

# 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:

## 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:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:  Enter applicant details

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 2. Agent Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:  If the application is being submitted by an agent, enter details

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 3. Description of Proposed Works

Please describe the proposed works:

Enter a description. The description must refer to all proposed works and should specify the scale and location of the works. Examples of good descriptions include:

'Hip to gable roof extension with two roof lights to front roof slope'

'Change of use from an office to two residential dwellings with associated external works'

'Demolition of existing conservatory and replacement with one storey rear extension'

Has the work already started?  Yes  No **Confirm status of works**

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:  Enter the application site details

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):

Confirm any changes to pedestrian or vehicle access routes and rights of way

### 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 as possible:

Officer name:

Reference:

Date (DDMMYYYY):  (must be pre-application submission)

Details of the pre-application advice received:

Confirm if you have used Southwark's planning advice service whilst preparing your application and provide a summary of the advice you were given

### 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:

Confirm details of trees on site and that these trees are shown on at least one scaled plan to be submitted with the application

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.

Confirm any works to take place to trees on site

## 8. Parking

Will the proposed works affect existing car parking arrangements?  Yes  No **Select one option**

If Yes, please describe:

**Confirm if any car parking spaces would be removed, created, or relocated on site or leave box blank**

## 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 **Select one option** 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.

**Confirm any personal or professional relation you have to Southwark Council or leave box blank**

## 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	<b>Confirm the colour and type of wall material, for example 'Red plain brick' or 'Dark brown treated timber'</b>	<b>Include details of any materials that will be retained or reused for the development and clearly detail how materials would match or would vary from the existing</b>	<input type="checkbox"/>	<input type="checkbox"/>
Roof	<b>Confirm the colour and type of roof material, for example 'Grey slate tiles' or 'Black EPDM Rubber Roof'</b>		<input type="checkbox"/>	<input type="checkbox"/>
Windows	<b>Confirm the colour and type of window material, for example 'White timber sash windows' or 'White uPVC casement windows'</b>		<input type="checkbox"/>	<input type="checkbox"/>
Doors	<b>Confirm the colour and type of the external door materials, for example 'White uPVC door' or 'Grey aluminum door'</b>		<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	<b>Confirm the colour and types of the boundary materials, for example 'brown timber fencing'</b>		<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	<b>Confirm the colour and types of all materials</b>		<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:

**Select a response and enter details if necessary**

# 11. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application See guidance below  
 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):

## 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):

### Certificate A (Sole Ownership)

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates (for example the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases).

### Certificate B (Shared Ownership - all other owners known)

Certificate B should be completed if the applicant is not the sole owner, but knows the names and addresses of all the other owners (this certificate will need to be served if the proposals encroach onto adjoining land). A copy of the required Notice is available on our website.

# 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:

See guidance below

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):



Signed - Applicant:

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:

See guidance below

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:

Signed - Agent:

Date (DD/MM/YYYY):




### Certificate C (Shared Ownership - some other owners known)

Certificate C should be completed if the applicant does not own all of the land to which the application relates, and does not know the name and address of all of the owners. Where the owner is unknown the Notice to Unknown Owners needs to be published in a local newspaper and must also be submitted with the application.

### Certificate D (Shared Ownership - all other owners unknown)

Certificate D should be completed if the applicant does not own all of the land to which the application relates, and does not know the names and addresses of any of the owners. The Notice to Unknown Owners needs to be published in a local newspaper and must also be submitted with the application.

## 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.

The original and 3 copies\* of a completed and dated application form:

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:

The original and 3 copies\* of other plans and drawings or information necessary to describe the subject of the application:

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:

The correct fee:

The original and 3 copies\* of the completed, dated Ownership Certificate (A,B,C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

**Complete the checklist to confirm your application is valid. If you have submitted your application online, the 3 additional copies of each document are not necessary**

\*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):

Sign here

Sign here

Date

(date cannot be pre-application)

## 14. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Enter at least one contact number

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

Recommended

## 15. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Enter at least one contact number

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

Recommended

## 16. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?  Yes  No **Select one option**

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)

**Confirm site visit details**

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address: