

Application for Planning Permission. Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply
Publication of applications on planning authority websites
Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title:

First name:

Last name:

Company (optional):

Unit: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of the Proposal

Please describe the proposed development, including any change of use:

ENTRANCE OF RT MEMORIAL

Has the building, work or change of use already started? ☐ Yes ☐ No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):

Has the building, work or change of use been completed? ☐ Yes ☐ No

If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY):

(date must be pre-application submission)

(date must be pre-application submission)

8. Authority Employee / Member

With respect to the Authority, I am: (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of the name, relationship and role

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Do any of these statements apply to you? Yes ☐ No ☒

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☐ Yes ☐ No

If Yes, please provide details:

Have arrangements been made for the separate storage and collection of recyclable waste? ☐ Yes ☐ No

If Yes, please provide details:

5. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name: _____

Reference: _____

Date (DD/MM/YYYY): _____

(must be pre-application submission)

Details of pre-application advice received? _____

6. 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	Yes ☐	No ☒
Is the public highway?	Yes ☐	No ☒
Are there any new public roads to be provided within the site?	Yes ☐	No ☒
Are there any new public rights of way to be provided within or adjacent to the site?	Yes ☐	No ☒
Do the proposals require any diversions /extinguishments and/or creation of rights of way?	Yes ☐	No ☒

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawing(s)

4. Site Address Details

Please provide the full postal address of the application site.

Unit:	House number:	House suffix:
House name:		
Waverley Court Rd.		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Postcode (optional):		
Description of location or a grid reference. (must be completed if postcode is not known):		
Easting:	Northing:	
Description:		

9. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

Existing (where applicable)	Proposed	Not applicable	Don't Know
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Walls		☐	☐
Roof		☐	☐
Windows		☐	☐
Doors		☐	☐
Boundary treatments (e.g. fences, walls)		☐	☐
Vehicle access and hard-standing		☐	☐
Lighting		☐	☐
Others (please specify)		☐	☐

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:

10. Vehicle Parking

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

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars			
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

15. Trees and Hedges

Are there trees or hedges on the proposed development site? ☐ Yes ☒ No

And/or: 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? ☐ Yes ☒ No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current BS5837: Trees in relation to design, demolition and construction - Recommendations;

13. 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: ☐ 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: ☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☐ No

(c) Features of geological conservation importance: ☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☐ No

11. Foul Sewage

Please state how foul sewage is to be disposed of:

☐ Cess pit ☐ Septic tank ☐ Package treatment plant

Are you proposing to connect to the existing drainage system? ☐ Yes ☒ No

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

16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ☐ Yes ☒ No

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

14. Existing Use

Please describe the current use of the site:

Is the site currently vacant? ☐ Yes ☒ No

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

When did this use end (if known)? DD/MM/YYYY (date where known may be approximate)

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? ☐ Yes ☒ No

Land where contamination is suspected for all or part of the site? ☐ Yes ☒ No

A proposed use that would be particularly vulnerable to the presence of contamination? ☐ Yes ☒ No

12. 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.)

If Yes, you will need to submit a 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)? ☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere? ☐ Yes ☒ No

How will surface water be disposed of?

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

17. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☐ No

If Yes, please complete details of the changes in the tables below:

Proposed Housing

Market Housing	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Intermediate	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Key worker	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Total proposed residential units (A+B+C+D) =

Existing Housing

Market Housing	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Social Rented	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Intermediate	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Key worker	Not known	Number of Bedrooms				Total
		1	2	3	4+	
Houses	☐					
Flats and maisonettes	☐					
Live-work units	☐					
Cluster flats	☐					
Sheltered housing	☐					
Bedsit/studios	☐					
Unknown type	☐					
Totals (a+b+c+d+e+f+g) =						

Total existing residential units (E+F+G+H) =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

21. Site Area

20. Hours of Opening

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

19. Employment

	Existing employees			
	Proposed employees			
Total full-time equivalent	Part-time	Full-time		

Use class	Type of use	Not applicable	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 Institutions	☐			
OTHER		☐			
Please Specify		☐			

Use class/type of use	A1	Shops	☐	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 change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
		Net tradable area:	☐				
Use class/type of use	A2	Financial and professional services	☐				
	A3	Restaurants and cafes	☐				
	A4	Drinking establishments	☐				
	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						

ON ☐

18. All Types of Development: Non-residential Floorspace

22. 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 a waste management development? ☐ Yes ☐ No

If the answer is Yes, please complete the following table:

The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Not applicable	Inert landfill	☐
		Non-hazardous landfill	☐

Maximum annual operational throughput in tonnes (or litres if liquid waste)		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, biological and/or thermal treatment (MBT)	☐
		Sewage treatment works	☐
		Other treatment	☐
		Recycling facilities construction, demolition and excavation waste	☐
		Storage of waste	☐
		Other waste management	☐
		Other developments	☐

Please provide the maximum annual operational throughput of the following waste streams:	
Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☐ No ☐ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)		Ethylene oxide (tonnes)		Phosgene (tonnes)	
Ammonia (tonnes)		Hydrogen cyanide (tonnes)		Sulphur dioxide (tonnes)	
Bromine (tonnes)		Liquid oxygen (tonnes)		Flour (tonnes)	
Chlorine (tonnes)		Liquid petroleum gas (tonnes)		Refined white sugar (tonnes)	
Other:		Other:		Amount (tonnes):	

24. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the appl. it was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

*"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
**"agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Or signed - Agent:

Date (DD/MM/YYYY):

17-06-14

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 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* and/or agricultural tenant** of any part of the land or building to which this application relates.
* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant

Address

Date Notice Served

Or signed - Agent:

Date (DD/MM/YYYY):

17-06-14

24. Ownership Certificates and Agricultural Land Declaration (continued)

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

- I certify/ The applicant certifies that:
- 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* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.
- **"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
- **"agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

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Name of Owner / Agricultural Tenant	Address	Date Notice Served

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

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Signed - Applicant: _____ Or signed - Agent: _____ Date (DD/MM/YYYY): _____

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

- 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* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.
- **"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
- **"agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

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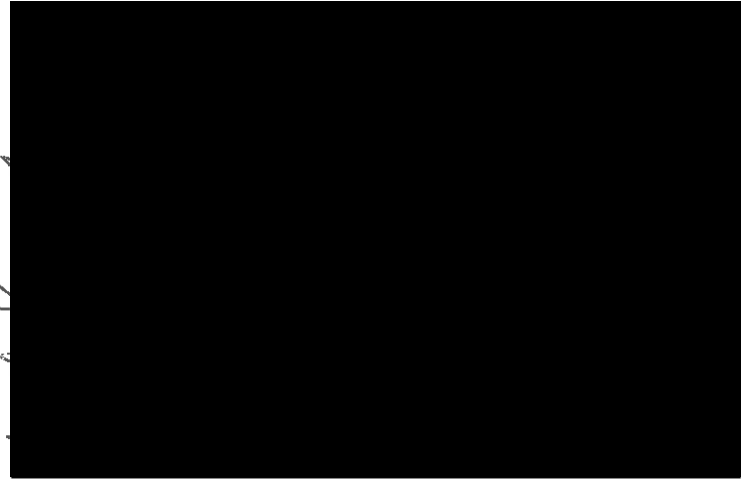
Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--	--

Signed - Applicant: _____ Or signed - Agent: _____ Date (DD/MM/YYYY): _____

25. Planning Application Requirements - Checklist

- Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.
- The original and 3 copies of a completed and dated application form: ☐
- The original and 3 copies of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☐
- The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: ☐
- The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 12 Certificate (Agricultural Holdings): ☐
- The original and 3 copies of a design and access statement, if required (see help text and guidance notes for details): ☐
- The correct fee: ☐



26. Declaration
I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
Signed - Applicant: _____
Or signed - Agent: _____
Date (DD/MM/YYYY): 17.06.14 (date cannot be pre-application)

27. Applicant Contact Details

Telephone numbers	
Country code:	
National number:	
Extension number:	
Email address (optional):	
Country code:	
Fax number (optional):	
Country code:	
Mobile number (optional):	
National number:	
Extension number:	

28. Agent Contact Details

Telephone numbers	
Country code:	
National number:	
Extension number:	
Email address (optional):	
Country code:	
Fax number (optional):	
Country code:	
Mobile number (optional):	
National number:	
Extension number:	

29. 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)* ☐ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide: _____

Contact name: _____

Telephone number: _____

Email address: _____