



# Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

## Privacy Notice

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Please be aware that once you have downloaded this form, Planning Portal and Welsh Government will have no access to the form of 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:



Tredomen House  
Tredomen Park  
Ystrad Mynach  
Hengoed CF82 7WF  
Tel: 01443 815588

Ty Tredomen  
Parc Tredomen  
Ystrad Mynach  
Hengoed CF82 7WF  
Ffôn: 01443 815588

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

Ebost: [planning@caerphilly.gov.uk](mailto:planning@caerphilly.gov.uk)

## Publication on Local 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:

Country:

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:

Country:

Country:

Postcode:

### 3. Description of Proposed Works

Please describe the proposed works:

Two Storey Side extension.

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 Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Town:

County:

Postcode (optional):

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".

Easting:  Northing:

Description:

### 5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or 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

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.



**6. Pre-application Advice**

Has pre-application advice been sought from the local planning 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.

**9. Authority Employee / Member**

With respect to the Authority, I am:

- a) a member of staff Do any of these statements apply to you?
- b) an elected member  Yes  No
- c) related to a member of staff  Yes  No
- d) related to an elected member  Yes  No

If Yes, please provide details of the name, relationship and role

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Parking**

Will the proposed works affect existing car parking arrangements?  Yes  No

If Yes, please describe:

Reduce by 1.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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. Ownership Certificates (continued)**

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

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 (*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:

*to Folias*

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. Agricultural Holdings**

**Agricultural Holding Certificate  
Town and Country Planning (Development Management Procedure) (Wales) Order 2012**

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

Signed - Applicant:

(B) I have/ The applicant has given the required information before the date of this application, was a tenant as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**13. 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.

The original and 3 copies of a completed and dated application form:

The original and 3 copies of a design and access statement where proposed work falls within a World Heritage Site

The correct fee: *to Folias*

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:

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable):

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:

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):

