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<https://www.planningportal.co.uk/apply>

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning 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 their obligations in regards to the processing of your application. Please refer to their 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:



Willow House, Mareham Rd, Horncastle, Lincolnshire, LN9 6PH
T: 08446 60111 - 01507 601111
Mini-com: 01507 329555 www.e-lindsey.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 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	2. Agent Name and Address
Title: <input type="text" value="MR."/> First name: <input type="text" value="JOSEPH"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text" value="MARTIN"/>	Last name: <input type="text"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text" value="27"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text" value="27 QUEEN ST."/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text" value="HORNCASTLE"/>	Town: <input type="text"/>
County: <input type="text" value="LINCOLNSHIRE"/>	County: <input type="text"/>
Country: <input type="text" value="ENGLAND"/>	Country: <input type="text"/>
Postcode: <input type="text" value="LN9 6BD"/>	Postcode: <input type="text"/>

3. Description of Proposed Works

Please describe the proposed works:

1. REPLACE EXISTING KITCHEN WINDOW, REAR of HOUSE.
2. REPLACE DOUBLE DOORS FROM DINING ROOM TO OUTSIDE REAR PATIO.

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:

PHONE CALL TO ASCERTAIN IF PLANNING PERMISSION IS REQ'D FOR REPLACEMENT of A WINDOW & DOOR AT THE REAR of THE PROPERTY. MEGAN ADVISED THAT ARTICLE 4 REQUIRES PLANNING DEPT CONSENT.

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 plans or drawings:

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. Parking

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

If Yes, please describe:

9. 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 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.

10. 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			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Windows	NE EXPOSED; 100 CM X 120 CM WIDE WOOD FRAME, SINGLE GLAZE, PAINTED WHITE; FLOW INSIDE THE RIGHT HAND IS HINGED ON RIGHT SIDE & OPENS OUT & THE TOP QUARTER OF THE LEFT SIDE IS HINGED AT THE TOP & OPENS OUT.	UPVC FRAME, DOUBLE GLAZED WINDOW, HINGED AT TOP OPENS OUT; WHITE.	<input type="checkbox"/>	<input type="checkbox"/>
Doors	NE EXPOSED; 2 DOUBLE DECK ALUMI FRAME PAINTED WHITE, SINGLE GLAZE GLASS IN THE DECKS. EACH DOOR STAY FOR OPEN WIDTH OF HATCH.	UPVC FRAME, SINGLE DOOR, DOUBLE GLAZED	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (eg fences, walls)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

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 plans/drawings/design and access statement? Yes No

If yes, please state references for the plans/drawings/design and access statement. SEE BELOW COMMENTS, AND PHOTOS: REAR ELEVATION OF THE HOUSE, AND A CLOSE-UP PHOTO OF THE DOORS AND OF THE WINDOWS.

1. WINDOWS: THE WOOD FRAME SUFFERS FROM WOOD ROT. PATCH REPAIRS WERE IMPLEMENTED LAST SUMMER BUT THE WOODS MUST BE REPLACED.

BOTH SECTIONS OF THE WINDOWS WHICH OPEN DO NOT SEAL EFFECTIVELY. THIS, COUPLED WITH SINGLE GLAZING, RESULTS IN EXCESSIVE HEAT LOSS.

SMALL CRACKS IN THE BRICKWORK ABOVE THE WINDOWS AND NO VISIBLE EVIDENCE OF A LINTEL ABOVE THE WINDOWS, IMPLIES THAT THE WOOD WINDOW FRAME IS THE LINTEL. TO PREVENT FURTHER CRACK DEVELOPMENT IN THE BRICKWORK, IT IS NECESSARY TO ENSURE THAT A PROPER LINTEL IS IN PLACE.

2. THE DOUBLE DOORS DO NOT SEAL PROPERLY. THIS, COUPLED WITH SINGLE GLAZING, RESULTS IN SIGNIFICANT COLD AIR INGRESS AND EXCESSIVE HEAT LOSS.

BOTH THE WINDOWS AND THE DOORS APPEAR TO BE 1970s/1980s VINTAGE.

11. 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
 I certify/We the applicant/s certify 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):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14
 I certify/We the applicant/s certify 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
MARION MARTIN	27 QUEEN ST. HORNCHURCH LN9 6BD	SEPT. 1, 2023

Or signed - Agent:

Date (DD/MM/YYYY):

[Redacted Signature] 16/11/2023

11. 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

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 beneficial 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

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 beneficial 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):

12. 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: 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: The correct fee: The original and 3 copies* of the completed, dated Ownership certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

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:

*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.

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) named therein.

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

14. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

16. 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: