

**APPLICATION FOR PLANNING PERMISSION**  
**TOWN & COUNTRY PLANNING ACT 1990**



**ONLINE REFERENCE**

*(please quote this reference if you need to contact the council about this application)*

**1. APPLICANT**

**AGENT (if any)**

Correspondence goes to agent? ☐

Title/Name	<input type="text"/>	Title/Name	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Post Village/ Town/City	<input type="text"/>	Post Village/ Town/City	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Tel:	<input type="text"/>	Tel:	<input type="text"/>
	Fax: <input type="text"/>		Fax: <input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>
email	<input type="text"/>	email	<input type="text"/>
Applicant's Interest in the site	<input type="text"/>	Other, please give details:	<input type="text"/>
In what capacity?	<input type="text"/>	Other, please give details:	<input type="text"/>
Are you an employee, councillor or related to a councillor of this council? <input type="checkbox"/>			

**2. SITE ADDRESS**

  
  
  
  

If you have selected the closest address, please give details below about how the site relates to the selected address  
e.g. Next to the corner shop; land adjacent to; land north of; stretching from Number 12 - 24 etc

**3. TYPE OF APPLICATION**

(a) A full application for new development (includes extensions and other alterations to an existing building).

☐

(b) A full application for change of use.

☐

(c) A full application for change of use and new building development.

☐

(d) An outline application for new building development

☐

(e) An application for approval of reserved matters of a previous outline permission.

☐

Date of decision  reference

(f) An application for  of condition(s) of a previous planning permission

☐

Date of decision  reference

(g) An application for renewal of a temporary permission.

☐

Date of decision  Expiry Date:  reference

#### 4. DESCRIPTION OF PROPOSED WORK

Please describe briefly the proposed development, including (where applicable) the process to be carried out

- (a) What is the gross area of the site? (metres square)
- (b) Does the application involve the removal or demolition of any part of an existing building? Yes ☐ No ☐
- (c) Has any building involved in the works been previously extended? Yes ☐ No ☐
- (d) Has the development started already? Yes ☐ No ☐
- (i) When did the development start?
- (e) Have the works already taken place? Yes ☐ No ☐
- (i) If so when did the work end?

#### 5. SITE USE(S)

- (a) Is the site vacant? What was/is it's use? Use Class(es)
- 
- (b) What is the proposed use of the site? Use Class(es)
- 
- (c) If the site will be in residential use please state
- |                              |  |                      |
|------------------------------|--|----------------------|
| New Dwellings:               | Number of new dwellings                                    | <input type="text"/> |
| Alteration and/or Extension: | Number of existing dwellings to be altered and/or extended | <input type="text"/> |
| Change of Use:               | How many extra dwellings will be created?                  | <input type="text"/> |
- Before development
- |        |                      |       |                      |         |                      |       |                      |               |                      |
|--------|----------------------|-------|----------------------|---------|----------------------|-------|----------------------|---------------|----------------------|
| Houses | <input type="text"/> | Flats | <input type="text"/> | Bedsits | <input type="text"/> | Other | <input type="text"/> | <b>TOTAL:</b> | <input type="text"/> |
|--------|----------------------|-------|----------------------|---------|----------------------|-------|----------------------|---------------|----------------------|
- After development
- |        |                      |       |                      |         |                      |       |                      |               |                      |
|--------|----------------------|-------|----------------------|---------|----------------------|-------|----------------------|---------------|----------------------|
| Houses | <input type="text"/> | Flats | <input type="text"/> | Bedsits | <input type="text"/> | Other | <input type="text"/> | <b>TOTAL:</b> | <input type="text"/> |
|--------|----------------------|-------|----------------------|---------|----------------------|-------|----------------------|---------------|----------------------|
- If other, please provide details

## 6. OUTLINE APPLICATION

If you are submitting an OUTLINE application please indicate which matters you wish to be considered at this stage

Design ☐ External appearance ☐ Landscaping ☐ Means of access ☐ Siting ☐

## 7. RESERVED MATTERS

If you are applying for APPROVAL OF RESERVED MATTERS from a previous outline application, which matters are to be dealt with?

Design ☐ External appearance ☐ Landscaping ☐ Means of access ☐ Siting ☐

## 8. NEW BUILDINGS and EXTENSIONS

If your proposal is for new building or an extension to an existing building, give details of the make, type and colour of the materials to be used in the development

*NB: Details of materials should also be shown on the drawings.*

## 9. ACCESS

Does the proposal involve

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (a) Providing new access for vehicles?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Altering existing access for vehicles?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Creating or altering access for pedestrians only? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

## 10. PUBLIC RIGHTS OF WAY

Creating or altering access affecting a public footpath or other public right of way?

Yes ☐ No ☐

*If yes, please show details on your plans*

## 11. TREES

Does the proposal involve

Felling, lopping or pruning of any trees, shrubs or hedges? Yes ☐ No ☐

*If yes, show the position and spread on the plans indicating any to be removed or cut back*

If you answered yes to any of the above please provide details

## 12. PARKING

Before  
Development

After  
Development

Number of car parking spaces

Number of disabled car parking spaces

Number of bicycle spaces

## 13. WATER SUPPLY AND DRAINAGE

### Proposed Supply

Public Mains

☐

Private

☐

Source

Not Applicable

☐

### Proposed Drainage

#### Surface Water

Public Surface  
Water Sewer

☐

Soakaway

☐

Water Course

☐

Not Applicable

☐

#### Foul Water

Public Sewer

☐

Existing Non Mains System

☐

New Non Mains System

☐

Not Applicable

☐

#### Other

Has a soil percolation test and/or environmental assessment been carried out with satisfactory results?  
(Contact your council for exact details required and attach a copy of the report with your application)

Yes ☐ No ☐

**NB:** Applications for planning permission where foul drainage will discharge into any new non-mains sewerage requires assessment of the likely effects of using septic tanks, cesspools and package sewage treatment plants.  
This also applies for an existing system if extra use will be made of it, for example in the conversion of farm buildings to dwellings or holiday lets

## 14. CONTAMINATED LAND

**Land contamination refers to substances on, in or under land, including watercourses and underground water resources, that may cause harm or pollution.**

Is there any land contamination on the application site?

Yes ☐ No ☐ Unknown ☐

If yes, provide full details.

Is there any land contamination capable of reaching or affecting the application site?

Yes ☐ No ☐ Unknown ☐

If yes, provide full details.

**NB:** National planning policy provides that land contamination is a material consideration in determining planning applications.

## 15. PRELIMINARY DISCUSSION(S)

If you have had previous discussions or correspondence with the Council regarding this application please tell us who you spoke to and any reference number quoted by the Council.

Name

Reference No.

## 8. PLANNING HISTORY

- |     |  |                              |                             | Length (m)           | Width (m)            | Height (m)           |
|-----|--|------------------------------|-----------------------------|----------------------|----------------------|----------------------|
| (a) | Have there been any extensions to your property in the past, including a garage and/or a conservatory? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| (b) | Have any other buildings (including garage/conservatory) been built WITHIN five metres of the house?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| (c) | Have any other buildings (including garage/conservatory) been built OVER five metres of the house?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## 16. DRAWINGS AND PLANS

Please list the drawings, plans, photographs and documents you will be submitting with this application.

## 17. FEES

The fee for this application is £

Do you feel this application is exempt from the charges?

Full

☐

Half

☐

No

☐

If yes, please explain why

Please note that the fee is subject to confirmation by the Council

If you have any questions or require further information please contact the Council

## DECLARATION

I apply for Planning Permission as described in this application and on the attached plans and drawings.  
I declare that, to the best of my knowledge, the information I have provided is true at the time of declaration.

THIS APPLICATION HAS BEEN CERTIFIED ONLINE - REFERENCE

Name:

Signed:

On behalf

Date:

## ADDITIONAL INFORMATION FOR COMMERCIAL AND BUSINESS APPLICATIONS

### TOWN & COUNTRY PLANNING ACT 1990

#### 1. FLOORSPACE

Please provide this information in gross square metres

	Total Floorspace Before Development	Floorspace lost via demolition/change of use	Additional/New Floorspace	Total Floorspace After Development
Industrial Area:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Distribution / Warehouse Area :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office Area:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Area: (eg hotels)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Storage:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State the other uses:	<input type="text"/>			
<b>Total Floorspace:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 2. EMPLOYMENT

The total number of employees before development

	Male	Female	Sub Total	
Part Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Full Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Total</b> <input type="text"/>

The total number of employees after development (include existing staff):

	Male	Female	Gender Unknown	Sub Total	
Part Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Full Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Total</b> <input type="text"/>

#### 3. FUTURE OCCUPIER (if known)

What will be the main use of the site in the future?

Please state a known future occupier

Where will the new occupiers be moving from?

#### 4. SERVICING

	Before Development	After Development	
How much of the site is allocated for service vehicle parking?	<input type="text"/>	<input type="text"/>	sq. m.
How much of the site is allocated for loading and unloading from vehicles?	<input type="text"/>	<input type="text"/>	sq. m.
How much of the site is allocated for the manouevering of service vehicles?	<input type="text"/>	<input type="text"/>	sq. m.
How many vehicles enter the site on a normal working day?			
	Before Development	After Development	
HGV	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 5. WASTE DISPOSAL - trade refuse and/or

What is the nature of the waste?	<input type="text"/>
Volume of waste	<input type="text"/>
Storage	<input type="text"/>
Disposal	<input type="text"/>

#### 6. HAZARDOUS MATERIALS

Do you intend to use or store any materials in quantities greater than or equal to those listed in the Planning (Hazardous Substances) Regulations 1992, as amended by the Planning (Control of Major Accident Hazards) Regulations 1999 (SI 1999/981) (England and Wales) and Planning (Control of Major Accident Hazards) (Scotland) Regulations 2000 (SI 2000/179)

Yes ☐ No ☐

If YES, please give details of the materials and the quantity to be used/stored below:

Regulations relating to hazardous substances can be found at the following web site -  
<http://www.hmsso.gov.uk/si/si1999/19990981.htm>

A guide to storing and use of hazardous materials can be found at the Office of the Deputy Prime Minister -  
<http://www.planning.odpm.gov.uk/hscgi/index.htm>

## TOWN & COUNTRY PLANNING ACT 1990

**CERTIFICATE A:** complete if you are the **SOLE** owner of **ALL** the land relating to this application.

### I CERTIFY THAT:

- 1 No person other than the applicant was the owner of any part of the land to which the application relates at the beginning of the period of 21 days before the date of the accompanying application.

Name:

On behalf

Date:

THIS APPLICATION HAS BEEN CERTIFIED ONLINE - REFERENCE

### Warning

The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the Council to revoke, at any time, a certificate they may have issued as a result of such false or misleading information.