



# Householder Submission Guide 2018



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This year's drawings are provided by kind permission of:

Dean Pearce of *Dean Jay Pearce Architectural Design and Planning Ltd*

## Purpose of this guide

The purpose of this guide is to help both applicants and agents submit a valid householder planning application. Within this guide are details of which documents are required to accompany an application, when they are required, and what each document is.

By adhering to this guide it is likely that an application will be registered with the minimum of delay and can be passed to the planning officer for processing at the earliest opportunity.

Please note that this guide is not exhaustive and is intended to provide assistance with a 'typical' householder submission. Some forms of development may require additional information and it is therefore advisable to read this guide in conjunction with the Babergh and Mid Suffolk District Councils Joint Local Validation List (LVL), which is available online. You can also call the Planning Support Team on 0300 123 4000 (option 5, then 3) to seek their advice on making an application.

**NB - The submission of a planning application in accordance with this guidance does not guarantee that planning permission will be granted. Each application will be determined on its own merits and in accordance with local and national policy and guidance.**



## Contact Information

For further information, please contact Babergh and Mid Suffolk District Council's planning office:

Endeavour House  
8 Russell Road, Ipswich  
IP1 2BX

Email: [planning@baberghmidsuffolk.gov.uk](mailto:planning@baberghmidsuffolk.gov.uk)

Phone: 0300 1234000 (option 5, then 3)

Website: [www.babergh.gov.uk](http://www.babergh.gov.uk) or [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

## Application Form

The 'Householder' application form will need to be submitted with any application. Please ensure that you complete every question within the form

**To download the form or submit an application electronically via the Planning Portal, please click the following link:**

<https://www.planningportal.co.uk>

An example of a completed application form is provided under Appendix A.

## Fees

The correct fee must accompany the application submission and we cannot validate an application without it. The fee is currently £206.

Up to date information is available via the Planning Portal which includes a 'fee calculator' (see below) or directly from either Council office. Please note that exemptions and reduced fees apply in certain circumstances; please see Babergh and Mid Suffolk Council's Fee Sheets for further details.

Cheques should be made payable to Babergh District Council or Mid Suffolk District Council depending on which planning authority you are applying to.

Card payments can be made online;

<http://www.babergh.gov.uk/planning/development-management/making-a-planning-application/planning-fees-and-making-payments/>

Planning Portal Fee Calculator

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator>

## Other Requests

There are some aspects of a planning submission which, although not strict requirements (unless the submission is by an 'accredited agent') would assist the Council in registering and assessing the application more quickly. They would also assist Parish Councils and interested parties access the information more easily. These being:

- That the submission is electronic-if this is not possible, and the submission is in hard copy, please submit a CD with the information on.
- That if the application is submitted electronically, it is ensured that any attachments are under 5mb (total).
- That the submission is on A4 or A3 paper (or the drawing would be to scale when printed at A3/A4).
- That a covering letter is submitted detailing the contents of the application (so we can identify if anything is missing and contact you).
- Drawings are numbered in a clear and logical way for ease of reference.

# Ownership Certificates

There are four ownership certificates within the form; Certificate A, B, C or D. One of the ownership certificates must be signed and dated accordingly, as required by the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO hereafter). If it is later found that a certificate has been incorrectly completed, the application cannot be determined. Please note that it is an offence to reckless or deliberately sign an incorrect certificate.

## 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 (i.e. the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases).

If the application involves a leasehold property where less than 7 years is remaining on the lease, then certificate A does not apply as the applicant is not the sole owner. Therefore, in this circumstance, the applicant should complete certificate B, C or D (see details below).

<p>One Certificate A, B, C, or D, must be completed with this application form</p> <p><b>CERTIFICATE OF OWNERSHIP - CERTIFICATE A</b></p> <p><b>Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12</b></p> <p>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**</p> <p><b>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.</b></p> <p><small>* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.</small></p> <p><small>** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.</small></p>		
Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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 (e.g. this certificate will need to be completed and notice served if the proposals encroach onto adjoining land). The Notice to Owners (Notice 1) must also be completed and sent to all known owners. A copy of the notice must also be submitted with the application so we have a record that notice has been served.

Please note that a Certificate B will need to be completed if parts of the development overhang or cross ownership boundaries e.g. guttering/rainwater goods.

### To download (Notice 1) electronically, go to:

<http://www.planningportal.gov.uk/uploads/1app/notices/notice1.pdf>

<p><b>CERTIFICATE OF OWNERSHIP - CERTIFICATE B</b></p> <p><b>Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12</b></p> <p>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.</p> <p><small>* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.</small></p> <p><small>** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990</small></p>		
Name of Owner / Agricultural Tenant	Address	Date Notice Served
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Ownership Certificates (Continued)

## Certificate C – shared ownership (some ownership is unknown)

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 addresses of all of the owners. The Notice to Owners (Notice 1) must be completed and sent to all known owners. Where the owner is unknown the Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper. A copy of the notice must also be submitted with the application.

CERTIFICATE OF OWNERSHIP - CERTIFICATE C		
Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12		
I certify/ The applicant certifies that:		
<ul style="list-style-type: none"> <li>• Neither Certificate A or B can be issued for this application</li> <li>• 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.</li> </ul>		
* "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):
Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

## 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 (Notice 2) needs to be published in a local newspaper and displayed on site. A copy of the notice must also be submitted with the application.

To download (Notice 2) electronically, go to:

<http://www.planningportal.gov.uk/uploads/1app/notices/notice2.pdf>

CERTIFICATE OF OWNERSHIP - CERTIFICATE D		
Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12		
I certify/ The applicant certifies that:		
<ul style="list-style-type: none"> <li>• Certificate A cannot be issued for this application</li> <li>• 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.</li> </ul>		
* "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):
Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):



# Site Plan/Block Plan

All applications should submit a Block Plan at a scale of 1:200 or 1:500, which includes the direction of North and shows the proposed development in relation to the site boundaries and other existing buildings, with written dimensions including those to the boundaries (from the proposed development where relevant).

This drawing should also include the following where they are relevant to the planning assessment:

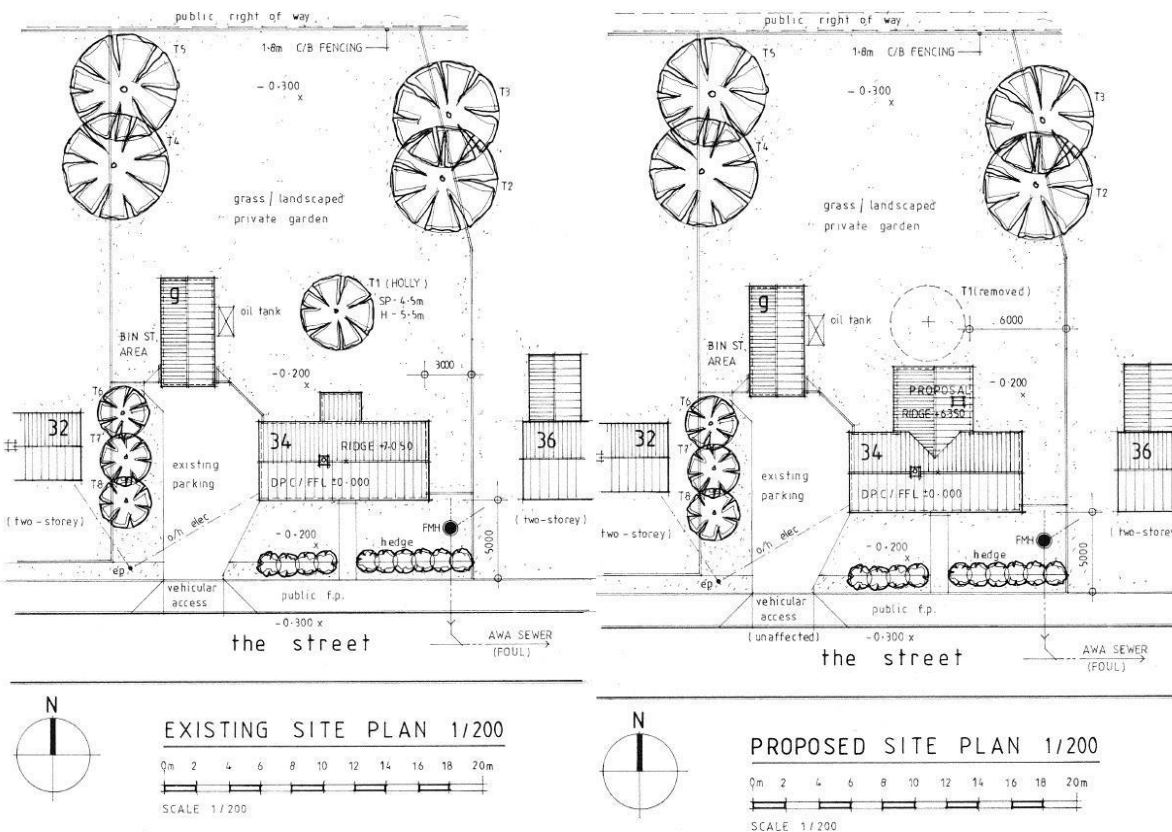
- All buildings, roads and public rights of way on land adjoining the site.
- All public rights of way crossing or adjoining the site (in green).
- The position of all trees and hedgerows on the site and adjacent land.
- The extent and type of existing and proposed hard surfacing.
- The type and height of existing and proposed boundary treatment (e.g. walls/fences).
- Landscape features proposed for removal or inclusion (e.g. additional planting).
- Spot heights and levels.
- The precise location of existing, and where appropriate, proposed vehicular accesses including written dimensions and visibility splays.

It would also be helpful if the drawings show parking (car and cycle parking) provision and space for bin storage.

Existing and proposed Block Plans should be submitted to outline the above for all but very straight forward proposals.

Please note that drawings are placed on the relevant Council's website, therefore written dimensions are important for members of the public to understand what is being proposed.

Please see below for examples of valid existing and proposed Site/Block Plans:





# Elevations

All applications that propose new buildings or alterations to the exterior of existing buildings are required to submit copies of existing and proposed Elevations, which should be separated for clarity in all but very straight forward proposals. These drawings should clearly show the proposed works in relation to what is already there.

The drawings should be to a scale of 1:50 or 1:100 with the scale annotated along with written dimensions showing heights to eaves and ridge, depth, and width (unless provided elsewhere e.g. floor plans). Written dimensions should be included on both existing **and** proposed drawings.

Drawings should be numbered in a clear and logical way. Where a proposal adjoins or is in close proximity to another building, the drawings must clearly show the relationship between the buildings and openings.

The drawings should also show architectural details such as windows and doors and it may be useful to annotate any proposed exterior materials or finishes.

Where the site is sloping, the change in levels must be shown. It may however, be more appropriate in most cases to show a separate sectional drawing through the site.

Please see below valid examples of existing and proposed Elevations:





**NB - If any aspect of the proposal overhangs land outside of the applicant's control then notice would need to be served on that owner via a Certificate B (see Ownership Certificates above).**

**All drawings should be in pen/ink rather than pencil, for ease of copying.**

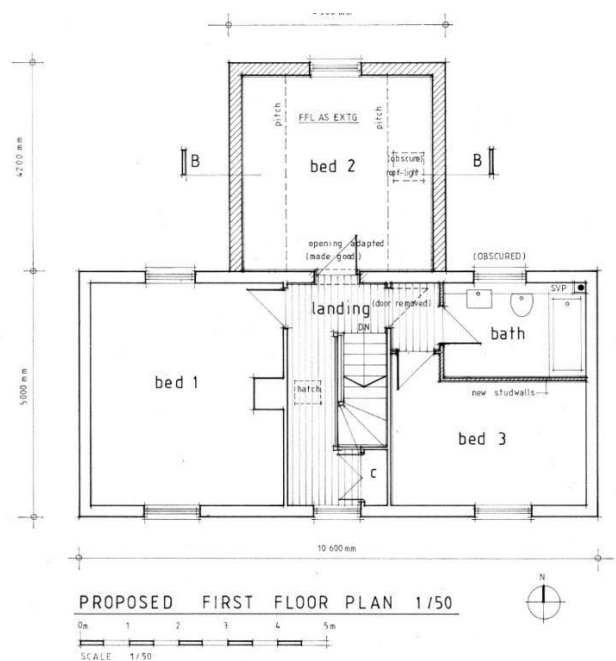
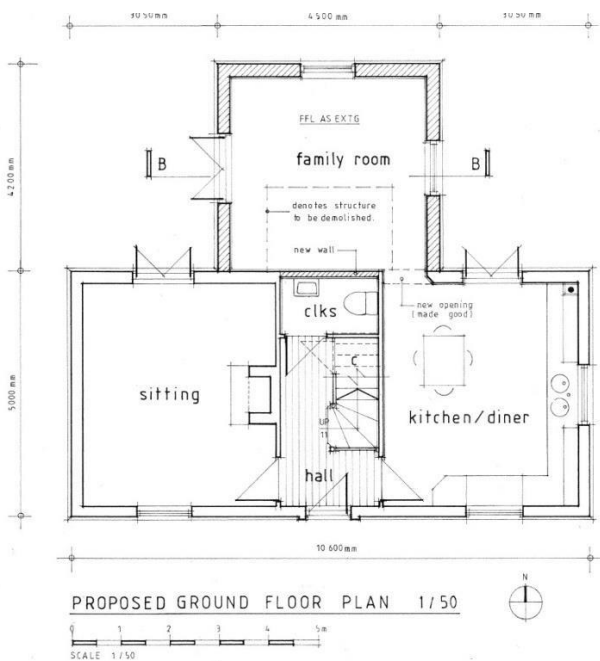
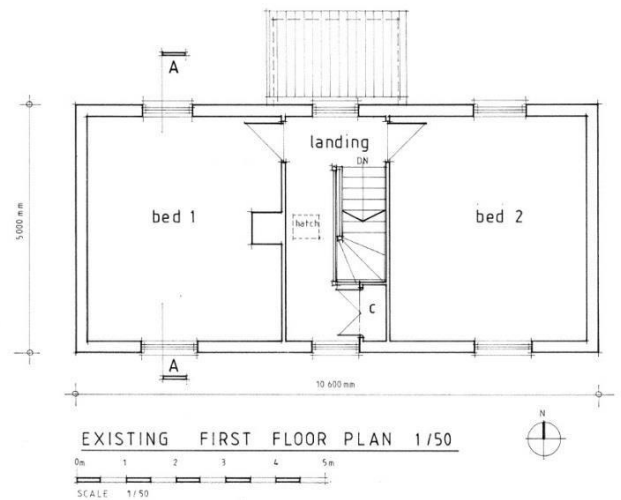
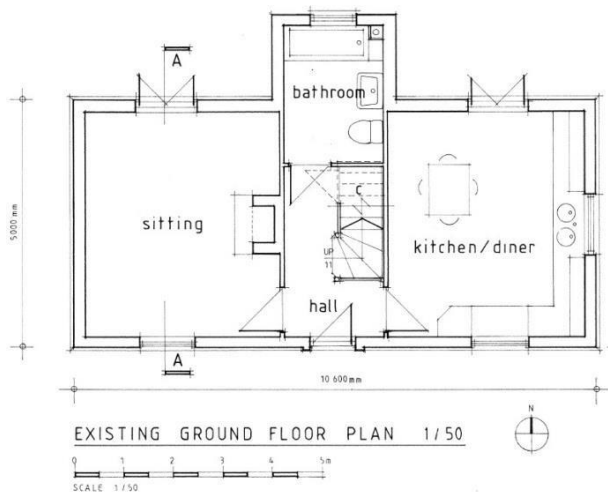
# Floor Plans

All applications proposing new or amended floor space and/or proposals to alter existing buildings, should submit existing and proposed Floor Plans.

These should explain the proposal in detail, showing where existing buildings or walls are to be demolished or details of the existing building as well as those proposed for the development.

Existing and proposed plans should be separated for clarity. The drawings should be to a scale of 1:50 or 1:100 with the scale annotated along with written dimensions. Drawings should be numbered in a clear and logical way.

Please see below valid examples of existing and proposed Floor Plans which correspond with the Elevations example highlighted above:

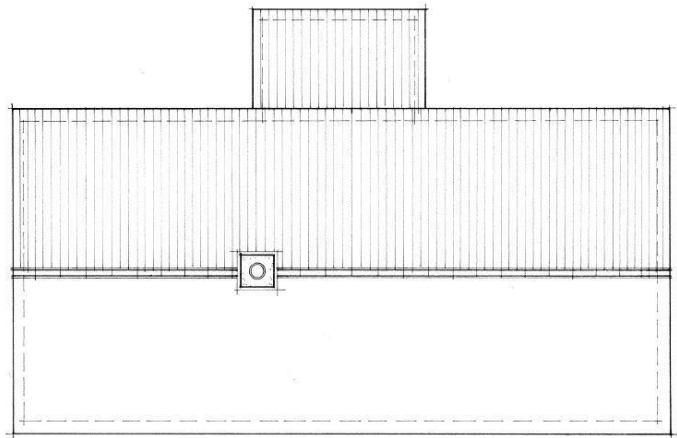


# Roof Plans

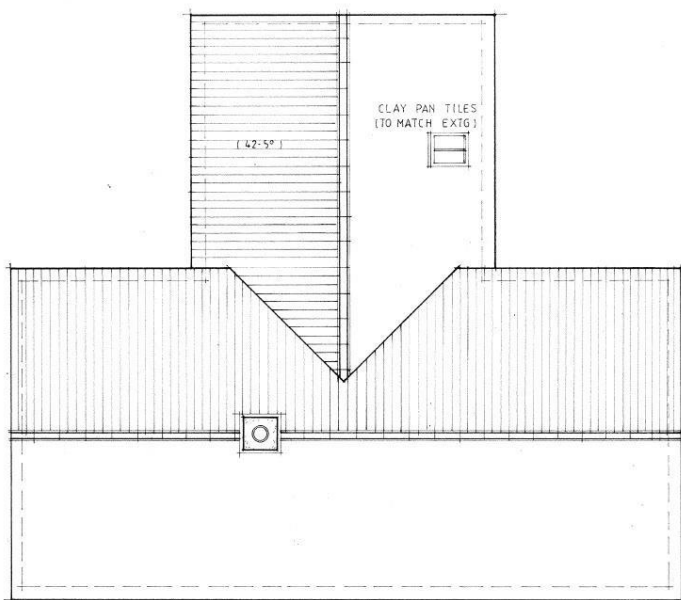
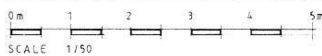
All applications where a roof would be created or altered by the proposed development are required to submit existing and proposed Roof Plans.

These drawings should show the shape of the roof and any features such as chimney position or windows. Existing and proposed drawings should be separated for clarity and numbered in a clear and logical way. The drawings should be to a scale of 1:50 or 1:100 with the scale annotated and include written dimensions where appropriate.

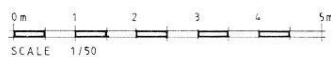
Please see below valid examples of existing and proposed Roof Plans:



EXISTING ROOF PLAN 1/50



PROPOSED ROOF PLAN 1/50



**NB - Where appropriate, roof plans can be provided at a scale of 1:200 or 1:500 if incorporated into existing/proposed Site/Block Plans.**

## Supporting Documents

Please see below a list of other documents that may be required depending on development circumstances:

**Highway Access Drawing** - A drawing is required where development is proposed that seeks to create a new highway access or alter an existing highway access. The drawing should be at a scale of 1:50, 1:100, 1:200 or 1:500 and should clearly show the design of the highway access along with details of surface materials, boundary treatment, nearby landscaping and the visibility splays. Where changes in levels are necessary a section drawing would also be required. It is recommended that the drawing shows how the access would meet the Local Highway Authorities DC highway drawing series; Suffolk County Council has provided a suite of highway drawings that could be of assistance.

**Design and Access Statement** - A Design and Access Statement (DAS) must be submitted in support of householder applications which are for development in a Conservation Area proposing a building or buildings where the floor space created is 100m<sup>2</sup> or more. It is therefore unlikely that a DAS will be required for most householder proposals. If your application does trigger this requirement, further advice is available in the Local Validation List. Please note that all Listed Building Consent applications (including extensions to them) will require a DAS.

**Heritage Statement** - Occasionally, when a householder application is going to impact upon a heritage asset (for example a replacement outbuilding within the curtilage of, or for the extension of, a listed building) there may be a requirement for a Heritage Statement. Heritage assets can be designated (such as listed buildings, conservation areas) or undesignated (such as an archaeological site, a locally listed building or an old building). If you think your proposal may impact on a heritage asset it is recommended that you discuss the proposal with the Councils' Heritage team. Further advice on Heritage Statements is available in the Councils' Local Validation List.

**Flood Risk Assessment** - A Flood Risk Assessment (FRA) is required for householder development in Flood Zones 2 and 3; this is in accordance with the requirements of the Environment Agency's Flood Risk Standing Advice (FRSA). For further information please see:

<https://www.gov.uk/flood-risk-assessment-for-planning-applications>

**Annexe Accommodation (Supporting Statement)** - All applications seeking to create residential annexe accommodation, including staff accommodation are required to provide a supporting statement that justifies the proposal. In Babergh, the Statement should demonstrate how the proposal adheres with the criteria listed in Policy HS35 of the Babergh Local Plan Alteration No.2 (2006). In MSDC the Statement should address the criteria in Policies H7, H16, H18 and H19 of the Local Plan. The relevant Local Plan documents are available either online or via the Council offices.

**Tree Surveys** – Where a tree within or adjoining the site may be impacted by a development, it may be necessary to undertake a tree survey. If this is the case the proposal should be discussed with the Councils' Tree Officer to see whether a survey is necessary.

**Ecological Surveys** – It is unlikely that most proposals would require an ecological assessment. However, you may wish to discuss this with a planning officer before submission.

## **Appendix A – Completed Application Form**

*Please note we do not supply application forms; these are available on the Planning Portal website; [www.planningportal.co.uk](http://www.planningportal.co.uk).*



Babergh District Council  
Endeavour House, 8 Russell Road,  
Ipswich, IP1 2BX  
Tel: 0300 1234000 option 5

*Making the area a  
better place to live and  
work for everyone*

Email: [planning@baberghmidsuffolk.gov.uk](mailto:planning@baberghmidsuffolk.gov.uk)

## 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="MR"/> First name: <input type="text" value="JOHN"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text" value="SMITH"/>	Last name: <input type="text"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text" value="22"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text" value="THE STREET"/>	Address 1: <input type="text"/>
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="HADLEIGH"/>	Town: <input type="text"/>
County: <input type="text" value="SUFFOLK"/>	County: <input type="text"/>
Country: <input type="text" value="ENGLAND"/>	Country: <input type="text"/>
Postcode: <input type="text" value="IP7 6SS"/>	Postcode: <input type="text"/>

3. Description of Proposed Works
Please describe the proposed works: <input type="text" value="SINGLE-STOREY REAR EXTENSION"/>

\$Date: 2013-04-30 \$ \$Revision: 5504 \$

### 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: **22** House suffix:

House name:

Address 1: **THE STREET**

Address 2:

Address 3:

Town: **HAOLEIGH**

County: **SUFFOLK**

Postcode (optional): **IP7 6SJ**

### 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: **PETER PLANNER**

Reference: **B1E/15/123**

Date (DD MM YYYY): **01/01/2015**  
(must be pre-application submission)

Details of the pre-application advice received:  
**PROPOSAL RAISES NO SIGNIFICANT ISSUES**

### 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:

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	TO MATCH	<input type="checkbox"/>	<input type="checkbox"/>
Roof	CLAY PANTILE	TO MATCH	<input type="checkbox"/>	<input type="checkbox"/>
Windows	UPVC	TO MATCH	<input type="checkbox"/>	<input type="checkbox"/>
Doors	UPVC	TO MATCH	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing			<input checked="" 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:

DRAWINGS 1, 2, 3

**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 2010 Certificate under Article 12**  
 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):



31/01/2015

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**

**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12**  
 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 2010 Certificate under Article 12**

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):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12**

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):

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.

- |   |  |  |
|---|--|--|
| 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 checked="" 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 checked="" type="checkbox"/> | The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 12 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 checked="" type="checkbox"/> |

**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):

31/01/2015

(date cannot be pre-application)

**14. Applicant Contact Details**

Telephone numbers

Country code: National number: Extension number:  
+44 01473 123456

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:

## **Appendix B - Tree Work Validation Checklist**

# APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT OF A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS

## Checklist

Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it.

In particular, you MUST provide the following:

- Completed and dated application form, with all [mandatory] questions answered
- Sketch plan showing the location of all tree(s) and their species
- A full and clear specification of the works to be carried out
- A statement of reasons for the proposed work
- Evidence in support of statement of reasons, where required by the standard application form:
  - Report by a tree professional (i.e. arboriculturist or consultant) if your reasons relate to the health and/or safety of the tree(s)
  - Report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. It is therefore suggested that you provide the following:

- Completed and dated form, with all questions answered
- Sketch plan showing the precise location of all tree(s) and their species
- A full and clear specification of the works to be carried out

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- Photographs
- Report by a tree professional (arboriculturist) or other
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.
- Any other plan/s, information or statements as may be reasonably required

