Householder Application for Planning Permission for Works or Extension to a Dwelling
Town and Country Planning Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Description of Proposed Works

Please describe the proposal accurately and concisely. State the number of storeys proposed and the position of any extensions.

Example: '*erection of a single storey rear extension, two-storey side extension and dormer window to rear'*

4. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street'* or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

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

You must indicate on your form whether you propose any new or altered vehicular or pedestrian access to or from the public highway, and show the location of these on your plans. Any public footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion. Legal procedures for diversion or closures must be completed prior to works commencing on site.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from the local highways authority.

6. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

7. Trees and Hedges

Please mark on a scaled plan the position of all trees and hedges on your own property and those on adjoining land which are within falling distance of the boundary (i.e. the distance from the boundary to the trees and hedges is less than (or equal to) their height).

This information will help us consider how your proposal might affect these trees and hedges. If you know what species the trees are, please name them. Number the ones that you will need to remove or prune in order to carry out your proposal.

[PLEASE NOTE this is an application for planning permission. It is not an application or notification to remove or prune protected trees (i.e. trees which are included in a tree preservation order or located in a conservation area).

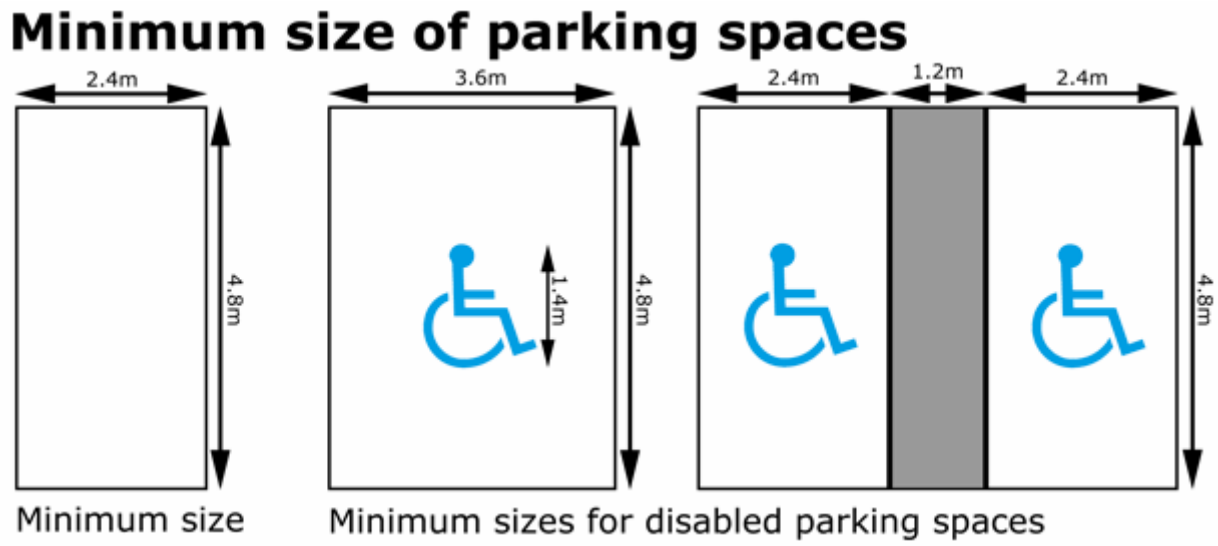
If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.]

8. Parking

Please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type. Please include garage spaces.

If no parking spaces are to be provided you should show on your plans or describe in a supporting statement where vehicles are to be parked.

The diagram below shows the minimum size of car parking spaces. However, further advice and guidance should be sought from your planning authority.



9. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

10. Materials

Please describe the materials you wish to use for walls, roofs, etc. including the type, colour and name of all materials to be used. You should try to use materials to blend with existing buildings. Additional information may be provided in a design and access statement or planning supporting statement or shown on drawings and plans.

If the current site is vacant or is to be demolished then please indicate 'existing' materials as being not applicable.

11. Certificates

If you are the sole owner of the land to which the application relates please complete **Certificate A.** (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete **Certificate B** and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

12. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

13. Declaration

Please sign and date your application.

14. Applicant Contact Details

Please provide contact information for the applicant.

15. Agent Contact Details

Please provide contact information for the agent.

16. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.