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Application for planning permission

Town and Country Planning Act 1990

Site Address

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

Address

House numbers | 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:

Applicant Details

Name

Title: | First Name: | Surname:

Company name (optional):

Address

Street address:

Town/City:

County:

Country:

Postcode:

Telephone number

	Country	National	Extension
Telephone number:			
Mobile number: (optional)			
Fax number: (optional)			

Email: (optional)

Are you an agent acting on behalf of the applicant?

○ No ○ Yes

Agent Details

Title: First Name: Surname:

Company name (optional):

Address

Street address:

Town/City:

County:

Country:

Postcode:

Contact details

	Country	National	Extension
Telephone number:			
Mobile number: (optional)			
Fax number: (optional)			

Email: (optional)

Description of the proposal

Please describe the proposal including any change of use:

Has the building, works or change of use already started?

No Yes

If Yes, please state the date when the building works started:

(Date must be pre-application submission)

Have the building, works or change oof use been completed?

No Yes

If Yes, please state the date when the building, works or change of use was completed:

(Date must be pre-application submission)

Site Area

What is the site area?

Existing Use

Please describe the current use of the site:

Is the site currently vacant?

No Yes

If Yes, please describe the last use of the site:

When did this use end (if known)?

Does the proposal involve any of the following:

land which is known to be contaminated?

No Yes

Land where contamination is suspected for all or part of the site?

No Yes

A proposed use that would be particularly vulnerable to the presence of contamination?

No Yes

Application advice

If you have said Yes to any of the above questions, you will need to submit an appropriate contamination assessment.

Pedestrian and vehicular access, roads and rights of way

Is a new or altered vehicular access proposed to or from the public highway?

No Yes

Is a new or altered pedestrian access proposed to or from the public highway?

No Yes

Are there any new public roads to be provided within the site?

No Yes

Are there any new public rights of way to be provided within or adjacent to the site?

No Yes

Do the proposals require any diversions / extinguishments and / or creation of rights of way?

No Yes

If Yes to any questions, please show details on your plans/drawings and state the reference number:

Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Existing number of spaces	Proposed number of spaces	Difference in spaces
Cars			
Light goods vehicles/Public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Short description of Other			

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)/access and design statement?

◯ No ◯ Yes

If Yes, please state references for the plan(s)/drawing(s):

Walls - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Roof - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Windows - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

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Doors - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Boundary treatments - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Vehicle access and hard standing - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Lighting - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Others - add description

Please provide a description of existing and proposed materials & finishes to be used in the build (demolition excluded)

Other type of material description e.g. guttering

Other

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer ☐
- Septic tank ☐
- Package treatment plant ☐
- Cess pit ☐
- Other
- Unknown ☐

Are you proposing to connect to the existing drainage system?

◯ No ◯ Yes

If Yes, please include the details of the existing system on the application drawings. Please state the plan(s) drawing(s) references:

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones, 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary).

◯ No ◯ Yes

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

◯ No ◯ Yes

Will the proposal increase the flood risk elsewhere?

◯ No ◯ Yes

How will surface water be disposed of?

- ☐ Sustainable drainage system
- ☐ Soakaway
- ☐ Main sewer
- ☐ Existing watercourse
- ☐ Pond / lake

Trees and Hedges

Are there trees or hedges on the proposed development site?

◯ No ◯ Yes

Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

◯ No ◯ Yes

If Yes to either or both of the above, please provide a full Tree Survey, with plan, in accordance with "BS5837:2005 Trees in relation to construction - Recommendations".

Biodiversity and Geological Conservation

To assist in answering the following questions, refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, OR on land adjacent to or near the application site:

a) Protected and priority species (see guidance note)

◯ Yes, On the development site

◯ Yes, On land adjacent to or near the proposed development

◯ No

b) Designated sites, important habitats or other biodiversity features (see guidance note)

◯ Yes, On the development site

◯ Yes, On land adjacent to or near the proposed development

◯ No

c) Features of geological conservation importance (see guidance note)

◯ Yes, On the development site

◯ Yes, On land adjacent to or near the proposed development

◯ No

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Waste and Storage Collection

Do the plans incorporate areas to store and aid the collection of waste?

◯ No ◯ Yes

If Yes, please provide details:

Have arrangements been made for the separate storage and collection and recyclable waste?

◯ No ◯ Yes

If Yes, please provide details:

Residential / Dwelling Units

Does your proposal include the gain or loss of residential units?

◯ No ◯ Yes

Market						
Social Rented						
Intermediate						
Key Worker						

Market						
Social Rented						
Intermediate						
Key Worker						

Overall Residential Unit Totals

Market Housing - Proposed

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

Market Housing - Existing

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

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Social Rented Housing - Proposed

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

Social Rented Housing - Existing

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

Intermediate Housing - Proposed

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

Intermediate Housing - Existing

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

Key Worker Housing - Proposed

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

Key Worker Housing - Existing

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Totals						

All types of development: non residential floorspace

Does your proposal involve the loss or gain of non-residential floorspace?

◯ Yes ◯ No ◯ Unknown

Use class/type of use		Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops Net Tradable Area				
A2	Financial and professional services				
A3	Restaurants and cafes				
A4	Drinking estabishments				
A5	Hot food takeaways				
B1 (a)	Office (other than A2)				
B1 (b)	Research and development				
B1 (c)	Light industrial				
B2	General industrial				
B8	Storage or distribution				
C1	Hotels and halls of residence				
C2	Residential institutions				
D1	Non-residential institutions				
D2	Assembly and leisure				
OTHER	Please specify				
	Total				

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels			
C2	Residential Instituitions			
Other	Hostels			

Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full time
Existing employees			
Proposed employees			

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Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not Known
	Start time End time	Start time End time	Start time End time	☐
	Start time End time	Start time End time	Start time End time	☐
	Start time End time	Start time End time	Start time End time	☐
	Start time End time	Start time End time	Start time End time	☐
	Start time End time	Start time End time	Start time End time	☐
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	Start time End time	Start time End time	Start time End time	☐

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Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal waste management development?

○ No ○ Yes

	The total capacity of the void in cubic metres, including engineering surcharges and making no allowances for cover or restoration material.	Maximum annual operational through put in tonnes (or litres if liquid waste)
Inert landfill		
Non-hazadous landfill		
Hazardous landfill		
Energy from waste incineration		
Other incineration		
Landfill gas generation plant		
Pyrolysis / gasification		
Metal recycling site		
Transfer stations		
Material recovery / recycling facilities (MRFs)		
Household civic amenity sites		
Open windrow composting		
In-vessel composting		
Anaerobic digestion		
Any combined mechanical, bioligical and / or thermal treatment (MBT)		
Sewage treatment works		
Other treatment		
Recycling facilities construction, demolition and excavation waste		
Storage of waste		
Other waste management		
Other development		

Please give maximum annual operational throughput of the following waste streams:

Municipal	
Construction, Demolition and Excavation	
Commercial and Industrial	
Hazardous	

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Hazardous Substances

Is any hazardous waste involved in the proposal?

No Yes

		Amount		
		Amount		
		Amount		
		Amount		
		Amount		
		Amount		
		Amount		
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		Amount		
		Amount		
		Amount		

Trade effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

No Yes

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste:

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about your proposal?

No Yes

If Yes, please provide details:

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Pre-application Advice

Has prior advice been sought from the local authority about this application?

○ No ○ Yes

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

	Title:	First Name:	Surname:
Officer Name:			

Reference:

Date:

(Must be pre-application submission)

Details of the pre-application advice received:

Site Visit

Can the site be seen from a road, public footpath, bridleway or other public land?

○ No ○ Yes

In the event that the planning authority decides it needs to make an appointment to carry out a site visit, please provide contact details below: (Please select only one)

○ The agent ○ The applicant ○ Other person

If Other has been selected, please provide:

	Title:	First Name:	Surname:
Contact Name:			

	Country	National	Extension
Telephone number:			

Email address:

Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the Council?

○ No ○ Yes

If Yes, please provide details:

Declaration

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

(Date cannot be pre-application)