

Planning Services

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**Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990**

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.

1. Site Address

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="Woodlands"/>
Address line 1	<input type="text" value="Crown Green"/>
Address line 2	<input type="text" value="Burston"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Diss"/>
Postcode	<input type="text" value="IP22 5TZ"/>

Description of site location must be completed if postcode is not known:

Easting (x)	<input type="text" value="613832"/>
Northing (y)	<input type="text" value="283285"/>

Description

2. Applicant Details

Title	<input type="text"/>
First name	<input type="text" value="michelle"/>
Surname	<input type="text" value="webb"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="Woodlands"/>
Address line 2	<input type="text" value="Crown Green"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Burston"/>
Country	<input type="text"/>

2. Applicant Details

Postcode

Are you an agent acting on behalf of the applicant? Yes No

Primary number

Secondary number

Fax number

Email address

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

Please describe the proposed works:

Has the work already been started without consent? Yes No

5. Materials

Does the proposed development require any materials to be used externally? Yes No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	Brick
Description of proposed materials and finishes:	Suitable new brick and render

Roof	
Description of existing materials and finishes (optional):	Concrete tiles to be replaced
Description of proposed materials and finishes:	Clay pantiles

Windows	
Description of existing materials and finishes (optional):	Double glazed units which show signs of dating e.g blown glass
Description of proposed materials and finishes:	New glazed windows

Doors	
Description of existing materials and finishes (optional):	Current front door to be removed Side door position to be retained but door replaced
Description of proposed materials and finishes:	Side door -farmhouse style glazed unit

5. Materials

Description of existing materials and finishes (optional):	cement hard standing
Description of proposed materials and finishes:	resurfaced to ensure drainage within the curtilage

Lighting	
Description of existing materials and finishes (optional):	Internal lighting dated
Description of proposed materials and finishes:	Update all electrical systems to current required standards

Other Air source heat pump	
Description of existing materials and finishes (optional):	Currently heat supplied by Calor Gas tank in garden. This to be removed and air source heat pump installed
Description of proposed materials and finishes:	New air source heat pump -size to reflect size of proposed changes

Are you supplying additional information on submitted plans, drawings or a design and access statement? Yes No

If Yes, please state references for the plans, drawings and/or design and access statement

Plans drawn by M Daws Architect -plan number 496-01 survey drawing / 496 -03 proposed layout / 496 -04 proposed elevations

6. 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:

Please see 496/01 survey drawing

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? Yes No

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, extinguishment and/or creation of public rights of way? Yes No

8. Parking

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

9. 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?

- The agent
- The applicant
- Other person

10. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes No

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- The applicant
 The agent

Title

First name

Surname

Declaration date (DD/MM/YYYY)

Declaration made

13. 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 genuine opinions of the person(s) giving them.

Date (cannot be pre-application)