

3. Description of Proposed Works

Please describe the proposed works:

SINGLE STOREY EXTENSION TO REAR AND SIDE WITH A
FLAT ROOF

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):

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.