



Babergh District Council  
 Endeavour House, 8 Russell Road,  
 Ipswich, IP1 2BX  
 Tel: 0300 1234000 option 5

*Making the area a  
 better place to live and  
 work for everyone*

Email: [planning@baberghmidsuffolk.gov.uk](mailto:planning@baberghmidsuffolk.gov.uk)

## Householder Application for Planning Permission for works or extension to a dwelling

### Town and Country Planning Act 1990 (as amended)

#### 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.

### Site Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

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

Applicants own both #11 & #13.

## Applicant Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

## Contact Details

Primary number

\*\*\*\* REDACTED \*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\* REDACTED \*\*\*\*

## Agent Details

Name/Company

Title

Mr

First name

Jamie

Surname

Cambridge

Company Name

AGC Consultants

## Address

Address line 1

14

Address line 2

Seafeld Avenue

Address line 3

Town/City

Mistley

County

Essex

Country

Postcode

CO11 1UE

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Description of Proposed Works

Please describe the proposed works

Single storey extension to join dwellings

Has the work already been started without consent?

Yes

No

## 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)

**Type:**

Walls

**Existing materials and finishes:**

Predominantly brick. Cladding panels to front wall, kitchen wall & rear wall to both dwellings.

**Proposed materials and finishes:**

Cladding to match existing on #13.

**Type:**

Roof

**Existing materials and finishes:**

Concrete pantiles

**Proposed materials and finishes:**

Either a single ply membrane such as a 'Sarnafil' or felt to new flat roof.

**Type:**

Windows

**Existing materials and finishes:**

White uPVC

**Proposed materials and finishes:**

White uPVC to match existing

**Type:**

Doors

**Existing materials and finishes:**

White uPVC

**Proposed materials and finishes:**

Composite front door

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

Timber closeboard

**Proposed materials and finishes:**

No change

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

Block paving & concrete

**Proposed materials and finishes:**

No change

**Type:**

Lighting

**Existing materials and finishes:**

Lighting to both front doors

**Proposed materials and finishes:**

New directional lighting to new front door. Existing light to #11 to remain.

**Type:**

Other

**Other (please specify):**

Gutters\_downpipes

**Existing materials and finishes:**

White uPVC to #13. Brown uPVC to #11

**Proposed materials and finishes:**

White uPVC to match #13.

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

0411/PL/01 - Existing ground floor plans  
0411/PL/02 - Existing elevations  
0411/PL/03 - Proposed ground floor plans  
0411/PL/04 - Proposed elevations  
0411/PL/05 - Site plans  
Location plan

## Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

Yes

No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

Yes

No

## 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

## Parking

Will the proposed works affect existing car parking arrangements?

Yes

No

If Yes, please describe:

Parking for both properties will continue to be used, which means the parking has in effect, increased.

## 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

## 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

Eileen very kindly answered my query with the following:

I can confirm that planning permission is not required for combining two properties into one but that it would be required to reverse it back to two. If proposing an extension a householder application would be fine but may need building regs approval but I would check with them for that element.

Notification to the Address Management Team and the registration with the Post Office would be required to fully complete that task as I don't deal with that element of work I am unsure of the timescale or fee involved (although I think the PO charged £100 last time I heard).

I also received an email from Julie Hammond of the Address Management team on 23/02/23, She stated that:

Thanks for your email. Of course, once planning permission has been obtained you can apply for a house name change application, please see [Link to our website - Change the name of a property » Babergh Mid Suffolk](#)

If you require any further assistance, please do not hesitate to contact us.

I hope that helps a little of your enquiry.

## 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.

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?

- Yes  
 No

## Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes  
 No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes  
 No



# Certificate Of Ownership - Certificate A

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

Declaration made

## Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Date