

Scan Copy

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

EP 1106/13

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:

CHANGE GARAGE FLAT ROOF TO PITCHED TILED ROOF.

3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☒ No

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

(date must be pre-application submission)

Has 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)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

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 possible: ☐

Officer name:

Reference:

Date (DD MM YYYY): (must be pre-application submission)

Details of the pre-application advice received:

6. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☒ No

If Yes, please describe:

7. 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):

8. 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.

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			☒	☐
Roof	Flat Roof	TILES, Redland, Landmark Double Roman Colour, Brown Brindle	☐	☐
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:

PLANS AND ELEVATIONS

11. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

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

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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

23/08/2013

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 (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.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

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

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:

Name of Owner	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):

11. Ownership Certificates (continued)

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 (*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:

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

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

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Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

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12. Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION

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

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:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

23/08/2013

(B) [REDACTED] 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

Signed - Applicant:

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Or signed - Agent:

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Date (DD/MM/YYYY):

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13. 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:



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):



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 Article 12 Certificate (Agricultural Holdings):



14. Declaration

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

23/08/2013

(date cannot be pre-application)

15. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

16. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

17. 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:



VALIDATION CHECKLIST

APPLICATION FOR PLANNING PERMISSION

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
Affordable Housing Statement	☐	☒
Bin Storage and Collection Statement	☐	☒
Biodiversity Survey and Report	☐	☒
Environmental Impact Assessment (EIA)	☐	☒
Flood Risk Assessment	☐	☒
Heritage Statement	☐	☒
Land contamination assessment	☐	☒
Landscaping details	☐	☒
Lighting Assessment	☐	☒
Loss of Retail Use Statement: Viability Statement	☐	☒
Noise assessment	☐	☒
Open Space Assessment	☐	☒
Parking Layout/Access plan	☐	☒
Planning Statement	☐	☒
Retail Impact Assessment	☐	☒
Structural survey	☐	☒
Transport Assessment/travel plan	☐	☒
Tree survey	☐	☒
Ventilation/extraction statement	☐	☒

LOCAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES		
For open air cafes	☐	☒
Site layout plan at scale of 1:100/1:200 detailing position of barrier(s), position of front and back edge of footway and position of all tables and chairs, and existing street furniture.	☐	
Elevations/materials of proposed barriers at scale of 1:50/1:100.	☐	
For new external access ramps	☐	☒
Ground floor plan at scale of 1:50/1:100 detailing position and gradient of ramp	☐	
Drawing of barrier/handrails at scale of 1:20/1:50	☐	
For residential conversions involving use of basements	☐	☒
Sections at 1:50 detailing both internal floor level of conversion and external ground level for minimum distance of 12 metres from external wall	☐	
For residential conversions involving use of roofspace	☐	☒
Internal section at 1:50 through roofspace demonstrating headroom and position of rooflights/other openings	☐	
For new shopfronts	☐	☒
Section at 1:50 detailing projection of any signage, canopies and roller shutters	☐	☒
Detailed specification of any proposed roller shutters including colour, materials and degree of permeability	☐	☒
For planning applications involving telecommunications development	☐	☒
Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.	☐	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an airfield evidence that the developer has notified the Civil Aviation Authority, Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	☐	
Layout Plan at scale of 1:100/1:200 detailing position of structure.	☐	
Elevation Plan at scale of 1:50/1:100 detailing height of structure.	☐	
Section through structure at scale of 1:10/1:20 detailing width of structure.	☐	
Certificate/Statement confirming compliance with of ICNIRP (International Commission on Non-Ionizing Radiation Protection) and diagram indicating beam of greatest intensity.	☐	
Existing and proposed coverage maps.	☐	
Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.	☐	