

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Description of Proposed Works

Please describe the proposal accurately and concisely. Provide details of all the uses/buildings proposed.

Examples:

- *erection of five, two-storey three bed houses*
- *demolition of existing warehouse and redevelopment of the site to provide 25 x two bed flats in two five-storey blocks with ancillary car parking, open space and new access from London Road*
- *change of use from Office to a Shop*
- *conversion of a semi-detached house to three self-contained flats*
- *installation of a new shop front*
- *industrial development*

Technical details content

If the application is for 'Technical Details Consent' on a site that has been granted 'Permission In Principle', please include the relevant details in the description and provide the reference number of the permission in principle being relied on.

Public service infrastructure development

From 1 August 2021, planning applications for certain public service infrastructure developments will be eligible for faster determination timeframes. [View government planning guidance on determination periods.](#)

If the application is for public service infrastructure development, please indicate this on the form.

For this purpose, this means major development which is not 'EIA development' (see below), where the main purpose is the provision (or works for the extension or alteration) of:

- a health service hospital;
- a school or institution within the further/higher education sectors;
- criminal justice accommodation.

[Full definitions of these terms are contained within the amending legislation.](#)

'EIA development', for this purpose, is development which is listed in:

- ['Schedule 1' of The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#) (as amended); or
- ['Schedule 2' of the same legislation](#) and that is likely to have significant effects on the environment by virtue of factors such as its nature, size, or location.

4. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. *'Land to rear of 12 to 18 High Street'* or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500, showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included. Each plan should show the direction of North.

5. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state *'Unknown'*.

This will assist the Council in dealing with your application as quickly as possible.

6. Pedestrian and Vehicular Access, Roads and Right of Way

You must indicate on your form whether you propose any new highway(s) and show the location of these on your plans. Any public highway or footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion. Legal procedures for diversion or closures must be completed prior to works commencing on site.

Extinguishment of a footpath or bridleway can only be achieved where it can be shown that there is no longer a need for the right of way. In deciding this, an authority must take into account how much the route is likely to be used by the public before extinguishment and the effect of the extinguishment on the land over which the route passes.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from the local highways authority.

7. Waste Storage and Collection

Please identify what provision has been made for the storage of waste and recycling as part of the proposal, and demonstrate that these aid the collection of waste and recycling materials by the waste collection authority. The location of waste storage and recycling facilities should be clearly identified on the plans.

8. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

Serving elected members or planning officers who submit their own planning applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

9. Materials

Please describe the materials you wish to use for walls, roofs, etc. including the type, colour and name of all materials to be used. You should try to use materials to blend with existing buildings.

Additional information may be provided in a design and access statement or planning supporting statement or shown on drawings and plans.

If the current site is vacant or is to be demolished then please indicate 'existing' materials as being not applicable.

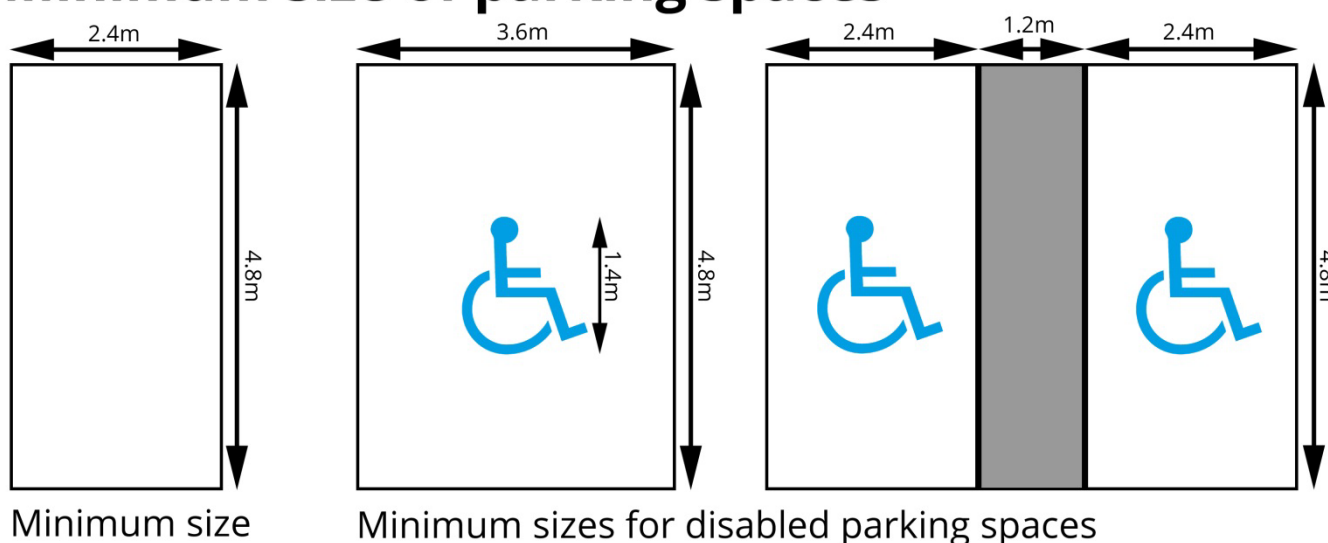
10. Vehicle Parking

Please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type. Please include garage spaces.

If no parking spaces are to be provided you should show on your plans or describe in a supporting statement where vehicles are to be parked.

The diagram below shows the minimum size of car parking spaces. However, further advice and guidance should be sought from your planning authority.

Minimum size of parking spaces



11. Foul Sewage

All new buildings need separate connections to foul and storm water sewers. If you propose to connect to the existing drainage system please show the details of the existing system on the application drawing(s). Note that in most circumstances surface water is not permitted to be connected to the public sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will need to be provided. This will include a location plan, cross sections/elevations and specifications. Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

12. Assessment of Flood Risk

The Flood Zones 1, 2 and 3 are defined within the [Government guidance on Flood Risk and Coastal Change](#).

Locations can be checked on the Government's [Flood map for planning](#). These maps are also available at your local planning authority. The maps do not cover all potential sources of flooding such as groundwater or sewers, which you will need to investigate locally.

It may be necessary to submit a Flood Risk Assessment with your application for it to be validated and/or determined. Your local planning authority website should tell you what the Flood Risk Assessment should cover. The need for a Flood Risk Assessment is outlined in the [Government guidance on Flood Risk and Coastal Change](#).

The submission of a Flood Risk Assessment does not automatically mean that your development will be acceptable in terms of the risk of flooding, either to the property itself or to neighbouring properties. Some types of development are particularly vulnerable to flooding and would be unlikely to gain planning permission if proposed in an area where flood risk is very high. We would always advise that proposals are discussed with the Local Planning Authority to identify where this may be the case.

Further Government advice and guidance in regard to planning, flood risk and flood risk assessment:

- [Flood risk assessments if you're applying for planning permission](#)
- [Preparing a flood risk assessment: standing advice](#)
- [Review individual flood risk assessments: standing advice for local planning authorities](#)

13. Biodiversity and Geological Conservation

Where a development proposal is likely to affect features of biodiversity or geological conservation interest (as may be specified by the local planning authority), a Survey and Assessment must be submitted with the application.

The survey

- Should be undertaken by competent persons with suitable qualifications and experience; and
- Must be carried out at an appropriate time of year, using nationally recognised survey guidelines/methods where available.
- Must be to an appropriate level of scope and detail; and
- Must record and map the numbers and range of habitats, species of flora and fauna and/or geological features found on and where appropriate around the site.

Further information on ecological surveys can be found in the [Guide to Ecological Surveys and Their Purpose](#) by the Chartered Institute of Ecology and Environmental Management.

The survey may also be informed by the results of a search for ecological or geological data from a local environmental records centre.

The assessment

Must identify and describe potential development impacts likely to harm the biodiversity or geological conservation features identified by the survey (these should include both direct and indirect effects both during construction and afterwards).

Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to biodiversity and geological conservation features.

The Assessment should also give an indication of how biodiversity is likely to change, if at all, after development e.g. whether there will be a net loss or gain in habitat area or species numbers.

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Government guidance

Details of the legislative and national planning policy context for biodiversity and geological conservation are available in:

- [The National Planning Policy Framework](#)
- [ODPM Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and Their Impact Within The Planning System](#)
- [Planning Practice Guidance on the Natural Environment](#)

14. Existing use

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

Contamination

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment.

Assessment of contamination of the land

The need to provide an adequate assessment of land contamination, and advice on minimum information requirements, is outlined in the [National Planning Policy Framework](#)

You should also consult your waste planning authority's website which should make clear what the statement should contain.

15. Trees and Hedges

'British Standard 5837:2012 - Trees in relation to design, demolition and construction – Recommendations' offers advice on how to identify trees on adjacent land that could influence the development.

'British Standard 5837:2012' also contains detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Please note: This is an application for planning permission. It is not an application or notification to remove or prune protected trees (i.e. trees which are included in a tree preservation order or located in a conservation area).

If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.

16. Trade Effluent

Please describe the type, quantities and means of disposal of any trade waste or effluent. If there is to be none please mark as 'No'.

17. Residential Units (including Conversion)

Please enter the total number of existing and proposed dwellings, that exist at present and the number which would exist after your development, by housing category and dwelling type.

Housing categories

Market Housing - Housing sold or rented on the open market

Social, Affordable or Intermediate Rent - These three rental categories are grouped together, but each has a specific definition.

Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with Homes England.

Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80 per cent of the local market rent (including service charges, where applicable).

Intermediate rented housing is provided at a cost above social rent, but below market levels subject to the Affordable Housing criteria.

Affordable Home Ownership - Affordable housing is intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.

Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Homes that do not meet the above definition of affordable housing, such as 'low cost market' housing, may not be considered as affordable housing for planning purposes.

Starter Homes - New homes or new conversions with a discount of at least 20% of their full market value. Starter home prices are capped at £250,000 outside London and £450,000 in London, they will also generally have restrictions applied to their ability to be rented or resold.

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Self-Build and Custom Build - Houses built or completed by: individuals; associations of individuals; or persons working with or for them, to be occupied by those individuals.

It does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications they have decided or offered (e.g. buying an unbuilt house 'off-plan')

In considering whether a home is a self-build or custom build home, relevant authorities must be satisfied that the initial owner of the home will have primary input into its final design and layout.

Dwelling types:

- **Houses** - A dwelling that is not a flat, includes single-storey bungalows.
- **Flats / Maisonettes** - Includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.
- **Cluster flats** - Units with no separate or self-contained living and sleeping accommodation within a larger building of which it forms a part.
- **Sheltered housing** - specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.
- **Bedsits / Studios** - Refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.
- **Other** - Other types of dwellings not specifically referred to in the above types.

18. Non-Residential Floorspace

Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).

For proposed retail floorspace, the amount of tradeable floor area of the total gross internal floorspace should also be provided. Tradeable floorspace is sales space which customers have access to (excluding areas such as storage).

For outline applications, please enter the maximum floorspace for each use for which you are applying.

All floorspace figures should be provided in square metres.

19. Employment

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

Full-time equivalent numbers can be defined as a statistic representing the number of full-time employees that could have been engaged if the reported number of hours worked by part-time employees had been worked by full-time employees. This is usually calculated by dividing the 'part-time hours paid' by the standard number of hours for full-time employees and then adding the resulting quotient to the number of full-time employees.

Proposed employment figures may be particularly relevant when applying for town centre and retail development and further information can be found in the [National Planning Policy Framework](#).

20. Hours of Opening

Provide details of the proposed hours of opening for each non-residential use proposed on the site. (In sensitive areas, or where a use could cause nuisance to neighbours, it is likely that the Planning Authority would impose a condition restricting the hours of operation on your proposed development should approval be given.)

In the event that the hours of operation do not match the hours of opening please provide this information in a supporting statement attached to the application.

21. Site Area

The area contained within the boundary of the site to which the application relates will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately with a blue line. Site area should be provided in hectares.

For some application types the fee is based on the site area, in which case an accurate answer to this question is particularly important.

22. Industrial or Commercial Processes and Machinery

Landfill - in all cases this should include void space to be created by mineral extraction.

Energy from waste incineration - where the incineration of waste will generate electricity, heat or combined heat and power (CHP); where there will be no energy utilisation from incineration use 'Other incineration' box

Other incineration - where there will be no energy utilisation from the incineration of waste

Transfer stations - where the main activity will be the bulking up of waste for treatment or disposal elsewhere; may include some sorting, baling, compaction for recycling, but where this is the main activity use material recycling/recovery facilities (MRFs)

Material recovery / recycling facilities - where the main activity will be the receipt and sorting of waste for recycling and recovery; may include centralised MRFs, community MRFs and as well as small scale recycling bring banks

Any combined mechanical, biological and/or thermal treatment (MBT) - where a single application proposes a mix of technologies to treat a single waste stream on one site; where a single technology is proposed use the most specific waste facility type

Other treatment - where a more specific waste treatment type does not describe the proposed activity; examples may include separation technologies, vitrification, autoclaving, etc.

Storage of waste - where the proposal is for medium to long-term storage of waste; where waste will move to recycling, recovery or disposal in the short-term use Transfer Stations or MRFs

Other waste management - including the recovery of waste to land under an exemption from waste permitting

Other developments - to include incidental development proposals on existing sites such as leachate treatment plants and weighbridges, where these don't add waste management capacity

23. Hazardous Substances

Please give details, including type and quantity of hazardous materials to be used or stored on site. If your application involves the use or storage of hazardous materials above a certain quantity, Hazardous Substances Consent will be required. A list of these materials and the permitted quantities is set out in [the Government guidance on Hazardous Substances](#).

24. Biodiversity Net Gain

Biodiversity net gain is a requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why they are exempt from doing so.

[An overview of what biodiversity net gain is and how it will affect an application is available on our website.](#)

Exemptions

If you are exempt, then you will be required to prove why this is the case. [View government guidance on the exemptions, if they may apply to your development, and if any supporting evidence may be required.](#)

Biodiversity metric

The biodiversity metric is used to measure the biodiversity value. This is achieved by measuring the different types of habitat, including their size, quality, location and type. [View government guidance on the biodiversity metric.](#)

25. Ownership Certificates

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Article 14 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired.

'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Certificate A - Sole Ownership and no agricultural tenants

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Similarly, Certificate A does not apply if there are agricultural tenants of the land to which the application relates. Therefore, in these circumstances, the applicant should complete certificate B, C or D (see details below).

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Certificate B - Shared Ownership (All other owners/agricultural tenants known)

Certificate B should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).

[Notice 1](#) must also be completed and sent to all known owners/agricultural tenants.

A copy of the notice should be sent with the application to the local authority.

Certificate C - Shared Ownership (Some other owners/agricultural tenants 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 and/or agricultural tenants.

[Notice 1](#) must be completed and sent to all known owners and/or agricultural tenants.

Where the owners or agricultural tenants are unknown, [Notice 2](#) must be published in a local newspaper.

A copy of the notice should also be sent with the application to the local authority.

Certificate D - Shared Ownership (None of the other owners/agricultural tenants known)

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 and/or agricultural tenants.

[Notice 2](#) must be published in a local newspaper.

A copy of the notice should be sent with the application to the local authority.

26. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

National - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.

Local - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

Fire Statements

From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).

27. Declaration

Please sign and date your application.

28. Applicant Contact Details

Please provide contact information for the applicant.

29. Agent Contact Details

Please provide contact information for the agent.

30. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.