

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.co.uk/wales_en/applications
Mae'r ffurflen hon ar gael yn Gymraeg hefyd

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.

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: First name:
 Last name:
 Company (optional):
 Unit: House number: House suffix:
 House name:
 Address 1:
 Address 2:
 Address 3:
 Town:
 County:
 Country:
 Postcode:

2. Agent Name and Address

Title: First name:
 Last name:
 Company (optional):
 Unit:  David Walters
 Building Surveyor
 27 Elizabeth Road
 Kington
 Herefordshire HR5 3DB
 01544 230121
 House name:
 Address 1:
 Address 2:
 Address 3:
 Town:
 County:
 Country:
 Postcode:

3. Description of Proposed Works

Please describe the proposed works:

Proposed single storey extensions to the front and rear of an existing detached bungalow.

3. Description of Proposed Works (continued)

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. Biodiversity and Geological Conservation

Does your proposal involve:

(i) demolition of a building? Yes No

(ii) alterations or enlargement to your roof? Yes No

(iii) the loss of any trees or hedges? Yes No

If you have answered Yes to any of the above questions, you may be required to submit a biodiversity survey to your local planning authority with your application form. Your local planning authority will be able to advise you further, guidance is also available from the Planning Portal.

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

10. Trees and Hedges

Are there any trees or hedges on the site or adjoining the proposed site that would be affected by the development proposal? Yes No

If you have answered Yes, you may need to provide a survey before your application can be validated. Your local planning authority can advise on whether a survey is required. All tree surveys should accord with BS5837; guidance notes are available on the Planning Portal.

11. Materials

If 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 Render	Render	<input type="checkbox"/>	<input type="checkbox"/>
Roof	Tile	Tile	<input type="checkbox"/>	<input type="checkbox"/>
Windows	white pvc	white pvc	<input type="checkbox"/>	<input type="checkbox"/>
Doors	White pvc	White pvc	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing			<input checked="" 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:

Plans 944 - 1, 2, 3, 4 and 5

11 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) (Wales) Order 2012

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):

7/2/22

Certificate of Ownership – Certificate B

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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):

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Certificate of Ownership – Certificate C

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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:

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):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Ownership Certificates (continued)

**Certificate of Ownership – Certificate D
Town and Country Planning (Development Management Procedure) (Wales) Order 2012**

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 (*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:

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):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

13. Agricultural Holdings

**Agricultural Holding Certificate
Town and Country Planning (Development Management Procedure) (Wales) Order 2012
Agricultural Land Declaration - You Must Complete Either A or B**

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Date (DD/MM/YYYY):

7/2/22

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

14. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Applications for planning permission in Wales must be accompanied by certain additional supporting documents if they exceed certain thresholds. For detailed information please refer to Welsh Government Circular WGC 002/2012 and the guidance available on the Planning Portal website. 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.

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|---|---|---|
| The original and 3 copies of a completed and dated application form: <input checked="" type="checkbox"/> | The original and 3 copies of a design and access statement where proposed works fall within one of the following designated areas: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • National Park • Site of special scientific interest • Conservation area • Area of outstanding natural beauty • World Heritage Site | The correct fee: <i>To follow</i> <input checked="" type="checkbox"/> |
| 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: <input checked="" type="checkbox"/> | | The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): <input checked="" type="checkbox"/> |
| The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: <input checked="" type="checkbox"/> | | The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): <input checked="" type="checkbox"/> |

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