

Residential Planning & Building Control Works - A Simple Guide

We have written this guide to help those who are thinking about home improvements to a residential property within the borough.

Permitted Development

Did you know that not all work you wish to do requires permission from the Council? Permitted Development is works which can be done to residential properties (not including flats or Listed Buildings) which doesn't require planning permission. There are certain restrictions which you must follow, for example no roof works are permitted within Conservation Areas, and a full list of these works and restrictions can be found on the [Planning Portal home improvements guide](#).

If your work falls within Permitted Development it is advisable to apply for a certificate which confirms that the works could be carried out lawfully at the time of applying, as this can be useful when selling a property. To apply for a Certificate of Lawfulness you can make an application via the [Planning Portal applications](#) (see the Validation Checklist below for details of what to submit).

You can visit the [Sutton Address Cafe](#) to check whether your property falls within a Conservation Area.

LBS Householder Planning Validation Checklist

The easiest way to apply for Planning Permission for work on a residential property is through the [Planning Portal](#), here you will find guidance notes on how to complete the application form and [what type of works require permission](#).

Below is a list of items which you will need to submit via the Planning Portal should you wish to apply for Planning Permission or a Certificate of Lawfulness within the London Borough of Sutton;

Application Form

Fully completed, signed and dated.

Site Photos

Please supply photos of the site from all angles, you will also need to show the relationship with any neighbouring properties and a photo of the existing streetscene if there are changes to the frontage of your property proposed.

Drawings (Existing & Proposed)

These must be drawn to a recognised scale (for example 1:50, 1:100) and show all angles where changes can be seen, these generally include floor plans, roof plans & elevations.

Site Plan & Block Plan

The Site Plan is a 1:1250 scale plan showing the property and surrounding area with the site boundary highlighted in red. A Block Plan is generally a 1:500 scale plan showing the site with the added changes sought by the application in context to surrounding properties. [Site Plans & Block Plans](#) can be purchased online via the Planning Portal if needed.

Fee

A Householder Planning Permission is priced at £206 and a Certificate of Lawfulness (Proposed) is £103.

Design & Access Statement (needed if within a Conservation Area)

This is a short paragraph or two outlining why the proposal is suitable for the area and how it fits into its surroundings.

Biodiversity

Prior to submitting your application you should also complete an online [Wildlife Assessment Check](#) to check whether any further ecological expertise is needed in relation to your submission.

Should you have any queries please contact developmentmanagement@sutton.gov.uk.

Building Control

Whether your works are permitted by law or require planning permission you may also require Building Control Consent. Some works may be covered by approved tradesmen who will issue certificates direct and inform the council (i.e. FENSA registered window fitters), however other works may require site visits and sign-off by either the Council or an Approved Inspector.

To find out whether you require consent you can visit the [Planning Portal Building Control](#) page to see what is allowable without sign-off.

To make an application to Building Control we would recommend using the [Planning Portal](#). A list of our fees can be found on our [Fee Schedule](#).

Should you have any queries please contact building.control@sutton.gov.uk.