

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:

NEW REPLACEMENT CONSERVATORY

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	BRICK TO MATCH EXISTING	☐	☐
Roof	CONCRETE TILE TO MAIN HOUSE POLYCARBONATE TO EXISTING CONSERVATORY	WHITE UPVC-FRAMED THATCH SPECIFICATION GROSS	☐	☐
Windows	WHITE UPVC (TO ALL ELEVATIONS OF EX. CONSERVATORY)	WHITE UPVC (TO MAIN ELEVATION ONLY)	☐	☐
Doors	WHITE UPVC	WHITE UPVC	☐	☐
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:

DPA-00 REV 01 LOCATION, SITE, FLOOR PLANS
ELEVATIONS (EXISTING + PROPOSED)

Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

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

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* 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:

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):

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

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

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):

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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.

The original and 3 copies of a completed and dated application form:



The original and 3 copies of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building:

N/A



The correct fee:



The original and 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:



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 other plans and drawings or information necessary to describe the subject of the application:



αβχδ VALIDATION CHECKLIST

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

Three copies of all documents unless stated otherwise or submitted electronically. This form must be completed in accordance with the Arun District Council Validation checklist National and Local list of requirements. Failure to complete all boxes will result in your application being returned as invalid.

	YES	N/A
Completed form	☒	
Completed Ownership Certificate	☒	
Agricultural Holdings Certificate	☒	
Design and Access Statement	☐	☒
The appropriate fee (if n/a, why?)	☒	☐
Location plan	☒	
Block or Site plan	☒	
Existing & Proposed Elevations	☒	☐
Existing & Proposed Floor plans	☒	☐
Street Scene Elevation	☐	☒
Sections and finished floor and site levels	☐	☒
Existing & Proposed Roof plans	☐	☒
LOCAL REQUIREMENTS	YES	N/A
Flood Risk Assessment	☐	☒
REQUIREMENTS FOR DOMESTIC MICROGENERATION EQUIPMENT/WIND TURBINES		
For all wind turbines:		
Manufacturer's specification	☐	☒
For free standing equipment:		
Site plan to show position of equipment at 1:200	☐	☒
Elevations at a scale of 1:50/1:100	☐	☒
For equipment attached to a roof:		
Existing roof plans at a scale of 1:50/1:100	☐	☒
Proposed roof plans at a scale of 1:50/1:100	☐	☒
Elevation of wind turbine/solar panels at a scale of 1:50/1:100	☐	☒
For solar panels, section through roof at scale of 1:20	☐	☒
For equipment attached to a wall:		
Existing elevations at a scale of 1:50/1:100	☐	☒
Proposed elevations at a scale of 1:50/1:100	☐	☒
NEW VEHICULAR ACCESS AND ALTERATIONS TO EXISTING		
Site Plan to mark the width and location of any new or widened access in red (use second site plan if necessary) as well as visibility splays and sightlines. Existing access marked if different to position of proposed.	☐	☒
BOUNDARY WALLS, GATES, FENCES		
Site Plan showing existing and proposed position of wall/gate/fence in red at 1:200/1:500	☐	☒
Elevation of wall/fence at 1:50/1:200 (2 elevations or more required for corner sites)	☐	☒