



Householder Application for Planning Permission for works or extension to a dwelling. 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 number: 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 number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of Proposed Works

Please describe the proposed works:

FIRST FLOOR REAR extension over
EXISTING KITCHEN.
ALTERATIONS TO EXISTING GARAGE TO
FORM FAMILY ANNEXE.

Description of Proposed Works (continued)

Is the work already started?

Yes No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Is the work already been completed?

Yes No

If Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

Site Address Details

Please provide the full postal address of the application site.

Unit: House number: **101** House suffix:

House name: **HAWSHAW LANE**

Address 1: **HOYLAND**

Address 2: **BAUNSLY**

Address 3: **STH 9ES**

Town:

County:

Postcode (optional):

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, extinguishments 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 the reference number(s) of the plan(s)/drawing(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).

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

Officer name:

Reference:

Date (DD MM YYYY):

(must be pre-application submission)

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 proposed development?

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 which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements?

Yes No

If Yes, please describe:

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

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
Walls	Brick	BOTH TO BE BRICK TO MATCH EXISTING.	<input type="checkbox"/>	<input type="checkbox"/>
Roof	Tile.	DWELLING AS EXISTING ANNEXE CONCRETE TILE.	<input type="checkbox"/>	<input type="checkbox"/>
Windows	UPVC	UPVC.	<input type="checkbox"/>	<input type="checkbox"/>
Doors	UPVC	UPVC.	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:

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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

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12
The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant 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 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.

Signed - Applicant:

[Redacted Signature]

Or signed - Agent:

[Redacted Signature]

Date (DD/MM/YYYY):

10.6.13

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

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

Signed - Applicant:

[Redacted Signature]

Or signed - Agent:

[Redacted Signature]

Date (DD/MM/YYYY):

[Redacted Date]

11. Certificates (continued)

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:

[Redacted]

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

[Redacted]

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

[Redacted]

Signed - Applicant:

[Redacted]

Or signed - Agent:

[Redacted]

Date (DD/MM/YYYY):

[Redacted]

AGRICULTURAL HOLDINGS 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.

Signed - Applicant:

[Redacted]

Or signed - Agent:

[Redacted]

Date (DD/MM/YYYY):

16.6.13

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:

Name of Tenant	Address	Date Notice Served
[Redacted]	[Redacted]	[Redacted]

Signed - Applicant:

[Redacted]

Or signed - Agent:

[Redacted]

Date (DD/MM/YYYY):

[Redacted]

12. 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.

- | | | |
|---|--|---|
| 3 copies of a completed and dated application form: <input type="checkbox"/> | 3 copies of a design and access statement where proposed works fall within one of the following designated areas: <input type="checkbox"/> | The correct fee: <input type="checkbox"/> |
| 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: <input type="checkbox"/> | <ul style="list-style-type: none"> • National Park • Site of special scientific interest • Conservation area • Area of outstanding natural beauty • World Heritage Site • The Broads | 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): <input type="checkbox"/> |
| 3 copies of other plans and drawings or information necessary to describe the subject of the application: <input type="checkbox"/> | | 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): <input type="checkbox"/> |

13. Declaration

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

Signed - Applicant:

[Redacted]

Or signed - Agent:

[Redacted]

Date (DD/MM/YYYY):

16.6.13 (date cannot be pre-application)