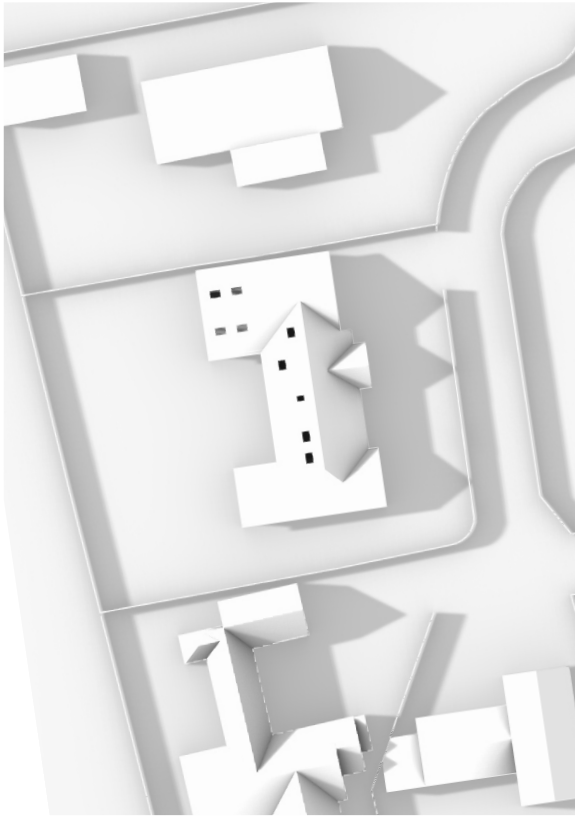
Proposed Condition
Summer 21st June 09:00



Proposed Condition
Summer 21st June 12:00



Proposed Condition
Summer 21st June 15:00



Existing Condition
Summer 21st June 18:00



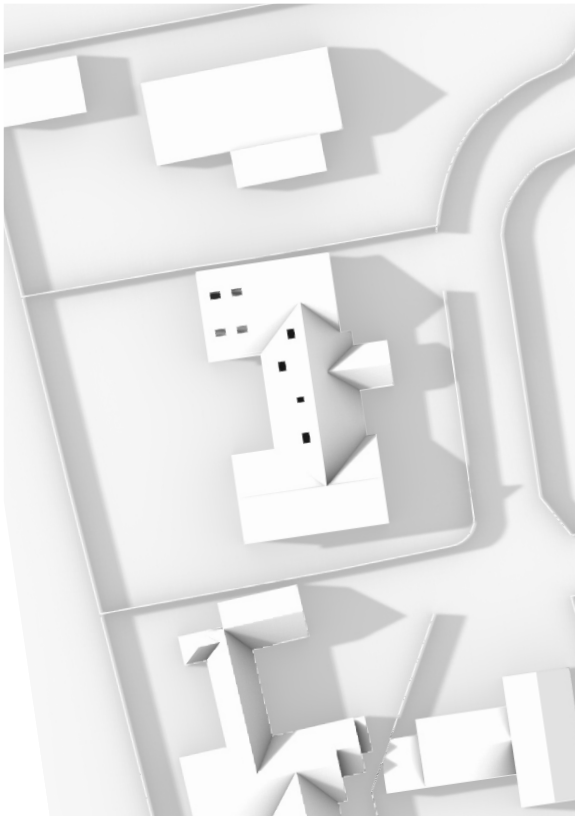
Existing Condition
Winter 21st December 09:00



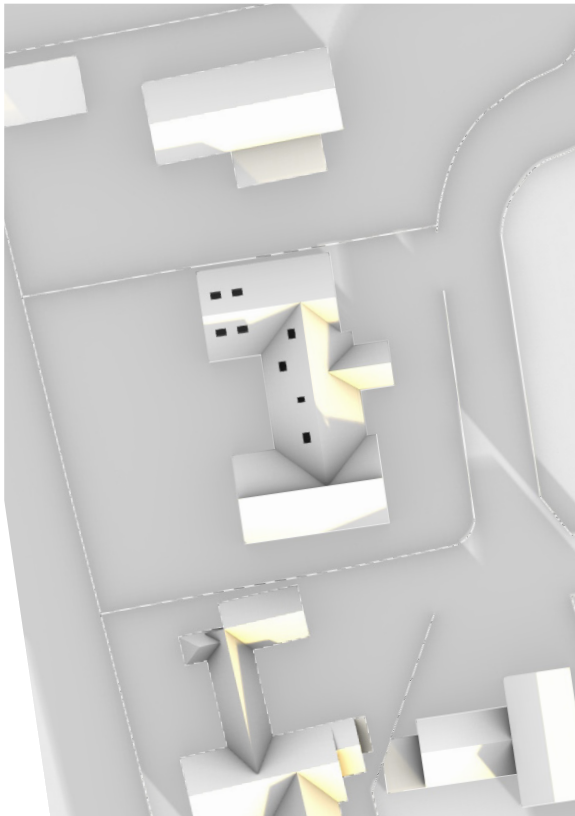
Existing Condition
Winter 21st December 12:00



Existing Condition
Winter 21st December 15:00



Proposed Condition
Summer 21st June 18:00



Proposed Condition
Winter 21st December 09:00



Proposed Condition
Winter 21st December 12:00



Proposed Condition
Winter 21st December 15:00

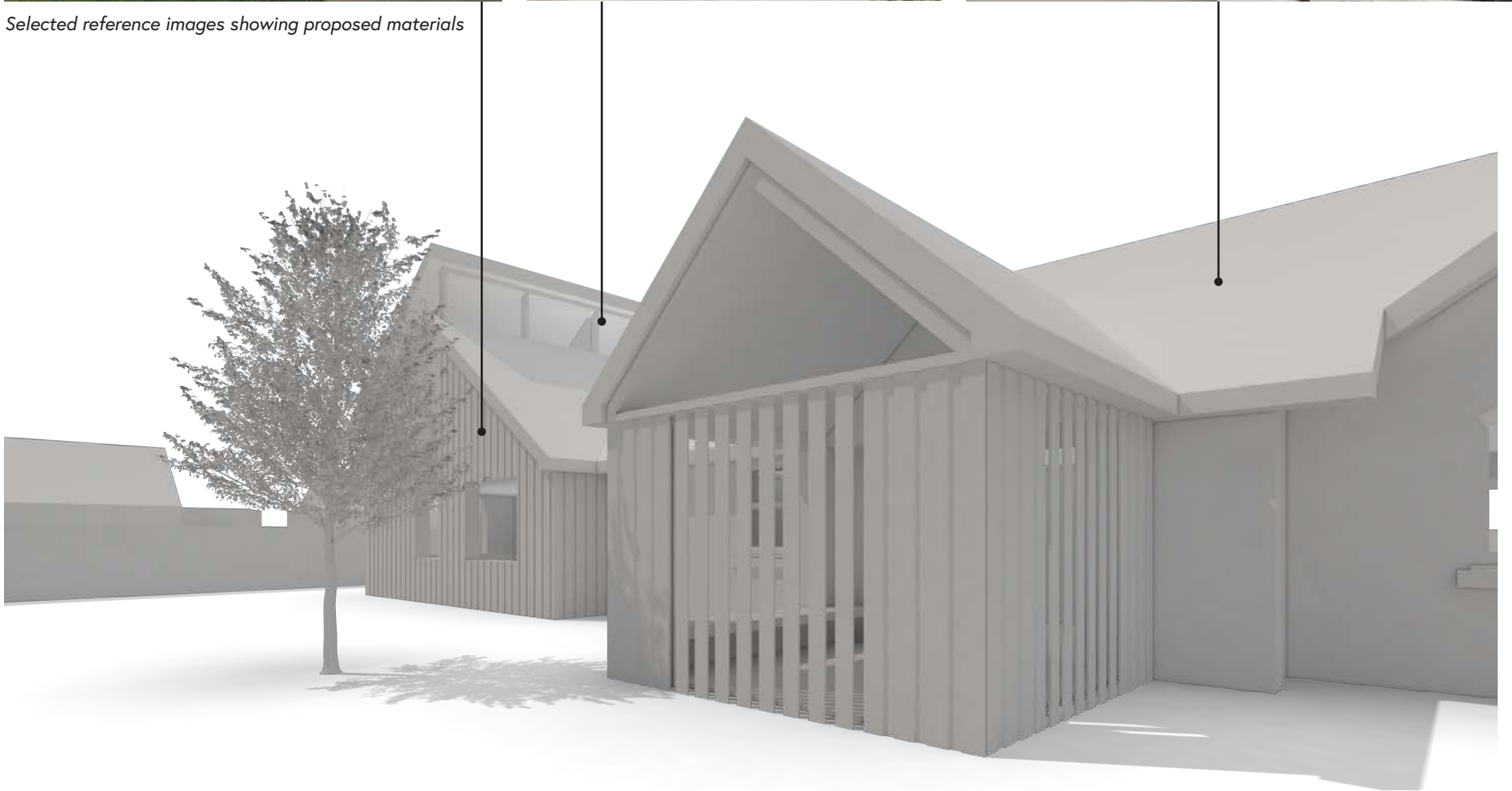
Materials

A simple and natural palette of materials is being developed to reflect the setting and to ensure they weather and mature well. The proposed materials include render to match the existing elevations and timber cladding responsibly sourced from forests on FSC or PEFC source certification schemes. Roofs will be concrete tiles to match the existing roof tiles. Upgrades are proposed to existing fixtures and fittings including rainwater goods and windows.

The new fabric will be designed to exceed current building regulations. In addition, the use of a solid floor, masonry walls and high levels of insulation will provide thermal mass and assist in ensuring there will be no need for artificial cooling. A passive ventilation strategy will also be adopted.



Selected reference images showing proposed materials



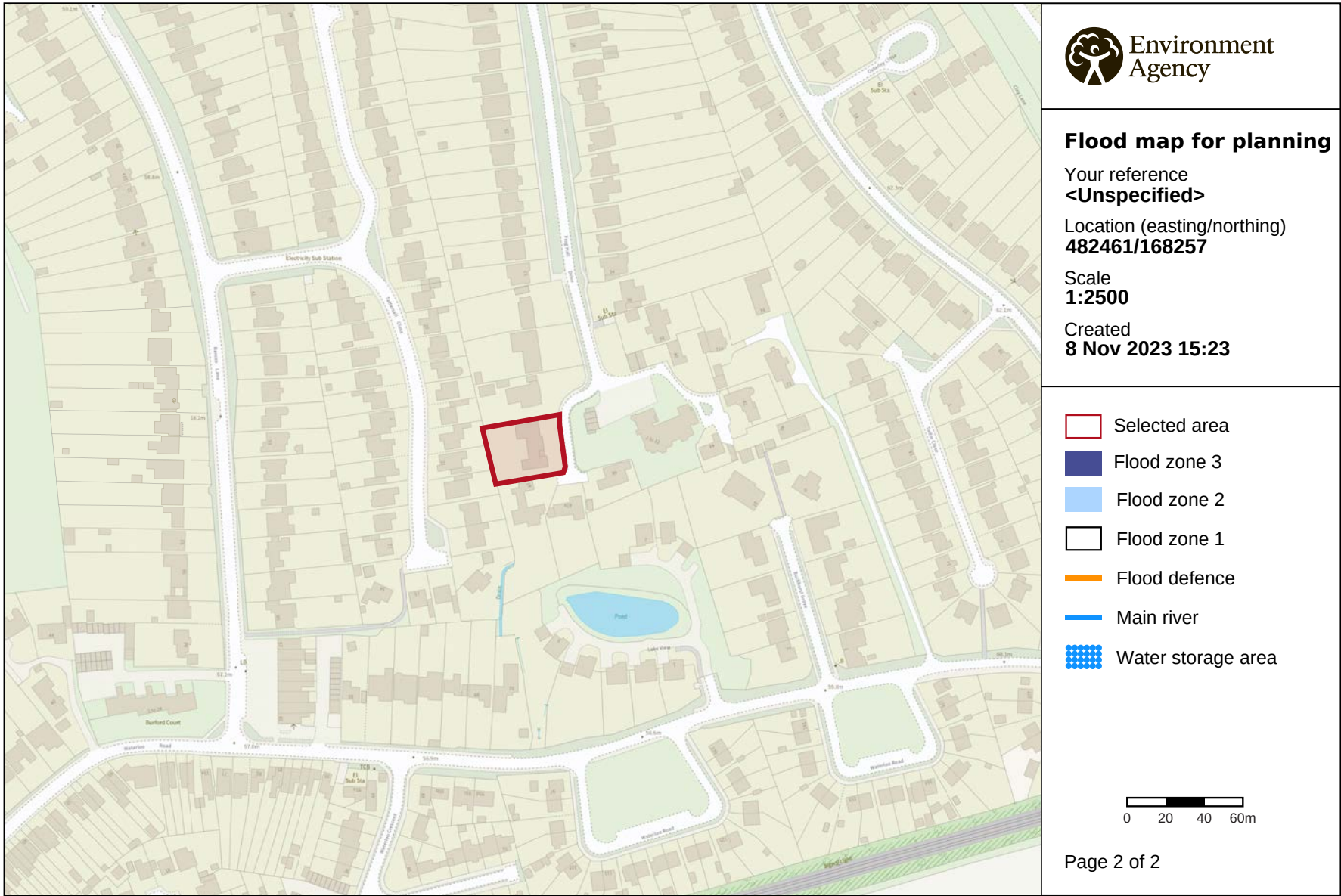
Indicative view showing the proposed entrance

Flood Risk

The Environment Agency's Flood Map for Planning has been reviewed as part of the pre-application assessment. The map confirms that the proposed development site is located within Flood Zone 1, indicating a low probability of flooding from rivers or the sea. This zone comprises land assessed as having less than a 1 in 1,000 annual probability of river or sea flooding. A copy of the relevant map extract is included within the planning submission.

As the site lies entirely within Flood Zone 1 and is under 1 hectare in area, a detailed Flood Risk Assessment (FRA) is not required in accordance with the National Planning Policy Framework (NPPF) and associated Planning Practice Guidance. There are no known issues related to surface water flooding, groundwater emergence, or proximity to flood defences that would necessitate further investigation or mitigation.

In terms of drainage strategy, the development will incorporate sustainable drainage principles where appropriate, ensuring that surface water runoff is managed effectively and does not increase flood risk elsewhere. The landscaping proposals will include the provision for permeable surfacing to all areas of external hard landscaping.



Extract showing the Environment Agency's Flood Map relevant to the application site.

Neighbour Consultation

As part of the design development process, the client has undertaken informal consultations with the three neighbouring properties most likely to be affected by the proposed house extension at 45 Frog Hall Drive.

1. Mr and Mrs Webb 47 Frog Hall Drive – Visited them in their property on 26th March – drawings reviewed and discussed
2. Mr and Mrs Ingwell 47A Visited them in their property on 2nd April – drawings reviewed and discussed
3. Mrs Kate McBeth 49 – Discussion outside of house – didn't review plans as she said there was no need as would not directly affect her.

These discussions were carried out in advance of this planning submission to understand any concerns and to ensure the proposed design is considerate of the local context.

Feedback received from the adjoining neighbour at 47 Mr and Mrs Webb was not negative. While the extension will be partially visible from their kitchen window, they expressed that this would not significantly impact their overall outlook and therefore did not raise any objections. They were appreciative that we had taken the time to discuss the plans with them. It is acknowledged that as the most closely affected this view may evolve once formal plans are submitted, we remain mindful of this and are prepared to engage further should any issues arise once formal plans are submitted.

Another neighbour, 47a Mr and Mrs Ingwell initial response to the

proposal was generally positive. They felt it did not directly impact them so they could not see it being a problem.

The design of the proposal, particularly the orientation of windows to avoid overlooking neighbouring gardens or habitable rooms, was positively received. This approach was appreciated by those living in the immediately adjacent properties, as it supports privacy and mitigates concerns around loss of amenity.

At the time of submission, no formal objections or significant concerns have been raised. The applicant remains open to continued dialogue with neighbours and is committed to a design that is both contextually appropriate and respectful of the surrounding residential environment.

Summary

The proposals have been developed through careful consideration of the, existing character of Frog Hall Drive and constraints of the site. Particular attention has been paid to any impact the development may have on its context. No significant or demonstrable harm arising from the proposed development has been identified through the submitted documentation.

We would therefore trust that the local authority agrees with our conclusions and will support the proposals.



Indicative view showing early massing study of the proposed front elevation

Appendices

- Appendix 1 - Pre-application Advice Response Letter, Date: 3/5/2023

Date: 3 November 2023
Application: 232406



WOKINGHAM
BOROUGH COUNCIL

Development Management & Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Pre-application Advice Response Letter

Application Number: 232406

Site Address: 45 Frog Hall Drive, Wokingham, RG40 2LE

Expiry Date: 27 October 2023

Proposal: Pre-application advice for the proposed erection of a single storey front extension following removal of the existing front canopy roof, plus erection of part two storey part single storey side extensions and changes to fenestration.

Dear James Hay,

Thank you for your request for planning advice which was validated on 29 September 2023. This letter will provide advice about your scheme and what you may need to do when submitting a planning application.

At this stage, we have not consulted anyone else about your scheme, such as neighbouring properties, but we would do so if a planning application is submitted. Before you submit a planning application, we recommend that you carry out your own public consultation and provide evidence of this through a Statement of Community Involvement.

We have provided a [frequently asked questions page](#) to answer some of the common queries about planning which will help explain the planning application process.

Site and Surroundings

Frog Hall Drive is quiet, residential cul-de-sac which predominantly consists of two storey, detached dwellings of the same era. The area is dominated by the many mature trees both within gardens and also situated on verges at the roadside which provide a backdrop and setting for many of the dwellings and give height and enclosure to the identity of the road. The southern section of Frog Hall Drive exhibits a distinct character compared to most properties along this street, as chalet style bungalow properties of traditional design are more common. The only exception to this is a large two storey Manor House 'Frog Hall' which has been separated into flats.

The application site relates to a detached bungalow property located towards the far rear end of this cul-de-sac.

Assessment of Proposal & Key Issues

Principle of Development:

The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. Policy CC01 of the MDD Local Plan states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

Character of the Area:

Core Strategy Development Plan

Policy CP1 of the Core Strategy states that planning permission will be granted for proposals that maintain and enhance the high quality of the environment.

Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials and character to the area in which it is located and must be of high-quality design without detriment to the amenities of adjoining land uses and occupiers.

National Design Guide

The National Design Guide section B1, paragraph 67 states that the built form of well-designed places should relate well to:

- the site, its context and the opportunities they present;
- the proposed identity and character for the development in the wider place;

Paragraph 68 also states that houses and streets should establish an appropriate relationship with the pattern, sizes and proportions of existing houses in the local area.

Wokingham Borough Design Guide SPD

The Borough Design Guide states that any alteration and extension to an existing building should be well-designed, respond positively to the original building,

contribute positively to the local character and street scene, and relate well to the neighbouring properties.

The BDG states that the '*design of the proposed extension must be well considered and should complement the existing building, either by adopting its style, or by a carefully considered contrast.*'

The proposals seek the erection of a part single, part two storey side extension to facilitate additional accommodation within the roof space. This extension would include both front and rear gable ends, and the south-facing roof slope of the new gable would extend 1 meter above the main ridge line. Section 4 of the BDG SPD advises that extensions should be clearly subservient to the form and scale of the original building. Due to the increased roof height of the new side extension, the proposal cannot be viewed as a subservient addition in this instance. Additionally, by virtue of the extension's contemporary appearance, the pattern of new fenestration would not respect the style and proportions of the existing casement windows. Nonetheless, it is considered that the overall resultant roof bulk would be marginal and not to an unacceptable level. The extension would maintain the same setback from the road frontage and the increased ridge height would not be significantly higher than the main dwelling or surrounding bungalow properties. Moreover, the new gable ends would to some degree match the eaves, form and massing of the existing, adjacent gable. In this regard, the extension appears to represent a modern interpretation of a traditional building form and would not appear out of place given the mixed character of the area Frog Hall Drive as a whole.

The proposed single storey front extension to form a porch is modest in terms of height, depth and design. The proposal is clearly subservient to the host dwelling and there are other examples of front porch extensions of various sizes and designs in the surrounding street scene. Consequently, it is considered that the proposal would have an acceptable impact on the character of the area.

The supporting covering letter notes the materials to be used in the construction of the extensions which includes rendering and part timber cladding finishes. Whilst the timber cladding would be a considerable deviation from the red facing bricks and cream render which the existing house is constructed from, the palette of materials used within the surrounding area is varied and reflects the building styles of the different periods of development. Moreover, taking into account the site's verdant character, the use of timber cladding is considered to be appropriate in this setting.

Consequently, it is considered that the proposed development is unlikely to adversely impact the character of the area and would comply with policies CP1 and CP3 of the Core Strategy.

Neighbour Amenity:

Policy CP3 of the Core Strategy aims to protect neighbouring amenity and R23 of the Borough Design Guide SPD requires that extensions relate to neighbouring properties.

Overlooking

The new windows on the front elevation would overlook the front driveway, public realm and a series of tall trees which border Frog Hall. As such, any overlooking or loss of privacy concerns would be minimal.

The views offered from the fenestration proposed on the rear elevation would be similar to that shared from the existing arrangement and would be positioned over 22 metres away from the primary function rooms of neighbouring dwellings to the rear of the host property. As such, any overlooking or loss of privacy concerns are minimal.

Overbearing and Loss of light

In terms of overbearing and loss of light impacts, the proposed extensions are suitably located and of modest proportions not to pose any unreasonable concerns to any neighbouring properties.

Highway Access and Parking Provision:

Car Parking: Policy CC07 and Appendix 2 of the MDD Local Plan stipulates minimum off street parking standards, including provision for charging facilities.

The Council's Highways Officer has reviewed this application and requests that in any full application, please provide a drawing showing two vehicle parking spaces within the boundaries of the property and outside the garage. Each space should be 2.5 metres x 5.0 metres. Spaces which are directly in front of garage doors should instead measure 2.5 metres x 5.7 metres.

Ecology:

Policy CP7 of the Core Strategy requires the conservation of sites for nature conservation in accordance with national, regional, county, and local biodiversity action plans.

Bats

The site is located in habitat which matches where bat roosts have previously been found in the borough and is surrounded by a habitat suitable for use by foraging and commuting bats.

The house may host roosting bats and to confirm whether this is the case, and if so, how bats would be affected by the proposals, a bat survey would need to be carried out. All species of bat receive protection under UK law and it is a criminal offence under the Wildlife and Countryside Act 1981 (as amended) and The Conservation of Habitats and Species Regulations 2010 (The Habitat Regulations), deliberately or recklessly to destroy or damage their roosts, or to disturb, kill or injure them without first having obtained the relevant licence for derogation from the regulations from the Statutory Nature Conservation Organisation (the SNCO - Natural England in England).

Survey requirements

A presence / absence bat survey is normally undertaken in two stages, firstly a preliminary roost assessment, whereby the inside and outside of the building is surveyed for bats and signs of bats. This survey can be undertaken at any time of year. If bats are found or features within the buildings have the potential to support roosting bats and these will be affected by the proposals, further dusk emergence

and or pre-dawn re-entry surveys during the bat active season (i.e. between May and the end of August/ sub optimally until mid-October) would need to be carried out. The applicant would then need to submit the results of the survey(s) along with any associated mitigation strategy prior to determination of the application.

Surveys should be carried out by suitably experienced ecologists who are a member of a professional organisation such as the Chartered Institute of Ecology and Environmental Management and / or are licensed or accredited by Natural England to survey bats.

Summary

In summary, the scheme is considered to accord with national and local policy and therefore is likely to be acceptable.

Submitting a Planning Application

Once you are ready to apply, please submit an application through the [Planning Portal](#). Specific documents are set out in the appendices below but refer to the Local Validation List available on the council's [how to apply for planning permission page](#) to assist you with ensuring the plans and documents submitted meet our validation requirements.

Other Guidance

Your development may also require Building Regulation approval to ensure it is built to national safety, design, and environmental standards. The Council's Local Authority Building Control (LABC) service offers a full range of plan approval, inspection, and associated services through an ISO9001 nationally accredited team of qualified building surveyors. These surveyors work closely with the Council's planning department to ensure the appropriate construction of your build. To find out more visit the Council's [Building Control website](#) or call 0300 790 0580 to speak to a member of the team.

If your project requires a dropped kerb on the road in front of your house then you may require consent from the highway authority; further information is available on the Council's [dropped kerbs page](#). Finally, if your project includes 100 sqm or more of new floor area then it is liable for the community infrastructure levy. Refer to the Council's [CIL page](#) for more information.

This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

Yours sincerely,
Tariq Bailey-Biggs, BSc (Hons), MSc.
Planning Officer
Development Management
Wokingham Borough Council

Appendix One – Relevant Policies and Guidance

The relevant policies associated with this proposal are as follows:

National Policy Core Strategy 2010 (CS)	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG) CP1 – Sustainable Development CP3 – General Principles for Development CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals CP11 – Proposals Outside Development Limits
Managing Development Delivery Local Plan 2014 (MDD Local Plan)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage TB23 – Biodiversity and Development
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

Appendix Two – Site History

The relevant planning applications associated with this site are as follows:

Application Number	Description	Decision & Date
120949	Proposed demolition of garage and conservatory, erection of single storey side extension with mezzaine, rooflights, porch to front extension, plus extension of driveway hardstanding.	Approved, 03/05/2012

Appendix Three – Validation Requirements

The documents required for validating any future planning application are as follows:

- – required document
- – possibly required document: these may either help determine an application or resolve the need to use a pre-commencement condition

Please note supporting information with regards to what details are required for each document are contained on the following page on the Council's website: [how to apply for planning permission page](#).

Standard Documents

- Application form ●
- Location Plan (1:1250) and Block Plan (1:500) ●
- All plans to metric scale and to show existing and proposed ●
 - Floor Plans
 - Elevation Plans
 - Roof Plans
 - Site Layout Plan
- Correct fee (where one is necessary) ●
- CIL Form 0 ●

Additional Documents

- Biodiversity survey and report ●
- Design and Access Statement ●
- Flood Risk Assessment ●
- Tree Survey / Arboricultural Statement ●
- Water Course / Drainage Statement ●
- Employment Skills Plan ○
- Affordable Housing Statement ○
- Land Contamination ○

Appendix Five – Legal Agreements and Community Infrastructure Levy

If your development requires a legal agreement pursuant to section 106 of the Town and Country Planning Act, this will need to be signed and completed prior to determination of any application. Templates of legal agreements are available on the [Legal Solutions website](#). The cost of preparing and completing the agreement and its subsequent monitoring and enforcement will need to be covered. Typically, the charge for this will be £1,040.00 minimum (including a £40 Land Registry fee).

CIL charge rate is calculated on the net additional floor space at £365 per square metre. Some exemptions may apply and it is advised to look at the Council's [community infrastructure levy advice page](#). A CIL form is required to make your application valid.