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## Householder Application for Planning Permission for works or extension to a dwelling. 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.

|  |   |
|--|---|
| <h3>1. Applicant Name and Address</h3> <p>Title: <input type="text" value="Mrs"/> First name: <input type="text" value="LOUISE"/></p> <p>Last name: <input type="text" value="HONEYBALL"/></p> <p>Company (optional): <input type="text"/></p> <p>Unit: <input type="text"/> House number: <input type="text" value="22"/> House suffix: <input type="text"/></p> <p>House name: <input type="text"/></p> <p>Address 1: <input type="text" value="LON YR YS90L"/></p> <p>Address 2: <input type="text" value="BEDWAS"/></p> <p>Address 3: <input type="text"/></p> <p>Town: <input type="text" value="CAERPHILLY"/></p> <p>County: <input type="text" value="MID GLAMORGAN"/></p> <p>Country: <input type="text" value="SOUTH WALES"/></p> <p>Postcode: <input type="text" value="CF8 8PE"/></p> | <h3>2. Agent Name and Address</h3> <p>Title: <input type="text"/> First name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Company (optional): <input type="text"/></p> <p>Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/></p> <p>House name: <input type="text"/></p> <p>Address 1: <input type="text" value="N/A"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>Town: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Postcode: <input type="text"/></p> |
|--|---|

### 3. Description of Proposed Works

Please describe the proposed works:

PROPOSED SINGLE STOREY KITCHEN EXTENSION TO THE REAR OF THE PROPERTY. WITH A GARAGE CONVERSION ON THE SIDE OF THE PROPERTY.

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### 3. Description of Proposed Works (continued)

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):

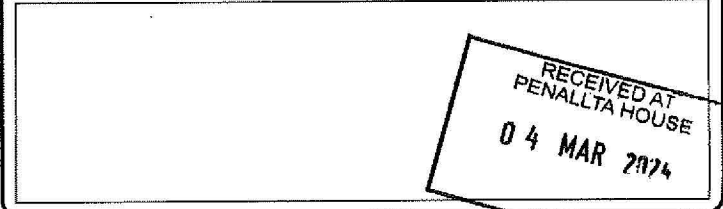
### 5. Pedestrian and Vehicle Access, Roads and Rights of Way

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:

### 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.

### 8. Parking

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

If Yes, please describe:

### 9. Authority Employee / Member

With respect to the Authority, I am:

a) a member of staff  Yes  No  
b) an elected member  
c) related to a member of staff  Yes  No  
d) related to an elected member

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

### 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.

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### 11. 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 applicable                      | Don't Know               |
|---|--------------------------------|--------------------|-------------------------------------|--------------------------|
| Walls                                       |                                | TO MATCH EXISTING. | <input type="checkbox"/>            | <input type="checkbox"/> |
| Roof  |                                | - - -              | <input type="checkbox"/>            | <input type="checkbox"/> |
| Windows                                     |                                | - - -              | <input type="checkbox"/>            | <input type="checkbox"/> |
| Doors                                       |                                | - - -              | <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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| Lighting                                    |                                |                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Others<br>(please specify)                  |                                |                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

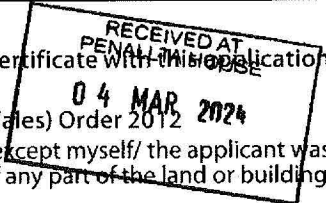
Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?  Yes  No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

LH/2024/100 - SITE LOCATION PLAN AND EXISTING BLOCK PLAN  
 LH/2024/101 - EXISTING GROUND AND FIRST FLOOR PLANS  
 LH/2024/102 - EXISTING ELEVATIONS.  
 LH/2024/103 - PROPOSED GROUND AND FIRST FLOOR PLANS.  
 LH/2024/104 - PROPOSED ELEVATIONS.  
 LH/2024/105 - PROPOSED SECTIONS.

**12. Ownership Certificates**

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form  
 Certificate of Ownership – Certificate A



Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 (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 or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

[Redacted Signature]

[Redacted Signature]

12/02/2024

**Certificate of Ownership – Certificate B**

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 (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 or building to which this application relates.

| Name of Owner | Address | Date Notice Served |
|---------------|---------|--------------------|
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

[Redacted Signature]

[Redacted Signature]

[Redacted Date]

**Certificate of Ownership – Certificate C**

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

[Redacted Text]

| Name of Owner | Address | Date Notice Served |
|---------------|---------|--------------------|
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |
|               |         |                    |

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

[Redacted Newspaper Name]

On the following date (which must not be earlier than 21 days before the date of the application):

[Redacted Date]

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

[Redacted Signature]

[Redacted Signature]

[Redacted Date]

**12. Ownership Certificates (continued)**

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

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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:

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):

**13. Agricultural Holdings**

**Agricultural Holding Certificate  
Town and Country Planning (Development Management Procedure) (Wales) Order 2012  
Agricultural Land Declaration - You Must Complete Either A or B**

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

| Name of Tenant | Address | Date Notice Served |
|----------------|---------|--------------------|
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**14. 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: <input checked="" type="checkbox"/>  | The original and 3 copies of a design and access statement where proposed works fall within one of the following designated areas: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>• National Park</li> <li>• Site of special scientific interest</li> <li>• Conservation area</li> <li>• Area of outstanding natural beauty</li> <li>• World Heritage Site</li> </ul> | The correct fee: <input checked="" 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): <input checked="" type="checkbox"/>   | The original and 3 copies of the completed, dated Article 7 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"/>                                      |   |  |

### 15. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed Applicant:

Signed Agent:

Date (DD/MM/YYYY):

(Signature cannot be  
-application)

### 16. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:  
[ ] [ ] [ ]

Country code: Mobile number (optional):  
[ ] [ ]

Country code: Fax number (optional):  
[ ] [ ]

Email address (optional):  
[ ]

### 17. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:  
[ ] [ ] [ ]

Country code: Mobile number (optional):  
[ ] [ ]

Country code: Fax number (optional):  
[ ] [ ]

Email address (optional):  
[ ]

### 18. 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: LOUISE HONEYBALL

Telephone number: [ ]

Email address: [ ]

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