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 Phone: 020 7974 4444  
 Fax: 020 7974 1680

Development Management  
 Camden Town Hall Extension  
 Argyle Street  
 London WC1H 8EQ

**Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area  
 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.

<p><b>1. Applicant Name and Address</b></p> <p>Title: <input type="text" value="Dr"/> First name: <input type="text" value="Humayun"/></p> <p>Last name: <input type="text" value="Reza"/></p> <p>Company (optional): <input type="text"/></p> <p>Unit: <input type="text"/> House number: <input type="text" value="21-23"/> House suffix: <input type="text"/></p> <p>House name: <input type="text"/></p> <p>Address 1: <input type="text" value="Hill Street"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>Town: <input type="text" value="Edinburgh"/></p> <p>County: <input type="text" value="Midlothian"/></p> <p>Country: <input type="text" value="UK"/></p> <p>Postcode: <input type="text" value="EH2 3JP"/></p>	<p><b>2. Agent Name and Address</b></p> <p>Title: <input type="text" value="Mr"/> First name: <input type="text" value="Rodney"/></p> <p>Last name: <input type="text" value="Boyd"/></p> <p>Company (optional): <input type="text" value="Rod Boyd Chartered Architect"/></p> <p>Unit: <input type="text"/> House number: <input type="text" value="10"/> House suffix: <input type="text"/></p> <p>House name: <input type="text"/></p> <p>Address 1: <input type="text" value="Burnbrae Place"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>Town: <input type="text" value="Edinburgh"/></p> <p>County: <input type="text" value="Midlothian"/></p> <p>Country: <input type="text" value="UK"/></p> <p>Postcode: <input type="text" value="EH12 8AR"/></p>
<p><b>3. Description of Proposed Works</b></p> <p>Please describe the proposed works:</p> <div style="border: 1px solid black; padding: 10px; min-height: 150px;"> <ol style="list-style-type: none"> <li>1 Form metal framed winery at lower ground level at rear.</li> <li>2 On first floor - transpose bedroom with en-suite, and form en-suite in change area.</li> <li>3 Remove room divider on lower ground floor.</li> </ol> </div>	

### 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 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):

Description of location or a grid reference.  
(must be completed if postcode is not known):

Eastings:  Northing:

Description:

Semi detached house

### 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 the pre-application advice received:

Mixed

### 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

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)

### 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 proposed development?  Yes  No

If Yes, please mark their position on a scaled plan and state the reference number of any plan(s)/drawing(s):

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. 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

**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
Walls	Brick	Vinery - cast aluminium frame	<input type="checkbox"/>	<input type="checkbox"/>
Roof	Slate	Glass	<input type="checkbox"/>	<input type="checkbox"/>
Windows			<input type="checkbox"/>	<input type="checkbox"/>
Doors		Glazed cast aluminium	<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:

**11. Explanation For Proposed Demolition Work**

Why is it necessary to demolish all or part of the building(s) and or structure(s)?

**12. 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 in section 65(8) of the Act.

Signed - Applicant:  Or signed - Agent:  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(8) 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):

### 13. 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 (LPA) 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 if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: <input type="checkbox"/> | The correct fee: <input 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 type="checkbox"/> |  | The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 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 type="checkbox"/>                                      |  |   |

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

### 14. 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, the information provided is true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

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

### 15. 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):

### 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):

### 17. 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: