

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.



Please describe the proposed works:

Proposed VEHICULAR ACCESS

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. 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):

SEE DRG N°s 17/4483/1
17/4483/2

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:

Will provide 1 No off street parking space

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			☐	☐
Windows			☐	☐
Doors			☐	☐
Boundary treatments (e.g. fences, walls)			☐	☐
Vehicle access and hard-standing			☐	☐
Lighting			☐	☐
Others (please specify)			☐	☐

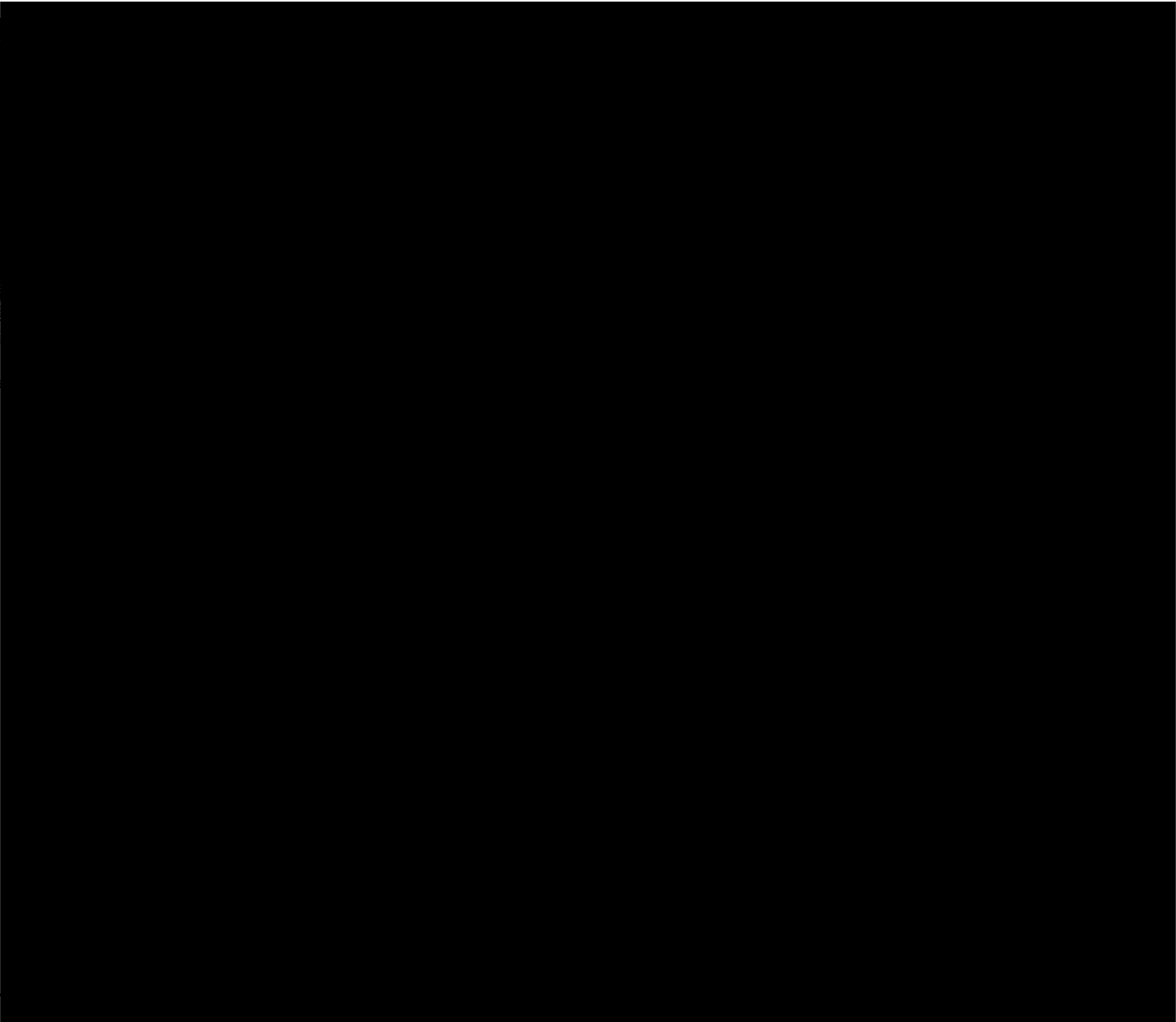
Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Drp N° 17/4483 /1. & /2.



11. 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):

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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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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:

--

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):

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

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:

£172.00



The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 12 Certificate (Agricultural Holdings): ☒

16. 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:

HOUSEHOLDER DEVELOPMENT PROPOSALS REQUIRING PLANNING PERMISSION ONLY

Introduction

In order to ensure the efficient validation and processing of householder planning applications it is necessary that the correct information is submitted. The purpose of the Householder Validation List is to make clear to Applicants what information is required to meet National requirements and what information is required to meet Local requirements as set out below.

Boxes must be ticked to indicate information being provided

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing must be a metric scale (e.g. 1:100, 1:200).
- Indicate the direction of North on location plan

3 copies of all documentation relating to the application should be submitted **EXCEPT** if the application is submitted electronically when a single copy is sufficient.

NATIONAL REQUIREMENTS

Documents that must be included with your application:

ITEM	YES	NO
Correct Fee	☒	☐
Application Form, signed (unless submitted electronically) and dated	☒	☐
Ownership Certificate: (see A-D below)	☒	☐
A (included in Application Form: the applicant owns the land) OR	☒	☐
B the applicant does not own the land but has served certificate of notice on owner) OR	☐	☒
C the applicant does not own the land, is unable to issue certificate but has notified owners) OR	☐	☒
D the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)	☐	☒

1 December 2013

Location Plan 1:1250 in urban area 1:2500 if necessary in rural areas (Plans should show two named roads and surrounding buildings. The application site must be edged with a red line including all land necessary for the development. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site)	✓	
Block Plan scale 1:500 or 1:200 and should show a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals. c) all the buildings, one named road and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing and provision of drainage g) boundary treatment including walls or fencing where this is proposed	✓	
Existing & Proposed Elevations scale 1:50 or 1:100 Existing elevations must be provided. Proposed works should be clearly shown in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings	N/A	
Existing & Proposed Floor Plans scale 1:50 or 1:100 Existing floor plans must be provided. Proposed works should be shown in relation to what is already there. Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.	N/A	
Existing & Proposed Sections & Finished Floor levels 1:50 or 1:100 Cross sections are to be provided where there is a change in ground levels. Drawings should include details of existing and finished levels and where applicable the relationship with neighbouring development.	N/A	N/A
Existing & Proposed roof plan 1:50 or 1:100	N/A	N/A

LOCAL REQUIREMENT

You need to check whether you require this. If you need it and fail to provide it your application will be invalid and cannot be processed:

Flood Risk Assessment (FRA) Is your property located in Flood Zone 2 or 3? The Environment Agency has produced a map called Flood risk map for rivers and sea to identify the flood zones. This can be found at this link http://www.environment-agency.gov.uk/research/planning/93498.aspx	N/A	
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If you are located in Flood Zone 2 or 3 you will need to provide a Flood Risk Assessment and further information on what is required can be found on the useful table in the link below http://www.environment-agency.gov.uk/research/planning/93498.aspx	N/A	
Lidsey Foul Water Treatment Catchment Area Does the development fall within the Lidsey Foul Water Treatment Catchment Area? Check by clicking on this link http://www.arun.gov.uk/documentHandler.cfm?dId=20889&pflag=docm93jijm4n20889 If the development is in the Lidsey Foul Water Treatment Catchment Area, please confirm in writing whether or not you are connecting to mains drainage. If you are not connecting to the mains, you will need to provide a full environmental assessment in accordance with Circular 03/99 as agreed at Full Council on 11 January 2012. All applications or development proposals involving non mains foul water drainage will be held invalid unless they are accompanied by a full environmental assessment.	N/A	

Other items to consider when making your application (failure to provide this information will not make your application invalid but it is likely that the Council will not have enough information to determine your application, which may mean your application would have to be withdrawn or refused):

Will your proposal involve building, excavation, movement of vehicles or storage of materials within 5 metres of the crown spread of any tree? If yes, please provide a plan (Scale 1:200), accurately showing the position of the tree(s) in relation to the proposed works and an assessment of the implications for the work on the tree(s).	✓	
Is your proposal for a wind turbine(s) and/or solar panel(s)? If yes, please provide the manufacturer's specification (including noise levels measured in decibels for wind turbines).	✓	
Does the proposal involve the formation of a new vehicular access? If yes, please provide a plan (Scale 1:100 or 1:200) showing the dimensions and the position of the new access and a plan (Scale 1:100 or 1:200) showing the dimensions and the visibility splays of the new access.	✓	
Does the proposal involve the provision of new car parking? If yes, please provide a plan (Scale 1:200) of the parking layout, including the number of spaces.	✓	

Householder and other minor extensions

welcome | user flowchart | consultation matrix | sequential test results table | applicant and agent advice
householder and other minor extensions | general surface water drainage information
planning policy statement 25 | flood risk assessment note 1 | flood risk assessment note 2 | flood risk assessment note 3
view this document as pdf for printing

The guidance below is designed to cater for domestic extensions as well as the extension of an existing building used for non-domestic purposes where the footprint created by the development does not exceed 250 square metres.

The Environment Agency recommends that:

Applicants complete the table below and include it with the planning application submission. The table, together with the supporting evidence, will form the Flood Risk Assessment (FRA) and will act as an assurance to the Planning Authority that flood risk issues have been addressed as part of the development.

Planning Authorities check the planning application and ensure that one or other of the mitigation measures proposed in the table below has been incorporated into the development.

Applicant to choose one or other of the flood mitigation measures below.	Applicant to provide the LPA with the supporting Information detailed below as part of their FRA	Applicant to tick one of the boxes below
Either ; Floor levels within the proposed development will be set no lower than existing levels AND, Flood proofing of the proposed development has been incorporated where appropriate.	Details of any flood resilience and resistance techniques to be included in accordance with 'Preparing for floods' (ODPM 2003)	
Or; Floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal & coastal flood level.	This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level. All levels should be stated in relation to Ordnance Datum	

[Click here for information on flood resilience and resistance techniques](#)

Cumulative impact of minor extensions and the removal of Permitted Development rights.

In circumstances where local knowledge (Strategic Flood Risk Assessment held by the LPA/ letters from the parish council etc.) has indicated that the cumulative impact of minor extensions may have a significant effect on flood risk as highlighted in PPS25 paragraph D14, FRA guidance note 2 can be applied.

End of comment