Application for Planning Permission.
Town and Country Planning Act 1990

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.

1. Applicant Name, Address and Contact Details

Title: First name: Surname:

Company name

Street address:

Town/City

County:

Country:

Postcode:

	Country Code	National Number	Extension Number
Telephone 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:

	Country Code	National Number	Extension Number
Telephone number:			
Mobile number:			
Fax number:			

Email address:

3. Description of the Proposal

Please describe the proposed development including any change of use:

Has the building, work or change of use already started? ◯ Yes ◯ No
If Yes, please state the date when the building, work, or use started:

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:

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. 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 (DD/MM/YYYY): (Must be pre-application submission)

Details of the 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 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)/ drawings(s)

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:

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ◯ Yes ◯ No

If Yes, please provide details:

9. 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

Do any of these statements apply to you? ◯ Yes ◯ No

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

10. 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:

11. Vehicle Parking

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

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

12. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☐ Package treatment plant ☐ Unknown ☐

Septic tank ☐ Cess pit ☐

Other

Are you proposing to connect to the existing drainage system? ◯ Yes ◯ No ◯ Unknown

13. 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.) ◯ Yes ◯ No

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)? ◯ Yes ◯ No

Will the proposal increase the flood risk elsewhere? ◯ Yes ◯ No

How will surface water be disposed of?

☐ Sustainable drainage system ☐ Main sewer ☐ Pond/lake

☐ Soakaway ☐ Existing watercourse

14. 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

15. 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)?

Does the proposal involve any of the following:

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

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

16. 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 will need to provide a full Tree Survey with accompanying plan before your application can be determined. 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 construction - Recommendations'

17. 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:

18. Residential Units

Does your proposal include the gain or loss of residential units? ◯ Yes ◯ No

Overall Residential Unit Totals

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ◯ Yes ◯ No

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 new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Net Tradable Area				
A2	Financial and professional services				
A3	Restaurants and cafes				

19. All Types of Development: Non-residential Floorspace (continued)

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					
Other					
	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 institutions			
Other				
Other				

20. Employment

If known, please complete the following information regarding employees:

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

21. 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	

22. Site Area

What is the site area?

23. 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 for a waste management development? ◯ Yes ◯ No

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)	Maximum annual operational throughput in tonnes (or litres if liquid waste)

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

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.

24. Hazardous Substances

Is any hazardous waste involved in the proposal? ◯ Yes ◯ No

25. 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

26. 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

26. 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

26. 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

26. 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

26. 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 Select Either A or B

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

(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

27. Declaration

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

Date