

Planning Application Preparation Checklist for House to Flat Conversion



PLANDOME

ADAPTIVE REUSE LIGHTHOUSE

ABOUT 'PLANDOME'

Plandome specializes in delivering in-depth planning analysis reports that offer tangible and actionable insights for successful project execution. Our comprehensive reports include detailed layout plans and work breakdown structures, including Gross Development Value (GDV) analysis. These deliverables empower clients with the information needed to make informed decisions, mitigate risks, and optimize return on investment.

Our user-friendly reports translate complex planning regulations into clear, actionable steps, making the development process straightforward and accessible. Each report features a clear planning statement that outlines the development process, ensuring clients fully understand the path forward and can confidently navigate their projects.

Our Services

At Plandome, we provide a range of services to streamline the planning process and support our clients in achieving their property development goals. Our services include:

Loft Conversions: Transform loft space into functional, stylish living areas, maximizing property value and space.

Commercial to Residential Conversions: Assist in converting commercial properties into residential spaces, aligning with market demands and maximizing investment potential.

Residential Extensions: Design and manage custom rear and side extensions to expand living spaces and enhance property aesthetics.

Planning Permission Services: Handle the complexities of planning permission, managing compliance and paperwork to secure timely approvals.

Garage Conversions: Convert garages into usable living areas, adding valuable space and functionality to homes.

Permitted Developments: Guide projects that fall under permitted development rights, expediting approval processes.

Prior Approval Applications: Manage the application process for projects requiring prior approval, ensuring regulatory compliance.

Construction Drawings: Provide accurate and detailed construction drawings to guide builders and support successful project completion.

Kitchen Extensions: Design beautiful kitchen extensions that add functionality and value to properties.

Conservatories: Plan and manage conservatory installations, creating bright, versatile spaces within homes.

Checklist

Design Requirements Checklist for House to Flat Conversion		
Classification	Requirements	Yes/No
Planning Application Forms	Complete and submit the required planning application forms.	
	- Application Form: Have you completed the appropriate planning application form for a house-to-flat conversion?	
	- Fees: Have you paid the required application fee?	
Site Plan	Prepare and submit a detailed site plan of the property.	
	- Scale and Accuracy: Is the site plan to scale and does it accurately show the boundaries and existing structures?	
	- Context: Does the site plan show neighboring properties, roads, and any relevant surrounding features?	
Floor Plans	Provide detailed floor plans of the existing property and proposed flats.	
	- Existing Floor Plan: Have you included the existing floor plan showing the current layout of rooms and floors?	
	- Proposed Floor Plan: Do you have a clear floor plan showing how the space will be divided into separate flats?	
Elevations	Submit detailed elevations of the property, including proposed changes.	
	- Existing Elevations: Have you included elevations showing the existing condition of the building from all sides?	
	- Proposed Elevations: Do the proposed elevations show how the building will look after the conversion, including any structural or aesthetic changes?	
Design and Access Statement	Prepare a design and access statement that explains the overall design approach.	
	- Design Justification: Does the statement explain the rationale behind the design, including layout and material choices?	
	- Access Compliance: Does the statement outline how the conversion complies with accessibility regulations (e.g., entrances, lifts, disabled access)?	
Sustainability Statement	Prepare a statement addressing environmental sustainability considerations.	
	- Energy Efficiency: Does the statement outline any plans to incorporate energy-saving measures (e.g., insulation, heating systems)?	
	- Sustainable Materials: Does the statement discuss the use of sustainable or eco-friendly building materials?	

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Parking and Traffic Impact	Provide details on parking arrangements and potential traffic impact.	
	- Parking Plan: Have you included a parking plan showing spaces for each flat, if required?	
	- Traffic Impact: Does the application include any assessment of how the conversion may affect traffic in the area?	
Heritage and Conservation Impact	Ensure that any heritage or conservation considerations are addressed.	
	- Listed Building Status: If the property is listed, does the application include any necessary information about heritage preservation?	
	- Conservation Area: If the property is within a conservation area, does the design comply with the area's aesthetic requirements?	
Consultation with Local Authority	Engage with local planning authority and community, if necessary.	
	- Pre-Application Advice: Have you sought pre-application advice from the local planning authority?	
	- Neighbor Consultation: Have you consulted with neighbors or notified them about the proposed conversion, as required?	
Other Relevant Documents	Ensure any additional documents required by the local planning authority are included.	
	- Flood Risk Assessment: If required, have you included a flood risk assessment?	
	- Transport Assessment: If required, have you included a transport or access assessment?	
Submission and Follow-Up	Ensure the complete application is submitted and follow up with the local authority.	
	- Complete Submission: Have you ensured all required documents are included and submitted to the local authority?	
	- Follow-Up: Have you followed up with the planning authority to confirm receipt of the application and check the timeline for approval?	
Waste and Recycling	Ensure waste management and recycling plans are in place.	
	- Waste Management Plan: Have you included a plan for how waste will be managed, stored, and disposed of from the flats?	
	- Recycling Facilities: Have you planned for adequate recycling facilities for tenants?	

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Sustainability and Energy Efficiency	Address sustainability and energy efficiency goals in the conversion plans.	
	- Energy Efficiency: Does the conversion include plans to improve the energy efficiency of the building (e.g., insulation, energy-efficient heating)?	
	- Sustainability Features: Have you included sustainable features like solar panels, rainwater harvesting, or energy-saving lighting?	
Application Submission	Ensure all documents are submitted correctly.	
	- Complete Application: Have you completed the planning application form and included all required documentation and fees?	
	- Electronic Submission: If submitting electronically, have you ensured all files are in the correct format and properly uploaded?	

Contact Us

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