Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

Publication of planning applications on council web sites
Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.
If any other information that is provided as part of the application which falls within the definition of personal data under the Data Protection Act and is not to be published on the council's website, please contact the council's planning department.

1. Applicant Name, Address and Contact Details

Title: First name: Surname:

Company name

Street address:

Town/City

County:

Country:

Postcode:

Telephone number: Country Code National Number Extension Number

Mobile number:

Fax number:

Email address:

Are you an agent acting on behalf of the applicant? ◯ Yes ◯ No

2. Agent Name, Address and Contact Details

Title: First Name: Surname:

Company name:

Street address:

Town/City

County:

Country:

Postcode:

Telephone number: Country Code National Number Extension Number

Mobile number:

Fax number:

Email address:

3. Description of Proposed Works

Please describe the proposed works:

Has the work already been started without planning permission? ◯ Yes ◯ No

If Yes, please state when the works were started:

Has the work already been completed without planning permission? ◯ Yes ◯ No

If Yes, please state the date when the works were completed:

4. Site Address Details

Full postal address of the site (including full postcode where available)

House: Suffix:

House name:

Street address:

Town/City:

County:

Postcode:

Description of location or a grid reference
(must be completed if postcode is not known):

Easting:

Northing:

Description:

5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ◯ Yes ◯ No

Is a new or altered pedestrian access proposed to or from the public highway? ◯ Yes ◯ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way? ◯ Yes ◯ No

If Yes to any questions, please show details on your plans or drawings and state their reference number(s):

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ◯ Yes ◯ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title: First name: Surname:

Reference:

Date:

Details of the pre-application advice received:

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary? ◯ Yes ◯ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ◯ Yes ◯ No

If Yes, please show on your plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings:

8. Parking

Will the proposed works affect existing car parking arrangements? ◯ Yes ◯ No

If Yes, please describe:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ◯ Yes ◯ No

If Yes, please provide details:

10. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ◯ Yes ◯ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

◯ The agent ◯ The applicant ◯ Other person

11. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ◯ Yes ◯ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

12. Certificates (Certificate A)

Certificate of Ownership - Certificate A
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Title: First name: Surname:

Person role: Applicant Declaration date: ☐ Declaration made

12. Certificates (Certificate B)

Certificate of Ownership - Certificate B
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Notice recipient	Date notice served

Title: First name: Surname:

Person role: Applicant Declaration date: ☐ Declaration made

12. Certificates (Certificate C)

Certificate of Ownership - Certificate C
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that:

Neither Certificate A or B can be issued for this application

- All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it, but I have/the applicant has been unable to do so.

The steps taken were:

- I have/the applicant has given the requisite notice to the persons specified below being persons who, on the day 21 days before the date of this application, were owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Notice recipient	Date notice served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Title: First name: Surname:

Person role: Applicant Declaration date: ☐ Declaration made

12. Certificates (Certificate D)

Certificate of Ownership - Certificate D
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that:
- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land to which this application relates, but I have/the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Title: First name: Surname:

Person role: Applicant Declaration date: ☐ Declaration made

12. Certificates (Agricultural Holdings Certificate)

Agricultural Holding Certificate
Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding.

Title: First name: Surname:

Person role: Applicant Declaration date: ☐ Declaration Made

(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Notice recipient	Date notice served

Title: First Name: Surname:

Person role: Applicant Declaration date: ☐ Declaration Made

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. ☐

Date