

If you would rather make this application online, you can do so on our website: https://www.planningportal.co.uk/apply

Application for Planning Permission. Town and Country Planning Act 1990

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Planning Services
South Norfolk House, Cygnet Court,
Long Stratton, Norwich NR15 2XE

www.south-norfolk.gov.uk Email: planning@s-norfolk.gov.uk

Tel: 01508 533845 Fax: 01508 533625



Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applic	ant Name and Address
Title:	MR First name: JONATHAN
Last name:	HIGHAM
Company (optional):	
Unit:	House number: House suffix:
House name:	CRANHURST
Address 1:	WOOD LANE
Address 2:	
Address 3:	
Town:	SWARDESTON
County:	NORFOLK
Country:	
Postcode:	NR148DQ

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:	

Version 2018_1

3. Description of the Proposal	
Please describe the proposed development, including any change of	e of use:
To convert my detached garage is to a two story, two adding a stair case, dermer windows front / rear, kite	we bedroom, self contained annexe, this would include tehen and tollet.
Conversion of the existing garage double garage into	ito a two storey annexe with front and rear dormers
Has the building, work or change of use already started?	☐ Yes ✓ No
If Yes, please state the date when building, work or use were started (DD/MM/YYYY):	(date must be pre-application submission)
Has the building, work or change of use been completed?	☐ Yes ✓ No
If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY):	(date must be pre-application submission)
Reference no. of permission in principle being relied on (technical details consent applications only):	
A. Site Address Details Please provide the full postal address of the application site. Unit:	S. Pre-application Advice Has assistance or prior advice been sought from the local authority about this application?

6. Pedestrian and Vehicle Access, Road	ds and Righ	its of Way	7. Waste Storage and Collection		
Is a new or altered vehicle access proposed to or from the public highway?	Yes	√ No	Do the plans incorporate areas to store and aid the collection of waste?	Yes	✓ No
Is a new or altered pedestrian access proposed to or from			If Yes, please provide details:		
the public highway?	Yes	✓ No			
Are there any new public roads to be provided within the site?	Yes	V No			1
Are there any new public rights of way to be provided within or adjacent to the site?	Yes	√ No			
Do the proposals require any diversions /extinguishments and/or creation of rights of way?	Yes	✓ No	Have arrangements been made for the separate storage and collection of recyclable waste?	☐ Yes	√ No
If you answered Yes to any of the above que details on your plans/drawings and state the (s)/drawings(s)			If Yes, please provide details:		
			n and transparent. For the purposes of this que		
conclude that there was bias on the part of the	he decision-r	maker in the			
Do any of the following statements apply to	you and/or a	agent?	Yes No With respect to the authorit (a) a member of staff (b) an elected member (c) related to a member of s (d) related to an elected me	taff	
If Yes, please provide details of their name, re	ole and how	you are rela	ted to them.		

	Existing (where applicabl	e)	Proposed		Not applicable	Don't Know
Walls			No new walls adde	ed	✓	
Roof	Tiles		Dormer cladding watch the rest of t	vill be anthracite to he house		
Vindows	PVC		The new windows anthracite to match house	•		
Doors			No new external d	oors to be added	✓	
Boundary treatments (e.g. fences, walls)			No new fences or	walls to be added	V	
Vehicle access and hard-standing					√	
Lighting			No new external lig reference to the th annexe.	ghting to be added in e addition of the	✓	Ė
Others (please specify)					V	
			(s)/drawing(s)/design and access stat	ement? Yes		/ No
O. Vehicle Parkir Please provide info	_	isting and proposed	number of on-site parking spaces:			
Type of Vehic		Total Existing	Total proposed (including spaces retained)	Difference in spaces		
Cars		-Albung		0		
	nicles/			0		
Light goods veh public carrier ve	hicles					
Light goods veh public carrier ve Motorcycle	hicles			0		
public carrier ve	hicles			0		
public carrier ve Motorcycle	ces			0 0		

Other (e.g. Bus)

11. Foul Sewage	12. Assessment of Flood Risk
Please state how foul sewage is to be disposed of:	Is the site within an area at risk of flooding? (Refer to the
✓ Mains sewer	Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)
Septic tank Other	☐ Yes ✓ No
Package treatment plant	If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.
Are you proposing to connect to the existing drainage system? ✓ Yes ☐ No	Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? ☐ Yes ✓ No
If Yes, please include the details of the existing system on the application drawings and state references for the	Will the proposal increase the flood risk elsewhere? ☐ Yes ✓ No
plan(s)/drawing(s):	How will surface water be disposed of?
	Sustainable drainage system
	Soakaway Pond/lake
	Main sewer
13. Biodiversity and Geological Conservation	14. Existing Use
To assist in answering the following questions refer to the guidance	
notes for further information on when there is a reasonable likelihood that any important biodiversity or geological	Its a garage to store things in
conservation features may be present or nearby and whether they are likely to be affected by your proposals.	
Having referred to the guidance notes, is there a reasonable	Is the site currently vacant?
likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to	If Yes, please describe the last use of the site:
or near the application site?	
a) Protected and priority species:	
Yes, on the development site	
Yes, on land adjacent to or near the proposed development No	When did this use end (if known)? DD/MM/YYYY
b) Designated sites, important habitats or other biodiversity features:	(date where known may be approximate)
Yes, on the development site	Does the proposal involve any of the following? If yes, you will need to submit an appropriate contamination assessment with your application.
Yes, on land adjacent to or near the proposed development No	Land which is known to be contaminated? Yes No
c) Features of geological conservation importance:	Land where contamination is suspected for all or part of the site? ☐ Yes ✓ No
Yes, on the development site	A proposed use that would
Yes, on land adjacent to or near the proposed development	be particularly vulnerable to the presence of contamination? ☐ Yes ✓ No
V No	to the presence of contamination.
15. Trees and Hedges	16. Trade Effluent
Are there trees or hedges on the proposed development site? Yes No	Does the proposal involve the need to dispose of trade effluents or waste? Yes No
And/or: Are there trees or hedges on land adjacent to the	If Yes, please describe the nature, volume and means of disposal
proposed development site that could influence the development or might be important as part	of trade effluents or waste
of the local landscape character? If Yes to either or both of the above, you may need to provide a full	
Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be	
submitted alongside your application. Your local planning authority should make clear on its website what the survey should	
contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.	

Houses Flats/maisonettes Sheltered housing Bedsit/studios Cluster flats Other Social, Affordable or Intermediate	Not known Not Not known Not	Tot	Numb 2 Numb 2	3 + b +	4+ C+d Bedre	+ e + f) =	Total	Market Housing Houses Flats/maisonettes Sheltered housing Bedsit/studios Cluster flats Other	Not known	1	Numb	er of	_	Unknown	Tota
Flats/maisonettes Sheltered housing Bedsit/studios Cluster flats Other Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	Not known				c+d Bedr	+e+f)=		Houses Flats/maisonettes Sheltered housing Bedsit/studios Cluster flats		1	2	3		Unknown	0 6 ci
Flats/maisonettes Sheltered housing Bedsit/studios Cluster flats Other Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	Not known				Bedr			Flats/maisonettes Sheltered housing Bedsit/studios Cluster flats					4		6 6 7
Sheltered housing Bedsit/studios Cluster flats Other Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	Not known				Bedr		i di idi idi	Sheltered housing Bedsit/studios Cluster flats							6 6
Bedsit/studios Cluster flats Other Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	Not known				Bedr		i di	Bedsit/studios Cluster flats	55-12						£
Cluster flats Other Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	Not known				Bedr		il il	Cluster flats							tr.
Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	known				Bedr		1 A								tr.
Social, Affordable or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	known				Bedr		A	Other							1
or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	known				Bedr		-8								
or Intermediate Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	known	1	Numb 2	er of		ooms				Tot	tals (a	+ 6 +	c + d	+e+f)=	Ħ
Rent Houses Flats/maisonettes Sheltered housing Bedsit/studios	known	1	2	3		001113	Total	Social, Affordable	Not		Numb	per of	Bedr	ooms	Tota
Houses Flats/maisonettes Sheltered housing Bedsit/studios					4+	Unknown		or Intermediate Rent	known	1	2	3	4+	Unknown	
Sheltered housing Bedsit/studios							a	Houses							13
Sheltered housing Bedsit/studios							16	Flats/maisonettes							Ž):
Bedsit/studios							8	Sheltered housing							8
							d	Bedsit/studios							e e
Claster rigts								Cluster flats							
Other							y I	Other							1
Other		Tot	tals (a	+ h +	c + d	(+e+f)=	R	Other		To	tals (a	1 + h +	c + d	(+e+f)=	1
	- f						100		1 1						I = 4
Affordable Home Ownership	Not known	1	Numk	oer of		ooms Unknown	Total	Affordable Home Ownership	Not known	1	Numl	oer of	Bedr 4+	ooms Unknown	Tota
Houses						OTIKITOWIT	10	Houses			-		- ' '	OTIKITOVVI	n.
Flats/maisonettes							Ъ	Flats/maisonettes							-30
Sheltered housing								Sheltered housing							20
Bedsit/studios							.8	Bedsit/studios							yl.
Cluster flats							17	Cluster flats	T						32
Other			3				Ť	Other							1
Ottici		To	tals (a	+ h +	c + d	1+e+f)=	7	Other		To	tals (a	1 + h +	c + d	1+e+f)=	77
							T 1-1		T						IT.
Starter Homes	Not known	1	Numb	per of	1	ooms Unknown	Total	Starter Homes	Not known	1	Numi	ber of	_	ooms Unknown	Tota
Houses						Onknown	-0	Houses						CHRICWI	EI.
Flats/maisonettes		_					Ь	Flats/maisonettes							b
Bedsit/studios							0	Bedsit/studios		-					2
Other							er i	Other							21
			To	tals (a + b	+c+d)=	0	- Cirici			To	tals /	a+b	+c+d)=	
	I I	_	5011 40 97				Total		1	H					Tot
Self Build and Custom Build	Not known	1	Numi 2	ger or	4+	ooms Unknown	Total	Self Build and Custom Build	Not known	1	Numi 2	oer oi		ooms Unknown	Tot
Houses							i i	Houses							- 17
Flats/maisonettes							ы	Flats/maisonettes							1/2
Bedsit/studios							£	Bedsit/studios							- No.
Other			2				ıl.	Other			1				
			_	tals (a+b	+c+d)=		Other			To	otals	a+b	+c+d)=	
				C145	J 1 U								W 1 U	, c , u, =	
Total proposed resid		pite						Total existing r	97 202	620				γ	

				Non-residenti				
			8) 330	in or change of us				/ No
	se class/type		Not applicable n	Existing gross internal floorspace (square metres)	Gross internal to be lost by use or der (square n	floorspace change of nolition	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	Sh	ops						
	Net trad	able area:	П					
A2		cial and nal services						
А3	Restaurant	ts and cafes						
A4	Drinking est	tablishments						
A5	Hot food	takeaways				4		
B1 (a)	Office (oth	er than A2)						
B1 (b)		rch and opment						
B1 (c)		ndustrial						
B2	General	industrial						
B8	Storage or	distribution						
C1		nd halls of lence						
C2		institutions						
D1		sidential utions						
D2	1	and leisure						
OTHER								
Please								
Specify		tal					*	
In add			ial ins	titutions and host	tels, please add	ditionally ind	icate the loss or gain of r	rooms
Use	Type of use				st by change	Total room:	s proposed (including anges of use)	Net additional rooms
C1	Hotels							
	Residential Institutions							
OTHER								
Please Specify								
	ployment		Ţ					
			ormati	ion regarding em	nlovees [,]			
				Full-time	Part-	time		I full-time
Exi	sting employ	rees			1 412		eq	uivalent
	posed emplo							
20 11								
	urs of Ope		onen	ing (e.g. 15:30) fo	r aach nan-ras	idential use i	proporadi	
II KIIOVVII,	Use			to Friday	Saturday		Sunday and	Not known
				to mady			Bank Holidays	
21. Site	Area							
	ate the site ar	ea in hectare	es (ha)				in E	

22. Industrial or Commercial Proce	sses	and Machinery	
Please describe the activities and processes to be carried out on the site and the end produplant, ventilation or air conditioning. Please it type of machinery which may be installed or	cts in nclud	cluding	
Is the proposal a waste management develo	pmei	it? ☐ Yes ✓ No	
If the answer is Yes, please complete the foll	owing	table:	
	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill			
Non-hazardous landfill			
Hazardous landfill			
Energy from waste incineration			
Other Incineration			
Landfill gas generation plant			
Pyrolysis/gasification			
Metal recycling site			
Transfer stations			
iviateriai recovery/recycling facilities (ivikFs)			
Household civic amenity sites			
Open windrow composting			
In-vessel composting	$\overline{\sqcap}$		
Anaerobic digestion	一		
Any combined mechanical, biological and/ or thermal treatment (MBT)			
Sewage treatment works			
Other treatment			
Recycling facilities construction, demolition and excavation waste			
Storage of waste			
Other waste management			
Other developments	П		
Please provide the maximum annual operat	ional	throughput of the following waste streams:	
Municipal			
Construction, demolition and e	xcav	ition	
Commercial and industr	rial		
Hazardous			
If this is a landfill application you will need to planning authority should make clear what	o pro infori	vide further information before your application ca nation it requires on its website.	n be determined. Your waste
23. Hazardous Substances			
Does the proposal involve the use or storage the following materials in the quantities state			ahla
If Yes, please provide the amount of each su			
Acrylonitrile (tonnes)	E	thylene oxide (tonnes)	Phosgene (tonnes)
Ammonia (tonnes)	Hyd	rogen cyanide (tonnes)	Ilphur dioxide (tonnes)
Bromine (tonnes)		_iquid oxygen (tonnes)	Flour (tonnes)
Chlorine (tonnes)	quid	petroleum gas (tonnes) Refine	d white sugar (tonnes)
Other:		Other:	
Amount (tonnes):		Amount (tonnes):	

24. Ownership Certificates and Agricultural Land Declaration One Certificate A, B, C, or D, must be completed with this application form **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** 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. * "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. Signed - Applicant: Or signed - Agent: Date (DD/MM/YYYY): 09/07/2021 CERTIFICATE OF OWNERSHIP - CERTIFICATE B Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 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* and/or agricultural tenant** of any part of the land or building to which this application relates. * "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 Name of Owner / Agricultural Tenant **Date Notice Served Address**

Or signed - Agent:

Signed - Applicant:

Date (DD/MM/YYYY):

24. Ownership Certificates and Agricultural Land Declaration (continued) **CERTIFICATE OF OWNERSHIP - CERTIFICATE C** Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 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 **Date Notice Served Address** On the following date (which must not be earlier Notice of the application has been published in the following newspaper (circulating in the area where the land is situated): than 21 days before the date of the application): Date (DD/MM/YYYY): Signed - Applicant: Or signed - Agent: **CERTIFICATE OF OWNERSHIP - CERTIFICATE D** Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 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: On the following date (which must not be earlier Notice of the application has been published in the following newspaper than 21 days before the date of the application): (circulating in the area where the land is situated): Or signed - Agent: Date (DD/MM/YYYY): Signed - Applicant:

25. Planning Application Requirements - Checklist	
Please read the following checklist to make sure you have sent all the information required will result in your application being deemed in the Local Planning Authority (LPA) has been submitted.	e information in support of your proposal. Failure to submit all valid. It will not be considered valid until all information required by
The original and 3 copies* of a completed and dated application form:	The correct fee:
The original and 3 copies* of the 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 a design and access statement, if required (see help text and guidance notes for details): The original and 3 copies* of the completed, dated
The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:	Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):
*National legislation specifies that the applicant must provide the or total of four copies), unless the application is submitted electronicall LPAs may also accept supporting documents in electronic format by You can check your LPA's website for information or contact their plants.	or, the LPA indicate that a smaller number of copies is required. post (for example, on a CD, DVD or USB memory stick).
26. Declaration	
I/we hereby apply for planning permission/consent as described in the information. I/we confirm that, to the best of my/our knowledge, any genuine opinions of the person(s) giving them.	nis form and the accompanying plans/drawings and additional facts stated are true and accurate and any opinions given are the
Signed - Applicant: Or signed - Agent:	Date (DD/MM/YYYY):
	09/07/2021 (date cannot be pre-application)
27. Applicant Contact Details	28. Agent Contact Details
27. Applicant Contact Details Telephone numbers	28. Agent Contact Details Telephone numbers
Telephone numbers Extension	Telephone numbers Extension
Telephone numbers Extension	Telephone numbers Extension
Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional):	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional):
Telephone numbers Country code: National number: Extension number:	Telephone numbers Country code: National number: Extension number:
Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional):	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional):
Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional):	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional):
Telephone numbers Country code: National number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional):	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional):
Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional):	Telephone numbers Country code: National number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional):
Telephone numbers Country code: National number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional): 29. Site Visit	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional): Other public land? Yes No
Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional): Email address (optional): Can the site be seen from a public road, public footpath, bridleway of the planning authority needs to make an appointment to carry	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional): other public land? Yes No
Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional): 29. Site Visit Can the site be seen from a public road, public footpath, bridleway of the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)	Telephone numbers Country code: National number: Extension number: Country code: Mobile number (optional): Country code: Fax number (optional): Email address (optional): Other public land? Yes No

Email address