

## Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

### Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of their obligations in regards to the processing of your application. Please refer to their website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### Local Planning Authority details:



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

Email: [planning@camden.gov.uk](mailto:planning@camden.gov.uk)  
 Phone: 020 7974 4444  
 Fax: 020 7974 1680

### Publication on Local Planning Authority websites

**Information provided on this form and in supporting documents may be published on the authority's planning register and website.**

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

### 1. Applicant Name and Address

Title:	MRS	First name:	Kit Man
Last name:	Tam		
Company (optional):			
Unit:	House number:	34	House suffix:
House name:			
Address 1:	Glenilla Road		
Address 2:			
Address 3:			
Town:	London		
County:			
Country:			
Postcode:	NW3 4AN		

### 2. Agent Name and Address

Title:	Mr	First name:	Richard
Last name:	Morton		
Company (optional):	RM Architects Ltd		
Unit:	House number:	45	House suffix:
House name:	The Ryde		
Address 1:			
Address 2:			
Address 3:			
Town:	Hatfield		
County:			
Country:			
Postcode:	AL9 5DQ		

### 3. Description of Proposed Works

Please describe the proposed works:

Improvement of the existing Front Garden, addition of no.4 Rooflights, and removal of no.1 existing Rooflight.

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:  34 House suffix:

House name:

Address 1:  Glenilla Road

Address 2:

Address 3:  London

Town:

County:

Postcode (optional):  NW3 4AN

### 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:

### 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):

189\_PL100 07 - Proposed GF Plan

189\_122 01 - Existing & Proposed Front Garden Plan

189\_124 01 - Proposed Front Garden Ref. Images

### 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 plans or drawings:

CCL 10510/TCP - Tree Constraints Plan  
CCL 10510/IAP - Impact Assessment Plan  
AKA\_086\_PL090-REV05 - Existing GF Plan  
189\_PL100 07 - Proposed GF Plan

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:

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### 9. Authority Employee / 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 following statements apply to you and/or agent?  Yes  No

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

If Yes, please provide details of their name, role and how you are related to them.

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### 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
<b>Paving and Steps</b>	The entrance paving is formed of grey concrete slabs and grey concrete steps. The front garden paving is formed of grey squared cobblestone.	The entrance and front garden paving will be replaced with off-white 600x600mm cast stone paving slabs (e.g. Haddonstone). The entrance steps will be replaced with off-white cast stone steps (e.g. Haddonstone).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rooflights</b>	-	The proposed conservation rooflights (two over the new staircase, two over the second floor bedroom) are in a traditional black conservation style with a vertical centre bar and black finish exterior with laminated glazing as standard for additional safety. Size: 780mm x 1180mm	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bin Stores</b>	The existing bin store area is formed of two dark grey bins provided by the Camden Council. Size: 1070x580x730(mm) Capacity: 240L	The existing bin stores will be replaced with a dark grey timber double door bin store with hinged lids and front opening doors (e.g. Trellis Garden Co.) Size: 1450mm wide x 900mm deep x 1290mm high Capacity: 2 x 240L	<input type="checkbox"/>	<input type="checkbox"/>
<b>Boundary treatments (e.g. fences, walls)</b>	The street front garden wall is formed of dark brick of approximately 6 half lap stretcher courses finished with a rowlock course. A timber slatted gate provides access to the west side of the house.	The street front garden wall will be rebuilt at the same height and in the same colour. A garden gate (black galvanised steel) and no. 2 posts (matching the low brick wall) to the forecourt and main entrance will be added (approx. 1.50m high). The timber gate to the west of the house will be replaced with a gate to match the existing one.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Boundary treatments (e.g. fences, walls)</b>		The existing boundary wall to No. 32 will be rebuilt as part of No. 32 construction works at the same height. The existing boundary timber slatted fence with No. 36 will remain unchanged.	<input type="checkbox"/>	<input type="checkbox"/>

## 10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

Vehicle access and hard-standing	The slab above existing basement and ground to the west of the house and parking is made of concrete.	Concrete surfaces around the parking area will be replaced with resin paving (10mm chestnut brown rounded gravel).	<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (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:

To provide details of the proposed changes we are submitting the following drawings:

PL100 rev07, PL103 rev06, PL200 rev06, PL201 rev06, PL202 rev06, PL204 rev06, PL 205 rev 06, PL302 rev06, 120 rev 01, 121 rev 01, 122 rev 01, 123 rev 01, 124 rev 01, 125 rev01.

# 11. 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 of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

*Richard MTC*

## 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):

**11. Ownership Certificates and Agricultural Land Declaration (continued)**

**CERTIFICATE OF OWNERSHIP - CERTIFICATE C  
Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

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\* and/or agricultural tenants\*\* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

\* "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

The steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

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):

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Signed - Applicant:  Or signed - Agent:  Date (DD/MM/YYYY):

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D  
Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

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\* and/or agricultural tenant\*\* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

\* "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

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):

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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 (LPA) has been submitted.

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> The original and 3 copies* of a completed and dated application form:  | <input 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 the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): |
| <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"/>   | <input type="checkbox"/>                  | <input type="checkbox"/>   |
| <input 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"/>   | <input type="checkbox"/>                  | <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.

## 13. 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, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

## 14. 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):		
<input type="text"/>		

## 15. 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" value="+44 (0) 79 7990 6330"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	
Email address (optional):		
<input type="text" value="richard@rm-architects.com"/>		

## 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:

