

# HOUSEHOLDER APPLICATION GUIDE

AUGUST 2025



**Ebbsfleet**  
DEVELOPMENT CORPORATION



**EBBSFLEET**  
**GARDEN CITY**



# ARE YOU THINKING ABOUT EXTENDING OR ALTERING YOUR HOUSE?

If you are thinking of building an extension, porch, outbuilding, conservatory or extending your house in any way you may need planning permission.

Whilst some works to domestic properties will not require planning permission by virtue of “permitted development rights”, due to the new-build nature of most of the homes in Ebbsfleet there are various restrictions meaning that even some smaller proposals may still require planning permission. We have produced Residents Guide for each of the major

development sites in Ebbsfleet which are a good starting point to help explain whether planning permission is needed for the works you are seeking to undertake – [Planning and Design – Ebbsfleet Garden City](#).

If your proposal requires planning permission, you will need to submit an application to us (the Ebbsfleet Development Corporation) as we are the Local Planning Authority for Ebbsfleet. This type of application is known as a Householder Application.

## WHAT IS A HOUSEHOLDER APPLICATION?

A Householder Application is an application for planning permission for works to an existing dwelling, or development within the curtilage of such a dwelling for any purpose incidental to the enjoyment of the dwelling. It does not include an application for the change of use

of a dwelling or an application to change the number of dwellings in a building.

Householder Applications are only applicable to houses as works to flats and maisonettes would require Full Planning Applications.

## PRE-APPLICATION ADVICE

Before submitting a Householder Application we can provide informal advice on whether a development proposal is likely to be acceptable. Pre-application engagement is a valuable tool that offers opportunities to improve the quality of a scheme and efficiency of the planning application process, ease the understanding of planning considerations, and reduce the likelihood of an application being refused.

We encourage this early engagement and offer a free pre-application service, which can be applied for by filling out the pre-application advice request form found in the following link – [Planning and Design – Ebbsfleet Garden City](#).

Please send the completed form along with details of your proposal to [edcplanning@ebbsfleetdc.org.uk](mailto:edcplanning@ebbsfleetdc.org.uk).

# HOW TO SUBMIT A HOUSEHOLDER APPLICATION?

Most Householder Applications are submitted online via the Planning Portal website. You will need to register and apply via the following link – [Apply online](#). Alternatively, you can download application forms on the planning portal website [here](#) which can be printed, filled in by hand and sent via email or post:

Email – [edcplanning@ebbsfleetdc.org.uk](mailto:edcplanning@ebbsfleetdc.org.uk)  
Post – Observatory, Castle Hill Drive, DA10 1EE

Due to scaled plans being required we encourage you to appoint an architect or planning agent to prepare drawings and submit your application.

Once payment has been confirmed it will be passed to our administration team for the application process to begin. There may be delays in processing hard copies and please be aware that we will not be able to upload any single document over 50MB in file size to our planning system.

The information required may differ depending on the nature of your proposal and there may be circumstances where we need further information from you. In such a case we will advise what further information is required.





# WHY DO WE REQUIRE SPECIFIC INFORMATION?

We require sufficient information in order to validate your Householder Application to ensure that we have enough information to accurately assess the acceptability of your proposal. Applications that are not submitted with the required information will be made invalid, which will delay the start date of your application until the required information is received.

If you follow this guidance it does not guarantee that your application will be approved (each submission is determined on its own merits in accordance with local and national policies and guidance) but it does mean that your application will be validated and proceed more quickly towards a decision.

# WHAT INFORMATION DO I NEED FOR A VALID APPLICATION?

Please see [Appendix A](#) below which provides an overview of the information typically required for a Householder Application, summarised as follows:

- 1. Application Form.
- 2. Application Fee.
- 3. Site Location Plan.
- 4. Block Plan (including Parking).
- 5. Existing and Proposed Elevation Plans.
- 6. Existing and Proposed Floor Plans.
- 7. Existing and Proposed Site Sections, Finished Floor and Site Levels.
- 8. Existing and Proposed Roof Plans.
- 9. Community Infrastructure Levy (CIL) Additional Information Form.
- 10. Other Information.

Depending on the nature and location of your proposal some additional information may be required so you may also need to refer to our Validation Checklist document available to download here – [Planning and Design – Ebbsfleet Garden City](#).

# WHAT HAPPENS ONCE YOUR APPLICATION IS VALIDATED?

Once we have validated your application we will send you an acknowledgement letter that will include a reference number for your application. The application will be publicised on our weekly list of planning applications ([Weekly List](#)) and we will send letters to your neighbours to notify them of the application and invite their comments within 21 days. We sometimes also display a site notice. Notwithstanding this process, it is advisable that you speak to your neighbours prior to making an application.

You can keep track of any comments made on your application via our Public Access webpage using the reference number allocated to your application or the first line of your address – [Simple Search](#).

Depending on the nature of your proposal, the Planning Case Officer may contact you to arrange a site visit to aid their assessment of your application.

# HOW LONG UNTIL I RECEIVE A DECISION?

Householder Applications are usually determined within 8 weeks. Once determined, you will receive a formal decision notice from us advising you of the decision.





# WHAT HAPPENS IF MY HOUSEHOLDER APPLICATION IS APPROVED?

It is important to read the decision notice carefully as there may be planning conditions imposed that you will need to comply with. For Householder Applications this usually requires the use of external building materials to match those used on the main property and, for example, may require certain windows to be fitted with obscured glazing. Most planning permissions require the works to commence within 3 years or it will expire, meaning that

you would need to reapply for a new planning permission.

Please be aware that if you change your plans following the grant of planning permission it could be classed as a 'material' change requiring a further application/permission. In the event that any change is proposed, please speak to us first.

# DO I NEED ANY OTHER CONSENTS?

It is important to be aware that in addition to planning permission you may require additional consents from other authorities prior to lawfully starting construction works. Some examples are provided below.

## Building Regulations

The Building Regulations are in place to ensure buildings and works are constructed in accordance with appropriate standards. EDC do not process applications related to Building Regulations nor do we hold building regulation documents. To determine if your proposal requires an application to building control or to discuss or pay for your building control application please refer to Building Control at either:

- Dartford Borough Council – [Building control – Dartford Borough Council](#).
- Gravesham Borough Council – [Welcome to STG Building Control](#).

## Highway Works

If your proposal is for or includes a dropped kerb you will also need to seek approval from Kent County Council who are the local highway authority.

## Party Wall Act 1996

The Party Wall Act 1996 provides a framework for preventing and resolving disputes in relation to party walls, boundary walls and excavations near neighbouring buildings. You may require a formal Party Wall Agreement before starting construction work on or near a shared wall, excavation within a certain distance of a neighbour's building, or other work that could affect the neighbouring property.

# WHAT HAPPENS IF MY HOUSEHOLDER APPLICATION IS REFUSED?

If your application is refused, we recommend that you speak to us to discuss the reasons for the refusal and whether those issues can be overcome by adjusting your plans. In this case you would be required to submit a new Householder Application incorporating the changes.

If you do not wish to amend your proposal and feel aggrieved by the decision to refuse permission then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990. For Householder Applications, if you want to appeal against our decision then you must do so within 12 weeks of the date on the decision notice.

Appeals must be made using a form which you can obtain from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN; telephone: 0303 444 5000. Alternatively you can appeal online via – [Welcome to GOV.UK](#) by searching "Appeal a householder planning decision".

Appeals can take several months to be decided so it is recommended that you speak to us before lodging an appeal.

# WHAT IF I CARRY OUT WORKS WITHOUT PLANNING PERMISSION?

If you carry out work requiring planning permission without obtaining it, we may need to take enforcement action, potentially including a formal notice to undo the work or a fine. This might also cause concerns should you wish to sell your property in the future as potential purchasers would be made aware through standard land searches.

We therefore strongly recommend that you speak to us before undertaking any works to your property, even if you don't think that planning permission is required.

We hope this Guide has been helpful to you in preparing and submitting your Householder Application. If you have any questions that have not been answered then please feel free to get in touch with us at [edcplanning@ebbsfleetdc.org.uk](mailto:edcplanning@ebbsfleetdc.org.uk).



# APPENDIX A

The following provides an overview of the information typically required for a Householder Application.

## 1. APPLICATION FORM

To make your Householder Application you will need to fully complete the application form titled 'Householder Application for Planning Permission for works or extension to a dwelling'. Please describe the proposal accurately and concisely. We may amend the description on receipt if it can be more accurately described.

### Notes:

1. Householder Applications are exempt from Biodiversity Net Gain.
2. Please supply at least one email address.
3. It is important that the correct Ownership Certificate (A, B, C or D) and the Agricultural

Land Declaration is signed and dated. If you own all the land subject to the application and it is not an agricultural holding you should sign Certificate A. Otherwise you will need to sign Certificates B, C or D and serve the necessary notices on each of the individuals identified in the relevant Certificate. It is helpful if a copy of each notice served is submitted with your application. Find out more [here](#).

### Common Mistakes:

- Application Form not fully completed.
- Incorrect Ownership Certificate signed.

## 2. APPLICATION FEE

National planning fees are prescribed by The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 or any subsequent amendments to these Regulations.

### Notes:

The application fee should be paid to the Local Planning Authority on submission of your application.

If submitting via the Planning Portal it will automatically calculate the fee (but please note that the Planning Portal does incur their own service charge). If submitting by a different means you can calculate the application fee [here](#).

Please note that planning application fees are waived for a disabled person who is living or intending to live in a dwelling who wishes to alter or extend an existing dwelling or undertake works in the curtilage of an existing dwelling in order to create an access and/or provide for their improved safety, health or comfort.

## 3. SITE LOCATION PLAN

A Site Location Plan (also known as a red line plan or location plan) shows the application site in relation to the surrounding area to identify the site and provide context. This is a requirement for all Householder Applications. The Site Location Plan should be drawn at a scale of 1:1,250 and clearly show the following:

- The application site edged with a red line including all land necessary to carry out the development, for example, land required to access to the site from the public highway, visibility splays, landscaping, car parking and open areas around buildings.
- The direction of North.
- Any other land owned by the applicant, close to or adjoining the application site, edged with a blue line.

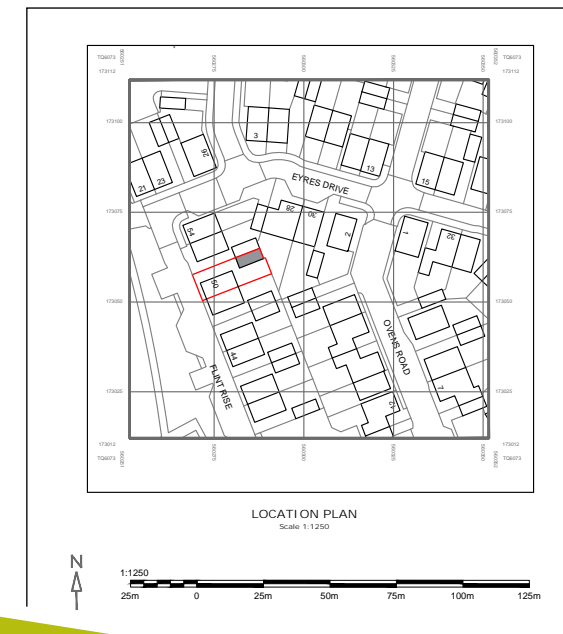
- Sufficient roads (where possible two named roads) and/or buildings with property numbers or names adjoining the application site.

### Notes:

1. You do not need to include the proposed works on this plan.
2. You are able to purchase a site location plan from the [Planning Portal](#). Other companies can also provide this service.
3. Due to pace of the development within Ebbsfleet, the plans supplied by the Planning Portal may not be up-to-date and show sufficient information. In this case you will need to provide a plan showing the location of the application site as accurately as possible.

### Example:

#### Site Location Plans



### Common Mistakes:

- No North arrow.
- Not highlighting the site boundary in red.
- Inaccurate scale bar.
- Outlining the wrong site.
- Omitting road name or house numbers.
- Incorrect scale, for example 1:1,000.

Image credit: PS Designs

Image located: [EDC/25/0055 | Garage conversion to home gym/games room and utility room | 50 Flint Rise Castle Hill Ebbsfleet Valley Kent DA10 1DL \[25/0055\]](#)

## 4. BLOCK PLAN

### (INCLUDING PARKING IF APPLICABLE)

A Block Plan (also known as a site layout plan) shows the proposed development in relation to the host dwelling and its surrounding area. The Block Plan should provide more detailed information about the existing site and the proposed development in relation to neighbouring properties than the Site Location Plan.

The Block Plan should be drawn on an up to date baseline plan at a scale of 1:200 or 1:500 and, as a minimum, clearly show the following:

- The direction of North.
- The proposed development in relation to the site boundaries and other existing buildings on the site.
- Vehicle parking arrangements (if applicable).

#### Notes:

1. The footprint of the proposed works should be included on the Block Plan and ideally it should be shown hatched or otherwise clearly highlighted.
2. More information may be required depending on the proposal, for example buildings, roads and footpaths on land

adjoining the site including access arrangements, the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing and boundary treatments including walls or fencing where this is proposed.

3. Include the location of any external bins or bin stores.
4. Include a drawing title and drawing number. If an amendment to the plan is made then a revision number should be added to differentiate.
5. Measurements of the distance to the site boundaries are helpful.
6. Rather than provide a separate Parking Plan, the Block Plan can be used to show any proposed changes to parking arrangements within the boundary of the property. A standard car parking space is 2.5m wide and 5m long but more space may be necessary for longer vehicles, obstructed spaces or where bins are stored on the drive.
7. It is useful if the Block Plan includes written dimensions, including separation distances to the boundary.

#### Examples:



**Proposed Block Plan**

Scale 1:500

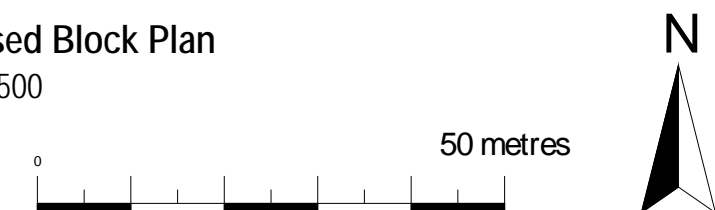


Image credit: Ebbsfleet Planning Public Access

Image located: EDC/25/0053 | Erection of a single storey rear extension | 11 Croucher Avenue Castle Hill Ebbsfleet Valley Kent DA10 1BU [EDC/25/0053]



## 5. EXISTING AND PROPOSED ELEVATION PLANS

An Elevation Plan is a two-dimensional drawing which can show a building or structure. You must provide an Elevation Plan for any elevation that would be changed by the proposed works, or from which the proposed works may be seen. For example, a front porch would require a front elevation and views from both sides, whereas a side extension that wraps around the back would require all four elevations. Elevation Plans should be annotated to show the existing and proposed external materials.

- The proposed works in relation to any amended layout.
- The proposed external facing materials (where possible).
- Where a proposed development adjoins another building, or is in close proximity, the relationship between the two buildings and positions of the openings on each property.
- Where relevant, a street elevation with the proposed development in relation to adjoining buildings.

Existing and Proposed Elevation Plans should be drawn at scale 1:50 or 1:100, include a linear scale bar, and clearly show the following:

- The proposed works in relation to the existing layout.

### Notes:

1. A date, title, drawing number (including revisions) should be included.
2. Clearly annotated dimensions (e.g. height, length and width) should be provided.
3. If the proposal is retrospective (i.e. already commenced or completed) original elevations will be required.

### Example:

#### Existing Elevation Plans

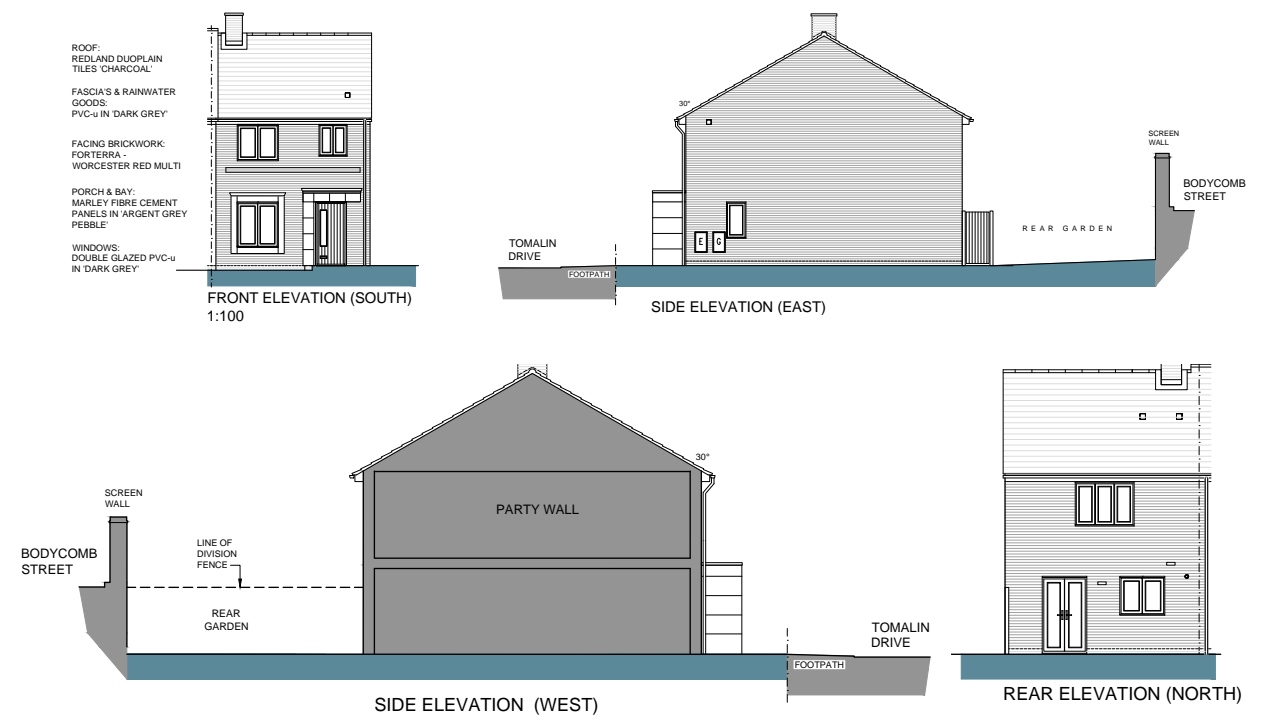
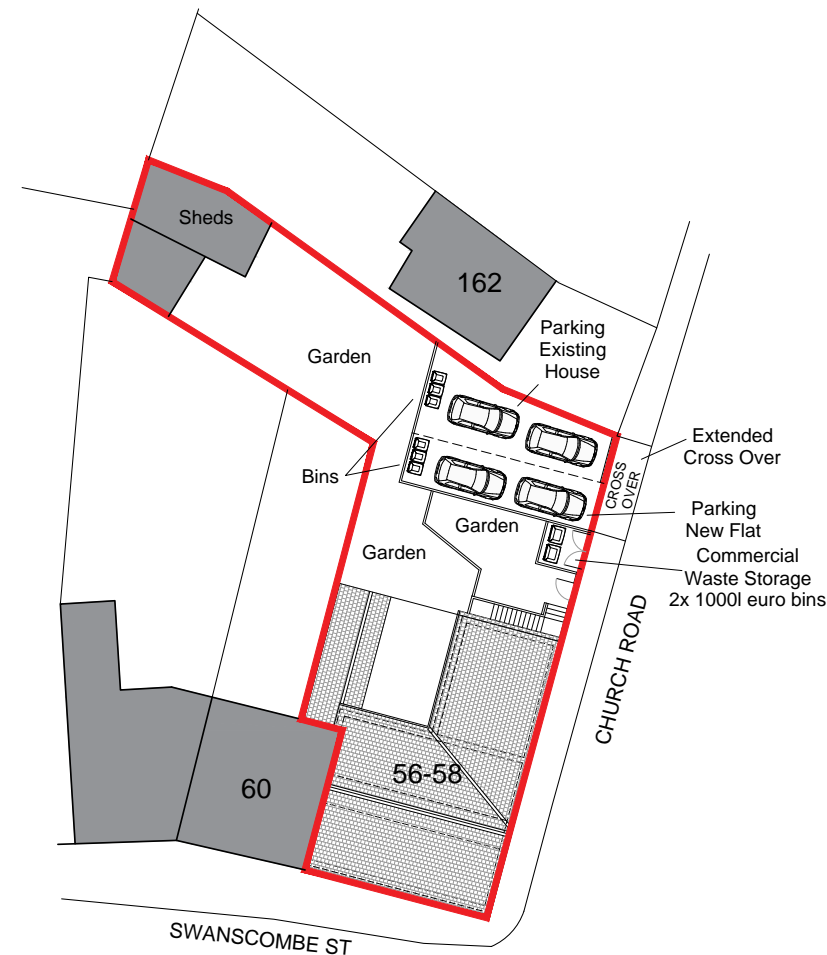


Image credit: Ebbsfleet Planning Public Access

Image located: EDC/24/0119 | Erection of single storey rear extension | 38 Tomalin Drive Castle Hill Ebbsfleet Valley Kent DA10 1FL [24/0119]



Site Plan 1:250

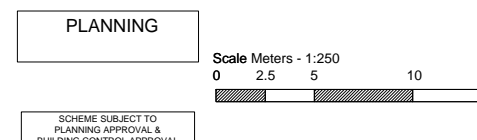


Image credit: Abode First

Image located: 16/00667/FUL | Erection of a first floor rear extension with external staircase and alterations to existing residential dwelling to form additional 2 bedroom flat with off street parking & amenity space | 56-58 Swanscombe Street Swanscombe Kent DA10 0BW Dartford Public Access [16/00667/FUL]

### Common Mistakes

- No North arrow.
- Not including the proposed development.
- Inaccurate scale bar.
- No Drawing Title or Drawing Number.

Example:  
Proposed Elevation Plans

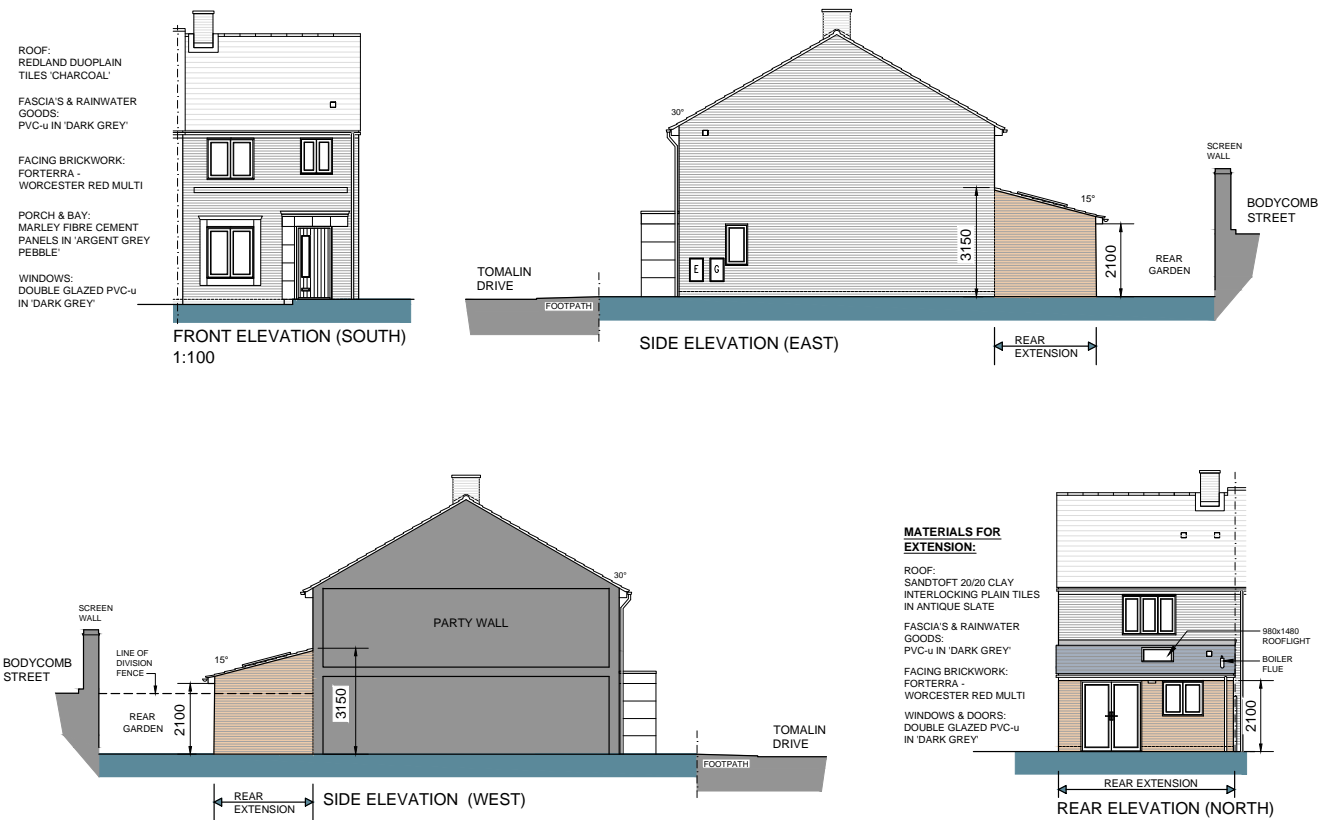


Image credit: Ebbsfleet Planning Public Access  
Image located: [EDC/24/0119 | Erection of single storey rear extension | 38 Tomalin Drive Castle Hill Ebbsfleet Valley Kent DA10 1FL \[24/0119\]](#)

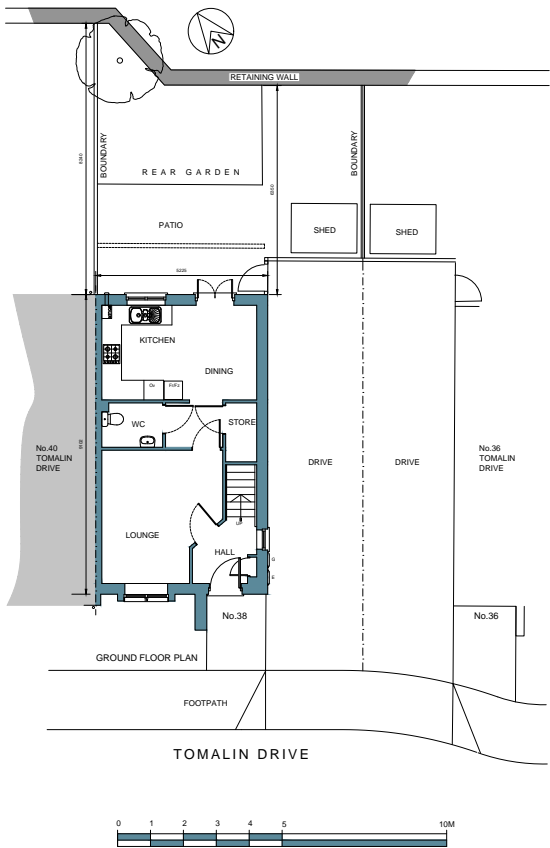
Common Mistakes

- All elevations altered by the proposed development have not been provided. For example, for a proposal for a single storey rear extension a rear and both side elevations will be required.
- Incorrect labelling of the elevation plans. For clarity, the elevation plans should indicate whether they are existing or proposed, for example Proposed Rear Elevation.

6.EXISTING AND PROPOSED FLOOR PLANS

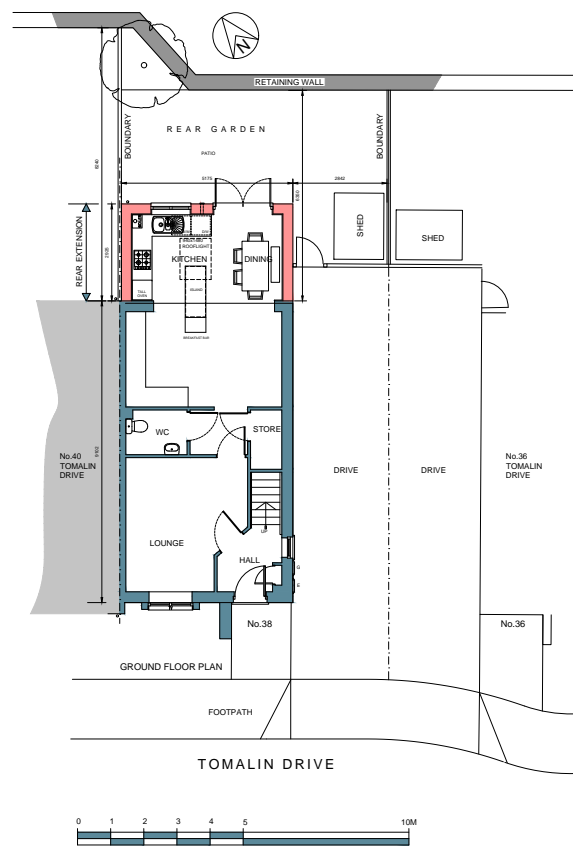
Floor Plans show the internal layout of a building including the relationship between existing and proposed rooms, spaces, and other physical features. This is usually required unless there are no internal alterations proposed, for example the erection of a boundary enclosure.

Example:  
Existing Floor Plan



Images credit: Ebbsfleet Planning Public Access  
Image located: [EDC/24/0119 | Erection of single storey rear extension | 38 Tomalin Drive Castle Hill Ebbsfleet Valley Kent DA10 1FL \[24/0119\]](#)

Example:  
Proposed Floor Plan



Notes:

1. A date, title, drawing number (including revisions) should be provided for clarity.
2. Clearly annotated dimensions (e.g. depth) should be provided.
3. If the application is retrospective (i.e. the works are already completed) pre-existing floor plans will be required.

Common Mistakes

- Drawings are not labelled clearly or correctly.
- Incorrect labelling of scale for example: the plan is accurately scaled in 1:100 but is labelled at 1:50.
- Drawings not drawn to any scale or a recognised scale.
- No Drawing Title or Drawing Number.



## 7.EXISTING AND PROPOSED SITE SECTIONS, FINISHED FLOOR AND SITE LEVELS

A Site Section may be required where it is necessary to accurately show the proposed development. This would mainly be required for applications that propose to raise the roof height to assess the internal space within the roof, or where the levels of the garden are proposed to change.

Existing and Proposed Site Sections, Finished Floor and Site Levels should be drawn at scale 1:50 or 1:100 and include a linear scale bar.

### Example: Proposed Section

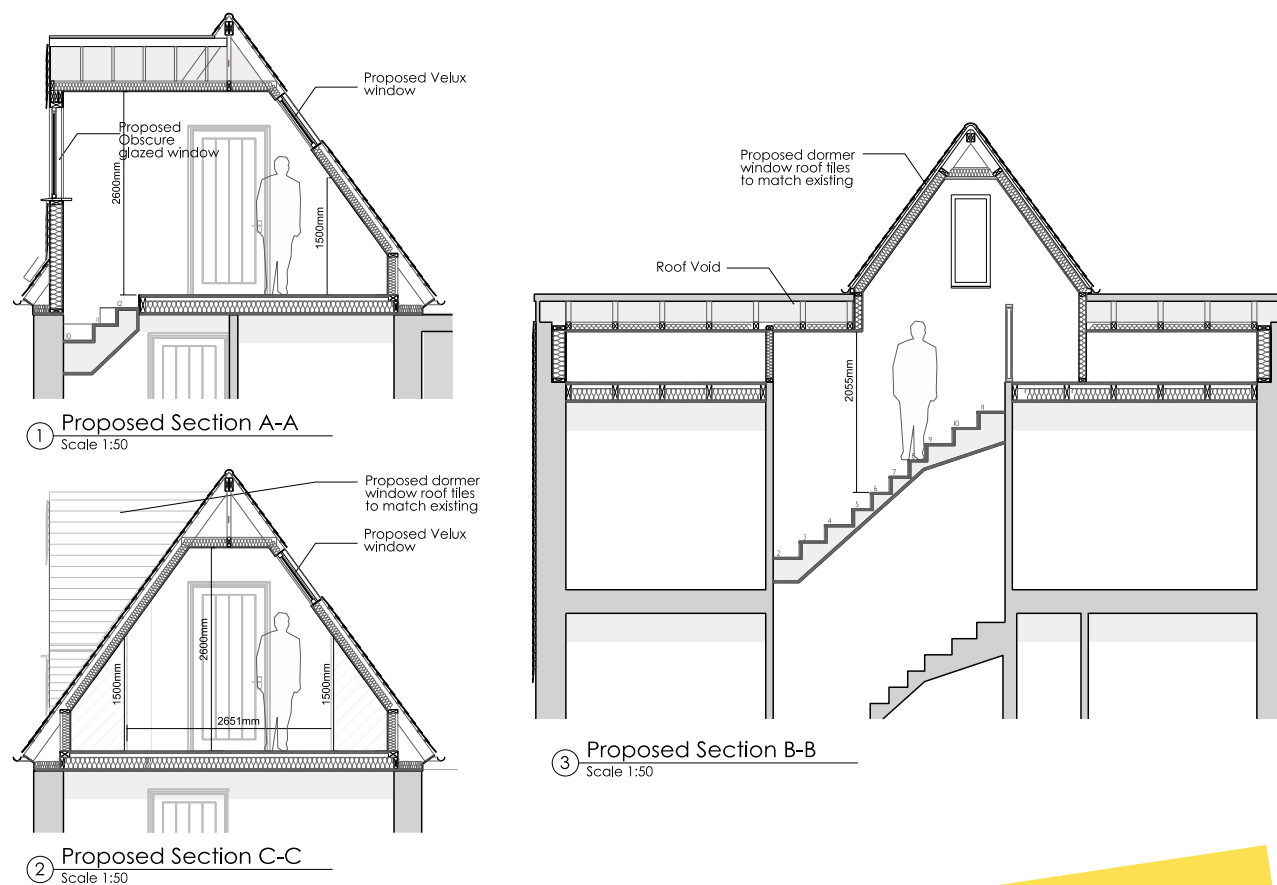


Image credit: Shiro Design  
Image located: EDC/23/0185 | Installation of dormer window and 4 rooflights with associated loft conversion | 18 Ecclestone Road Western Cross Ebbsfleet Valley Kent DA10 1FX [23/0185]

### Example: Proposed Section

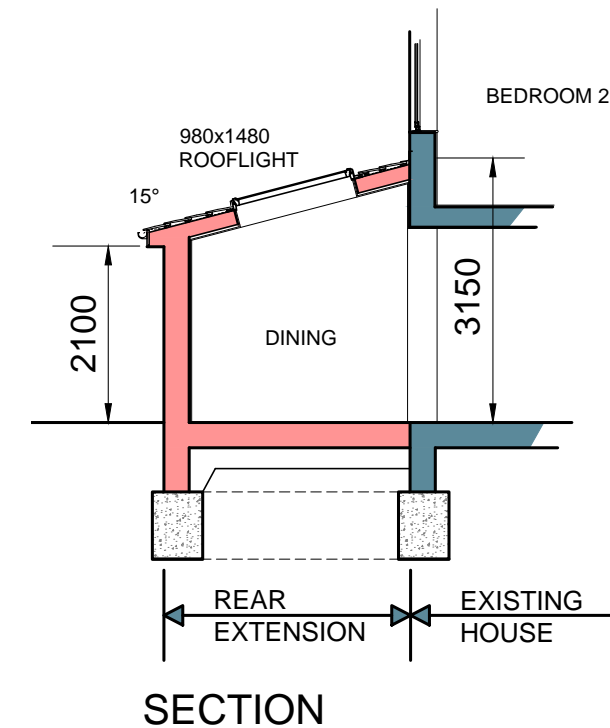


Image credit: Ebbsfleet Planning Public Access  
Image located: EDC/24/0119 | Erection of single storey rear extension | 38 Tomalin Drive Castle Hill Ebbsfleet Valley Kent DA10 1FL [24/0119]

### Example: Land Level Plan

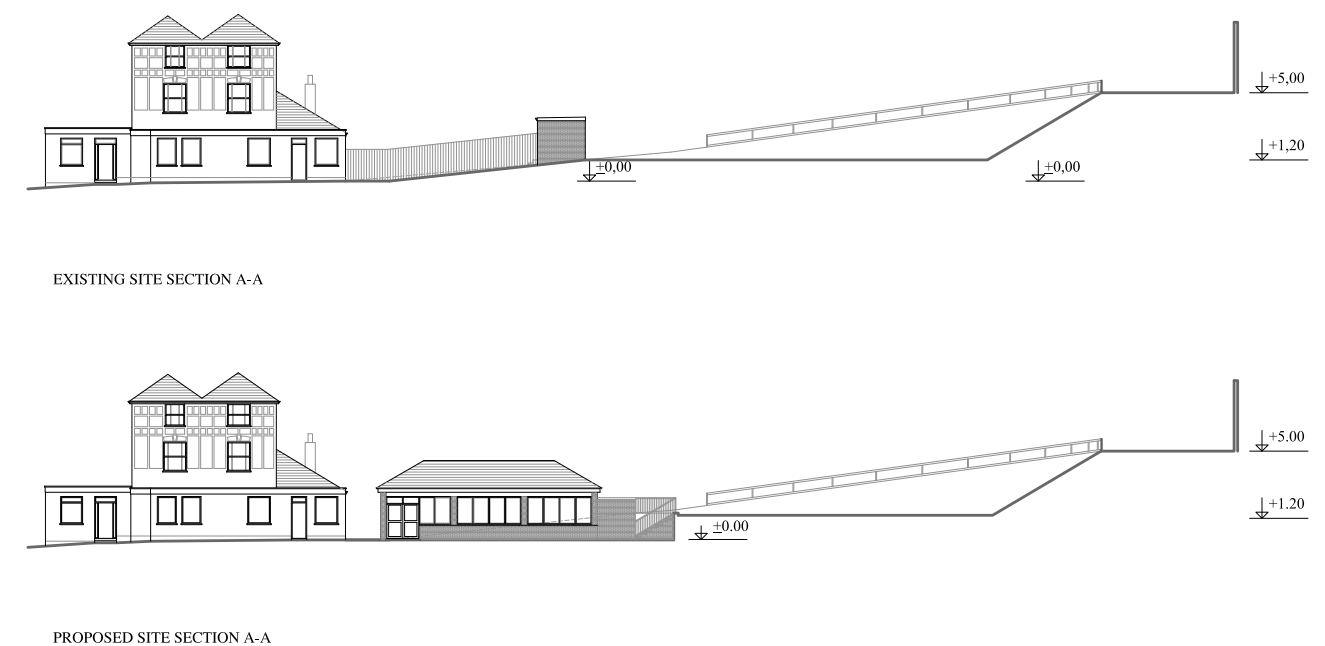


Image credit: Bashkal & Associates  
Image located: 20110321 | Demolition of existing outbuildings and erection of a detached building at the rear to provide a children's play area and alterations to land level at the rear to provide use as a garden. | The Plough 69 Stonebridge Road Northfleet Gravesend Kent DA11 9DT [20110321]

# 8. EXISTING AND PROPOSED ROOF PLANS

A Roof Plan may be required if the proposal alters the existing roof line and/or roof shape. Any new storey or existing storeys affected by the proposal must be shown clearly on both existing and proposed Floor Plans, with titles such as "ground floor", "first floor" and so on.

Dimensions of the total area of an extension, outbuilding or any additional floors should ideally be shown.

Existing and Proposed Roof Plans should be drawn at scale 1:50 or 1:100 and include a linear scale bar.

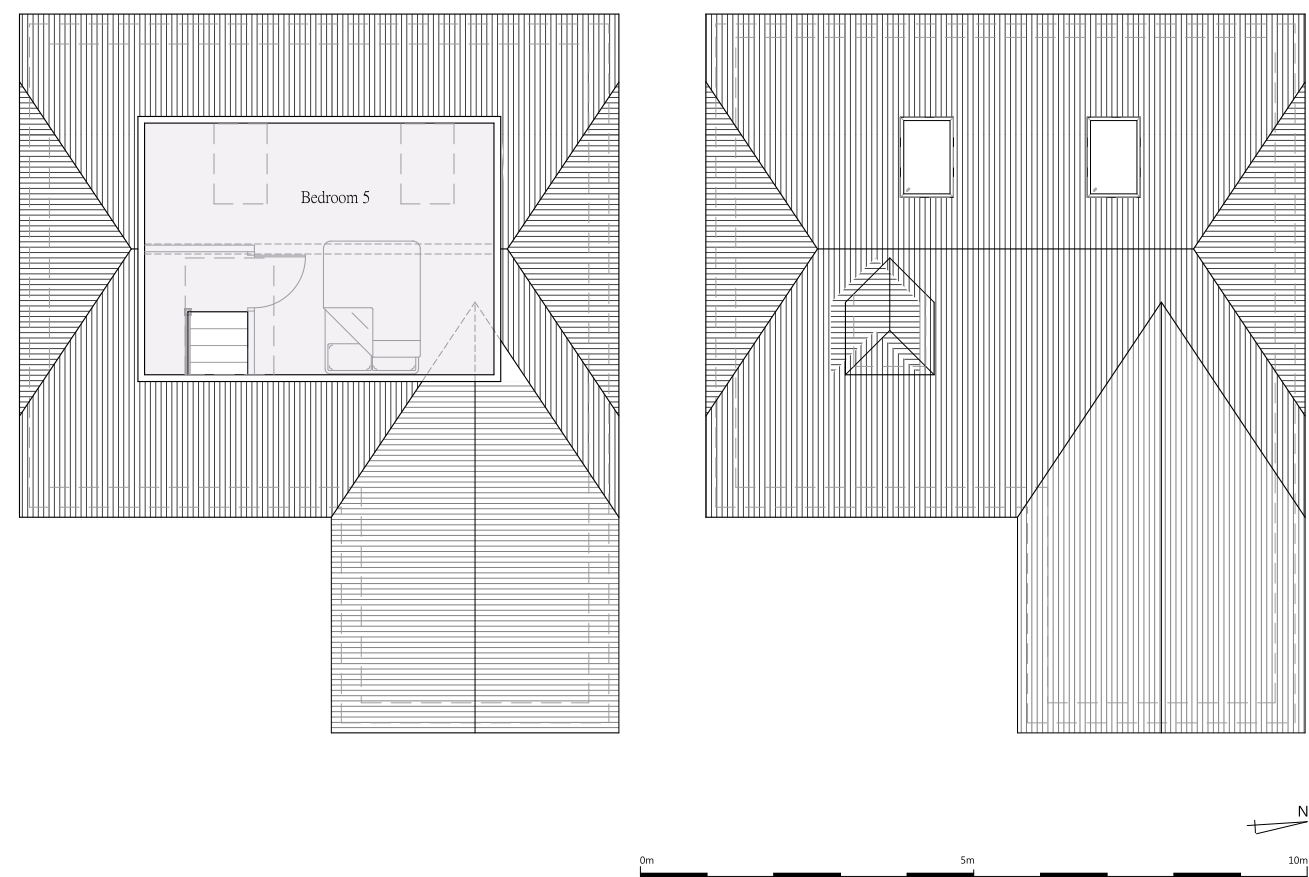


Image credit: Design at 9940  
Image located: EDC/23/0123 | Roof alterations comprising full hip to part hip enlargement, installation of singular dormer window to the front roof slope, roof lights to the rear roof slope, and conversion of garage to habitable space. | 7 Conybeare Road Weldon Ebbsfleet Valley Kent DA10 1DZ [23/0123]

# 9. COMMUNITY INFRASTRUCTURE LEVY (CIL) ADDITIONAL INFORMATION FORM

A Community Infrastructure Levy (CIL) Additional Information Form is required for all Householder Applications within the Borough of Dartford. However, CIL is only payable if you are proposing an extension or other alteration that results in the creation of 100 sqm or more of

new floorspace. The form includes a section to confirm whether your proposal is CIL liable.

This form is not required for applications within the Borough of Gravesham because Gravesham is not a CIL charging authority.

# 10. OTHER INFORMATION

**Cover Letter** – It is not a validation requirement to submit a Cover Letter with a Householder Application, but it is good practice to provide a short written explanation and justification of the proposed development as this will help us better understand the reason for the application and to assess any particular impacts, such as on residential amenity and highway safety.

**Noise Impact Assessment** – This is required where the proposal includes installation of new plant or machinery on a domestic property such as air conditioning units or air source heat pumps. This is because they have the potential to adversely affect the amenity of adjacent properties due to noise impacts and is therefore a matter that will require consideration when assessing the Householder Application.





## Contact EDC Planning Team:

[edcplanning@ebbsfleetdc.org.uk](mailto:edcplanning@ebbsfleetdc.org.uk)

[www.ebbsfleetgardencity.org.uk](http://www.ebbsfleetgardencity.org.uk)


0303 444 8832


Ebbsfleet Development Corporation,

The Observatory, Castle Hill Drive,

Castle Hill, Ebbsfleet, Kent DA10 1EE



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 Ebbsfleet Garden City

 @ebbsfleetgardencity



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