

**Planning Services**

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

[www.south-norfolk.gov.uk](http://www.south-norfolk.gov.uk)

Email: [planning@s-norfolk.gov.uk](mailto:planning@s-norfolk.gov.uk)

Tel: 01508 533845

Fax: 01508 533625



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

Suffix

Property name

Address line 1

Address line 2

Address line 3

Town/city

Postcode

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

Easting (x)

Northing (y)

Description

**2. Applicant Details**

Title

First name

Surname

Company name

Address line 1

Address line 2

Address line 3

Town/city

Country

## 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):	
Description of proposed materials and finishes:	19mm x 125mm shiplap on ex 38 x 75mm planed framework, all using high grade FSC® Certified Scandinavian Redwood. The walls are lined with a breathable paper membrane and insulated before being internally clad with ex 19mm vertical tongue and groove matchboarding

Roof	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	19 x 125mm tongue and groove matchboarding, on solid timber rafters, fully insulated and covered with heavy duty felt that is propane torched onto the roof.

Windows	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Fully glazed front and side elevations, giving two walls of glazing. For Holts over 3.6m wide there are 2 opening fanlights on the rear of the studio. The fanlights are fitted with lockable chrome or polished brass fittings, and draught excluders. All windows are double glazed using toughened safety glass and set in joinery made frames.

## 5. Materials

Doors	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Holt doors are fully glazed and joinery made. The double doors measure 1350mm wide opening x 1900mm high. The doors are double glazed using toughened safety glass, and are fitted with a 5 lever mortise lock and either chrome or polished brass fittings. They are set in ex 75 x 75mm door frames that are fitted with draught excluders.

Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Screen approx 6 ft fence to rear; high hedge to LHS; largely screened by garage on RHS; front faces own existing building. Not visible from the public highway

Vehicle access and hard standing	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	No vehicle access

Lighting	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	LED Spotlights are inserted into the ceiling of the Holt Studio.

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

As per Cranes website: <https://www.cranegardenbuildings.co.uk/holt-studio>

## 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

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

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):

Officer name:

Title

First name

Surname

Reference

Date (Must be pre-application submission)

Details of the pre-application advice received

## 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

## 12. Ownership Certificates and Agricultural Land Declaration

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)