

**Householder Application for Planning Permission  
 for works or extension to a dwelling and listed building consent.  
 Town and Country Planning Act 1990  
 Planning (Listed Buildings and Conservation Areas) 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**

West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU  
[www.westsuffolk.gov.uk/planning](http://www.westsuffolk.gov.uk/planning)  
 Email: [customer.services@westsuffolk.gov.uk](mailto:customer.services@westsuffolk.gov.uk)  
 Telephone: 01284 763233



**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. 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:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 3. Description of Proposed Works

Please describe the proposed works:

RENOVATIONS & ALTERATIONS TO GRADE II LISTED THATCHED ROOF 1/2 STOREY COTTAGE & CREATION OF NEW SINGLE STOREY PARTIALLY GLAZED LINK & 1/2 STOREY EXTENSION

- REHATCH EXISTING COTTAGE
- RE-RENDER EXISTING COTTAGE
- RENOVATE ALL EXISTING WINDOWS
- TAKE DOWN SOME LATER SINGLE STOREY EXTENSIONS
- INSTALL GROUND FLOOR BATHROOM & FIRST FLOOR BATHROOM
- REPLACE MODERN STAIRCASE
- REMOVAL OF MODERN FIRE SURROUND
- FORMATION OF FIRST FLOOR PARTITIONS

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):

Description of location or a grid reference.  
(must be completed if postcode is not known):

Easting:  Northing:

Description:

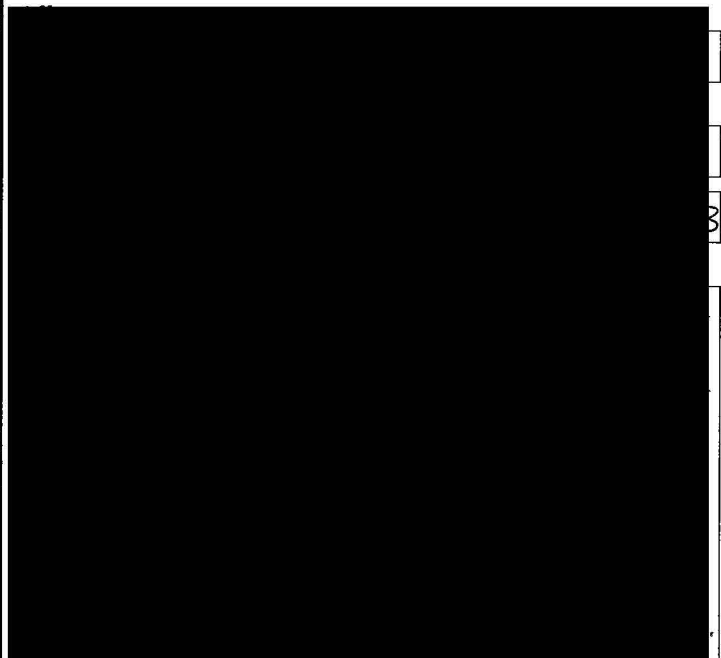
### 5. Pre-application Advice

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 as possible:



### 6. 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)

### 7. 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 plan(s)/drawing(s):

PLEASE SEE  
LSDP DRAWING 1909.02 REV B

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

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

### 8. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	LIME & CEMENT BASED RENDER FACING BRICKWORK	FACING BRICKWORK & FLINT PANELS - BURNT WOOD CLADDING (SHOU SUGI BAN)	<input type="checkbox"/>	<input type="checkbox"/>
Roof covering	THATCH PANTILE CORRUGATED METAL	THATCH - TO BE RENEWED SLATE STANDING SEAM ZINC	<input type="checkbox"/>	<input type="checkbox"/>
Chimney	BRICK WORK	ZINC	<input type="checkbox"/>	<input type="checkbox"/>
Windows	DECORATED TIMBER	DECORATED TIMBER PPC ALUMINIUM	<input type="checkbox"/>	<input type="checkbox"/>
External doors	DECORATED TIMBER	DECORATED TIMBER PPC ALUMINIUM	<input type="checkbox"/>	<input type="checkbox"/>
Ceilings	LIME PLASTER & LATH GYPSUM PLASTER	PLASTERBOARD & GYPSUM PLASTER IN NEW BUILD	<input type="checkbox"/>	<input type="checkbox"/>
Internal walls	LIME PLASTER & LATH GYPSUM PLASTER	GYPSUM PLASTER IN NEW BUILD	<input type="checkbox"/>	<input type="checkbox"/>
Floors	UNINSULATED CONCRETE	INSULATED CONCRETE SLAB	<input type="checkbox"/>	<input type="checkbox"/>

## 8. Materials continued

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Internal doors	DECORATED TIMBER	DECORATED TIMBER	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods	NONE	PPC ALUMINIUM	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	BRICK & FLINT WALLS/ FENCING	NO CHANGE	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing	—	—	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	—	—	<input type="checkbox"/>	<input type="checkbox"/>
Others (add description)	—	—	<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans?  Yes  No

If Yes, please state plan(s)/drawing(s) references:

SEE DRAWINGS 4592/01 (LOCATION & BLOCK PLAN) 4592/02 (PLANS & ELEVATIONS AS EXISTING) 4592/010 (PLANS AS PROPOSED) 4592/011 (ELEVATIONS AS PROPOSED) 4592 COTTAGE CGI GRAPHIC VIEW

## 9. Demolition

Does the proposal include the partial or total demolition of a listed building?  Yes  No

If Yes, which of the following does the proposal involve?

- a) Total demolition of the listed building:  Yes  No
- b) Demolition of a building within the curtilage of the listed building:  Yes  No
- c) Demolition of a part of the listed building:  Yes  No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	223
ii) What is the volume of the part to be demolished?(cubic metres)	62
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	20 <sup>th</sup> CENTURY

Please provide a brief description of the building or part of the building you are proposing to demolish:

SIDE EXTENSIONS THAT FORM A BATHROOM, LOBBY & KITCHEN, SINGLE STOREY WITH RENDER FLETTON BRICK & SMALL AREA OF TIMBER CLADDING WALL FINISHES & PANTILES & CORRUGATED METAL ROOFING

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

TO CREATE NEW FOCAL ENTRANCE & LOBBY, WITH UTILITY AREA & PANTRY TO TRANSITION FROM ORIGINAL COTTAGE TO NEW LINK & EXTENSION ALL THESE ELEMENTS ARE VERY POOR QUALITY & HAVE NO HISTORIC FABRIC.

### 10. Listed Building Alterations

Do the proposed works include alterations to a listed building?

Yes  No

If Yes, do the proposed works include:  
(you must answer each of the questions)

- a) Works to the interior of the building?  Yes  No
- b) Works to the exterior of the building?  Yes  No
- c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?  Yes  No
- d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?  Yes  No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

SEE DRAWINGS 4592/01 (LOCATION & BLOCK PLAN) 4592/02 (PLANS & ELEVATIONS AS EXISTING) 4592/010 (PLANS AS PROPOSED) 4592/011 (ELEVATIONS AS PROPOSED)  
4592 CONSERVATION & HERITAGE STATEMENT  
4592 PHOTOGRAPHIC RECORD OF CONDITIONS

### 11. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I  Ecclesiastical Grade I

Grade II\*  Ecclesiastical Grade II\*

Grade II  Ecclesiastical Grade II

Don't know

### 12. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

Yes  No  Don't know

If Yes, please provide the result of the application:

### 13. Parking

Will the proposed works affect existing car parking arrangements?

Yes  No

If Yes, please describe:

### 14. Authority Employee / 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 a bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent?  Yes  No

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

If Yes, please provide details of their name, role and how you are related to them.

**15. 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 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

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.**

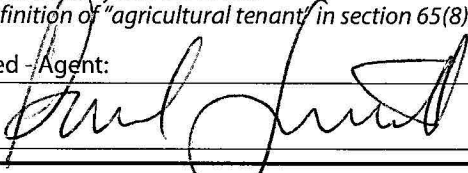
\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "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):



Nov 10 '23

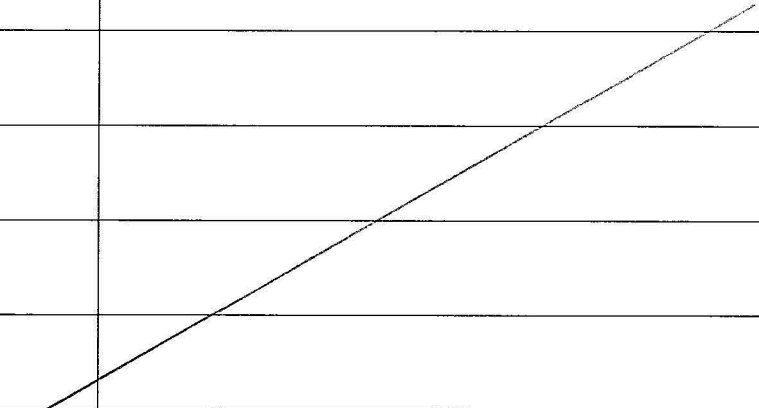
**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

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	Address	Date Notice Served
		

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):



**15. 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 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

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\* 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	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):

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

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:

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):

### 16. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. 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 (LPA) has been submitted.

- |  |   |   |
|--|---|---|
| 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 if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: <input checked="" type="checkbox"/> | The correct fee: <input 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) and Article 14 Certificate (Agricultural Holdings): <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"/>                                      |   |   |

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

### 17. Declaration

I/we hereby apply for planning permission/consent as described in the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, the information is accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:  Or signed  Date (DD/MM/YYYY):  (date cannot be pre-application)

### 18. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text" value="40 AGENT"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	

Email address (optional):

Telephone numbers

Country code:	National number:	Extension number:
<input type="text" value="44"/>	<input type="text" value="1284 768800"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	

Email address (optional):

### 20. 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? (Please select only one)  Agent  Applicant  Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:  Telephone number:

Email address: