



**Basingstoke
and Deane**

Basingstoke and Deane Borough Council
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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

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

Secondary number

**** REDACTED ****

Fax number

Email address

**** REDACTED ****

Description of Proposed Works

Please describe the proposed works

I am writing to you on behalf of my household, which includes myself, my partner, and our son. We are both professionals who work from home (remote workers). Currently, our residence provides only one shared space suitable for our daily work activities. This limitation has prompted us to consider renovations that would better accommodate our professional requirements.

Our house previously underwent a partial garage conversion by the former owner, who installed carpeting. However, this space falls short of being a conducive work environment, particularly due to inadequate insulation, resulting in a significant decrease in temperature during the winter months. Also, due to the slope on of the driveway, during the days of heavy rain, our garage is consistently flooded leading to high maintenance costs and insurance claims resulting in heavy premiums.

Our intention is to fully convert the garage into a dedicated office space. This renovation would entail the removal of the existing garage door, to be replaced by a brick wall that incorporates a window, and the installation of a new flooring. It is important to note that the proposed window would not overlook any neighbouring properties, thereby eliminating any potential concerns regarding privacy infringement.

Furthermore, I would like to address potential parking concerns by affirming that our property includes three private parking spaces within our driveway. These spaces are exclusively for our use and do not encroach upon the public sidewalk, ensuring that our renovation plans will not adversely affect local parking availability.

We believe that these modifications will not only enhance our home's functionality but also contribute positively to our professional productivity without impacting our neighbours or the surrounding community.

We kindly request your consideration and approval for this project.

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:

Brick to match current materials used.

Proposed materials and finishes:

Window to match the current materials used (brown window)

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

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

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

24/00136/ENPD

Date (must be pre-application submission)

30/01/2024

Details of the pre-application advice received

We have received the following advice:

In response to your enquiry for the conversion of the garage, I can confirm that planning permission will be required as there is a restrictive condition on the original planning permission for the property.

Condition 17 of BDB/37260 stated the following:

"Any garages constructed shall not be converted or used for any residential purpose other than as a domestic garage.

REASON: To ensure adequate on-site parking provision for the approved dwellings and to discourage parking on the adjoining highway in the interests of local amenity and highway safety.

The relevant planning application forms can be downloaded from our website

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

02/02/2024

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

Filipe Martins

Date

05/02/2024