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For office use  
Date  
Payee  
App. No. Fee

## 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.

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text" value="MISS"/> First name: <input type="text" value="LEORA"/>	Title: <input type="text" value="MR"/> First name: <input type="text" value="DAVID"/>
Last name: <input type="text" value="NEWMAN"/>	Last name: <input type="text" value="SILVERMAN"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text" value="24"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text" value="70"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text" value="BURRARD ROAD"/>	Address 1: <input type="text" value="WOODLAND DRIVE"/>
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="LONDON"/>	Town: <input type="text" value="WATFORD"/>
County: <input type="text"/>	County: <input type="text" value="HERTS"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text" value="NW6 1DB"/>	Postcode: <input type="text" value="WD17 3BZ"/>
<b>3. Description of Proposed Works</b>	
Please describe the proposed works:	
<p>SINGLE STOREY SIDE EXTENSION AT REAR</p>	

### 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. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary?  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. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council?  Yes  No  
If Yes, please provide details:

**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	Drawing references if applicable
Walls	BRICK	BRICK	<input type="checkbox"/>	<input type="checkbox"/>	
Roof	TILES/FELT	FELT	<input type="checkbox"/>	<input type="checkbox"/>	
Windows	UPVC	UPVC	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	UPVC	UPVC	<input type="checkbox"/>	<input type="checkbox"/>	
Boundary treatments (e.g. fences, walls)	/		<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle access and hard-standing	/		<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	/		<input type="checkbox"/>	<input type="checkbox"/>	
Others (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:

15/2011/1 & 2



**11. Certificates (continued)**

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

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):

**AGRICULTURAL HOLDINGS CERTIFICATE**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

Agricultural Land Declaration - You Must Complete Either (A) or (B)

(A) None of the land to which the application relates

Signed - Applicant:

Date (DD/MM/YYYY):

19/1/15

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):

**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 has been submitted.

- |   |   |  |
|---|---|--|
| <p><input checked="" type="checkbox"/> 2 copies of a completed and dated application form:</p> <p><input checked="" type="checkbox"/> 2 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:</p> <p><input checked="" type="checkbox"/> 2 copies of other plans and drawings or information necessary to describe the subject of the application:</p> | <p><input checked="" type="checkbox"/> 3 copies of a design and access statement where proposed works fall within one of the following designated areas:</p> <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> <li>• The Broads</li> </ul> | <p>The correct fee: <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):</p> <p><input checked="" type="checkbox"/> 2 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable):</p> |
|---|---|--|

**13. Declaration**

I/we hereby apply for planning permission/conservation area consent for the proposed planning plans/drawings and additional information.

Signed - Applicant:

Date (DD/MM/YYYY):

19/1/15

(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: