

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

Publishing 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:	Mr	First name:	Gareth
Last name:	Reels		
Company (optional):			
Unit:	House number:	32	House suffix:
House name:	Thyme Cottage		
Address 1:			
Address 2:			
Address 3:			
Town:	Scanton Downham		
County:	Suffolk		
Country:	England		
Postcode:	IP27 0TG		

2. Agent Name and Address			
Title:	Mr	First name:	Nigel
Last name:	Horrell		
Company (optional):	N.H. Building Design		
Unit:	House number:	18	House suffix:
House name:			
Address 1:	Plasset Drive		
Address 2:			
Address 3:			
Town:	Attleborough		
County:	Norfolk		
Country:	England		
Postcode:	NR17 2WJ		

3. Description of Proposed Works
Please describe the proposed works:
First floor side extension and pitched roof over porch

Description of Proposed Works (continued)

Has the work already started? Yes No

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

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.

Postcode: 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): (date 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:

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

Materials

Where 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	Larch featheredge boarding	<input type="checkbox"/>	<input type="checkbox"/>
Roof	Tiles	Tiles to match existing	<input type="checkbox"/>	<input type="checkbox"/>
Windows	White UPVC	White UPVC	<input type="checkbox"/>	<input type="checkbox"/>
Doors	White UPVC	White UPVC	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	Timber	Timber	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing	shingle	shingle	<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:

NH/21/8/1 rev A

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:

Date (DD/MM/YYYY):

[Signature box]



20/03/2021

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):

[Signature box]

[Signature box]

[Date box]

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 (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:

[Text box for steps taken]

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):

[Newspaper name box]

[Date box]

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

[Signature box]

[Signature box]

[Date box]

Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

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

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:

[Empty box for steps taken]

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):

[Empty box for newspaper name]

[Empty box for date]

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

[Empty box for applicant signature]

[Empty box for agent signature]

[Empty box for date]

2. 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

Signed - Applicant:

Date (DD/MM/YYYY):

[Empty box for signature]



20/03/2021

(B) I have/ The applicant has given the requisite notice to [redacted], on the day 21 days before the date of this application, was a tenant of an agricultural holding or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

[Empty box for applicant signature]

[Empty box for agent signature]

[Empty box for date]

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: £200

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):

Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the true opinions of the person(s) giving them.

Signed - Applicant:



Date (DD/MM/YYYY):

20/03/2021

(date cannot be pre-application)

5. Applicant Contact Details

Telephone numbers

Country code: [Redacted] Extension number: [Redacted]

Country code: [Redacted]

Country code: [Redacted] Fax number (optional): [Redacted]

mail address (optional): [Redacted]

Contact Details

Telephone numbers

Country code: [Redacted] Extension number: [Redacted]

Country code: [Redacted]

Country code: [Redacted] Fax number (optional): [Redacted]



7. 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)

Other has been selected, please provide:

Contact name: [Redacted]

Telephone number: [Redacted]

Email address: [Redacted]