

## Application for Planning Permission. Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

### 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  | 2. Agent Name and Address  |
|--|--|
| Title: <input type="text" value="MRS"/> First name: <input type="text" value="KATHARINE"/>       | Title: <input type="text" value="MR"/> First name: <input type="text" value="RONAN"/>            |
| Last name: <input type="text" value="SWIFT"/>  | Last name: <input type="text" value="SMITH"/>  |
| Company (optional): <input type="text"/>   | Company (optional): <input type="text" value="RONAN SMITH ARCHITECTS"/>                          |
| Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/> | Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/> |
| House name: <input type="text" value="SOUTHVIEW FARM"/>  | House name: <input type="text" value="CHURCH HOUSE"/>  |
| Address 1: <input type="text" value="LONDON ROAD"/>  | Address 1: <input type="text" value="LONG STREET"/>  |
| Address 2: <input type="text" value="SOUTH WILLOUGHBY"/>   | Address 2: <input type="text"/>  |
| Address 3: <input type="text"/>  | Address 3: <input type="text"/>  |
| Town: <input type="text"/>   | Town: <input type="text" value="WOTTON UNDER EDGE"/>   |
| County: <input type="text" value="Lincs"/>   | County: <input type="text" value="Lincs"/>   |
| Country: <input type="text"/>  | Country: <input type="text"/>  |
| Postcode: <input type="text" value="NG34 8RU"/>  | Postcode: <input type="text" value="NG12 7EG"/>  |

  

### 3. Description of the Proposal

Please describe the proposed development, including any change of use:

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Has the building, work or change of use already started?  Yes  No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):  (date must be pre-application submission)

Has the building, work or change of use been completed?  Yes  No

If Yes, please state the date when the building, work or change of use 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:

Officer name:

Reference:

Date (DD/MM/YYYY):  (must be pre-application submission)

Details of pre-application advice received?

#### 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

Are there any new public roads to be provided within the site?  Yes  No

Are there any new public rights of way to be provided within or adjacent to the site?  Yes  No

Do the proposals require any diversions /extinguishments and/or creation of rights of way?  Yes  No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

#### 7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?  Yes  No

If Yes, please provide details:

Have arrangements been made for the separate storage and collection of recyclable waste?  Yes  No

If Yes, please provide details:

#### 8. 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

### 9. Materials

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

|   | Existing<br>(where applicable) | Proposed                  | Not<br>applicable        | Don't<br>Know            |
|---|--------------------------------|---------------------------|--------------------------|--------------------------|
| Walls                                       |                                | TIMBER PAINTED<br>FINISH. | <input type="checkbox"/> | <input type="checkbox"/> |
| Roof  |                                | 14 TOLCOUNKIN TILES       | <input type="checkbox"/> | <input type="checkbox"/> |
| Windows                                     |                                | TIMBER PAINTED            | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors                                       |                                | TIMBER PAINTED            | <input type="checkbox"/> | <input type="checkbox"/> |
| Boundary treatments<br>(e.g. fences, walls) |                                |                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle access and<br>hard-standing         |                                |                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting                                    |                                |                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Others<br>(please specify)                  |                                |                           | <input 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:

REFER DESIGN STATEMENT

### 10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

| Type of Vehicle                                  | Total Existing | Total proposed (including spaces retained) | Difference in spaces |
|--|----------------|--|----------------------|
| Cars   |                |  | NO CHANGE.           |
| Light goods vehicles/<br>public carrier vehicles |                |  |                      |
| Motorcycles                                      |                |  |                      |
| Disability spaces                                |                |  |                      |
| Cycle spaces                                     |                |  |                      |
| Other (e.g. Bus)                                 |                |  |                      |
| Other (e.g. Bus)                                 |                |  |                      |

### 11. Foul Sewerage

Please state how foul sewerage is to be disposed of:

- Mains sewer  Cess pit  
 Septic tank  Other  
 Package treatment plant *N/A*

Are you proposing to connect to the existing drainage system?  Yes  No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

### 12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

Yes  No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?  Yes  No

Will the proposal increase the flood risk elsewhere?  Yes  No

How will surface water be disposed of?

- Sustainable drainage system  Existing watercourse  
 Soakaway  Pond/lake  
 Main sewer

### 13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

c) Features of geological conservation importance:

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

### 14. Existing Use

Please describe the current use of the site:

*FARM HOUSING*

Is the site currently vacant?  Yes  No

If Yes, please describe the last use of the site:

When did this use end (if known)?  
DD/MM/YYYY

(date where known may be approximate)

Does the proposal involve any of the following?  
If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated?  Yes  No

Land where contamination is suspected for all or part of the site?  Yes  No

A proposed use that would be particularly vulnerable to the presence of contamination?  Yes  No

### 15. Trees and Hedges

Are there trees or hedges on the proposed development site?  Yes  No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?  Yes  No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

### 16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste?  Yes  No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

**18. All Types of Development: Non-residential Floorspace**

Does your proposal involve the loss, gain or change of use of non-residential floorspace?  Yes  No

If you have answered Yes to the question above please add details in the following table:

| Use class/type of use               | Not applicable           | Existing gross internal floorspace (square metres) | Gross internal floorspace to be lost by change of use or demolition (square metres) | Total gross internal floorspace proposed (including change of use)(square metres) | Net additional gross internal floorspace following development (square metres) |
|-------------------------------------|--------------------------|--|---|---|--|
| A1                                  | <input type="checkbox"/> |  |   |   |  |
| Shops                               | <input type="checkbox"/> |  |   |   |  |
| Net tradable area:                  | <input type="checkbox"/> |  |   |   |  |
| A2                                  | <input type="checkbox"/> |  |   |   |  |
| Financial and professional services | <input type="checkbox"/> |  |   |   |  |
| A3                                  | <input type="checkbox"/> |  |   |   |  |
| Restaurants and cafes               | <input type="checkbox"/> |  |   |   |  |
| A4                                  | <input type="checkbox"/> |  |   |   |  |
| Drinking establishments             | <input type="checkbox"/> |  |   |   |  |
| A5                                  | <input type="checkbox"/> |  |   |   |  |
| Hot food takeaways                  | <input type="checkbox"/> |  |   |   |  |
| B1 (a)                              | <input type="checkbox"/> |  |   |   |  |
| Office (other than A2)              | <input type="checkbox"/> |  |   |   |  |
| B1 (b)                              | <input type="checkbox"/> |  |   |   |  |
| Research and development            | <input type="checkbox"/> |  |   |   |  |
| B1 (c)                              | <input type="checkbox"/> |  |   |   |  |
| Light industrial                    | <input type="checkbox"/> |  |   |   |  |
| B2                                  | <input type="checkbox"/> |  |   |   |  |
| General industrial                  | <input type="checkbox"/> |  |   |   |  |
| B8                                  | <input type="checkbox"/> |  |   |   |  |
| Storage or distribution             | <input type="checkbox"/> |  |   |   |  |
| C1                                  | <input type="checkbox"/> |  |   |   |  |
| Hotels and halls of residence       | <input type="checkbox"/> |  |   |   |  |
| C2                                  | <input type="checkbox"/> |  |   |   |  |
| Residential institutions            | <input type="checkbox"/> |  |   |   |  |
| D1                                  | <input type="checkbox"/> |  |   |   |  |
| Non-residential institutions        | <input type="checkbox"/> |  |   |   |  |
| D2                                  | <input type="checkbox"/> |  |   |   |  |
| Assembly and leisure                | <input type="checkbox"/> |  |   |   |  |
| OTHER                               | <input type="checkbox"/> |  |   |   |  |
| <i>WILSON WFTS</i>                  | <input type="checkbox"/> | <i>190</i>   |   |   |  |
| Please Specify                      | <input type="checkbox"/> |  |   |   |  |
| Total                               |                          |  |   |   |  |

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

| Use class      | Type of use              | Not applicable           | Existing rooms to be lost by change of use or demolition | Total rooms proposed (including changes of use) | Net additional rooms |
|----------------|--------------------------|--------------------------|--|---|----------------------|
| C1             | Hotels                   | <input type="checkbox"/> |  |   |                      |
| C2             | Residential Institutions | <input type="checkbox"/> |  |   |                      |
| OTHER          |                          | <input type="checkbox"/> |  |   |                      |
| Please Specify |                          | <input type="checkbox"/> |  |   |                      |

**19. Employment**

Please complete the following information regarding employees:

|                    | Full-time | Part-time | Total full-time equivalent |
|--------------------|-----------|-----------|----------------------------|
| Existing employees | <i>1</i>  |           |                            |
| Proposed employees | <i>1</i>  | <i>2</i>  |                            |

**20. Hours of Opening**

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

| Use                   | Monday to Friday          | Saturday                  | Sunday and Bank Holidays | Not known |
|-----------------------|---------------------------|---------------------------|--------------------------|-----------|
| <i>NOT APPLICABLE</i> | <i>NOT OPEN TO PUBLIC</i> | <i>NOT OPEN TO PUBLIC</i> |                          |           |
|                       |                           |                           |                          |           |

**21. Site Area**

Please state the site area in hectares (ha)

**24. 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/ 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(B) of the Act.

Signed - Applicant:

Or

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/ 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(B) 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):

**24. 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 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):

|  |
|--|
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Signed - Applicant:

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|  |
|--|

Or signed - Agent:

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|  |
|--|

Date (DD/MM/YYYY):

|  |
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|  |
|--|

**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 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:

|  |
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|  |
|--|

Or signed - Agent:

|  |
|--|
|  |
|--|

Date (DD/MM/YYYY):

|  |
|--|
|  |
|--|

**25. 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 has been submitted.

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



The correct fee: *Fee by client*



The original and 3 copies of the 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 a design and access statement, if required (see help text and guidance notes for details):



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) and Article 14 Certificate (Agricultural Holdings):



**26. 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) giving them.

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

**27. Applicant Contact Details**

Telephone numbers

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| Country code:        | National number:          | Extension number:    |
| <input type="text"/> | <input type="text"/>      | <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):

**28. Agent Contact Details**

Telephone numbers

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| Country code:        | National number:          | Extension number:    |
| <input type="text"/> | <input type="text"/>      | <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):

**29. 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:

Email address: