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

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.

<table>
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<tr>
<th>1. Applicant Name and Address</th>
<th>2. Agent Name and Address</th>
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<td>Title:</td>
<td>Title:</td>
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<td>Last name:</td>
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<td>Company (optional):</td>
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<td>House name:</td>
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<td>House suffix:</td>
<td>House suffix:</td>
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3. Description of Proposed Works
Please describe the proposed works:
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):  
(please state 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):  
(please state date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit:  
House number:  
House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

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:

Reference:

Date (DD MM YYYY):  
(must be pre-application submission)

Details of the pre-application advice received:

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:

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<tr>
<th>Existing (where applicable)</th>
<th>Proposed</th>
<th>Not applicable</th>
<th>Don’t Know</th>
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<tr>
<td>Walls</td>
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<td>Roof</td>
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<td>Boundary treatments</td>
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<td>(e.g. fences, walls)</td>
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<td>Vehicle access and</td>
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<td>hard-standing</td>
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<td>Lighting</td>
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<td>Others (please specify)</td>
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Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?  
[ ] Yes  [ ] No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:
11. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form.

**CERTIFICATE OF OWNERSHIP - CERTIFICATE A**


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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

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

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**


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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which this application relates.

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<tr>
<th>Name of Owner</th>
<th>Address</th>
<th>Date Notice Served</th>
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Signed - Applicant: ____________________________  Or signed - Agent: ____________________________  Date (DD/MM/YYYY): ____________________________

**CERTIFICATE OF OWNERSHIP - CERTIFICATE C**


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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

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<tr>
<th>Name of Owner</th>
<th>Address</th>
<th>Date Notice Served</th>
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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): ____________________________
11. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circularising in the area where the land is situated):

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

12. Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION
Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

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

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

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<thead>
<tr>
<th>Name of Tenant</th>
<th>Address</th>
<th>Date Notice Served</th>
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Signed - Applicant: ____________________________
Or signed - Agent: ____________________________
Date (DD/MM/YYYY): ____________________________

13. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority 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): ☐

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): ☐
14. Declaration
I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, 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): ____________________________

15. Applicant Contact Details

Telephone numbers

Country code: ____________________________ National number: ____________________________ Extension number: ____________________________

Country code: ____________________________ Mobile number (optional): ____________________________

Country code: ____________________________ Fax number (optional): ____________________________

Email address (optional): ____________________________

16. Agent Contact Details

Telephone numbers

Country code: ____________________________ National number: ____________________________ Extension number: ____________________________

Country code: ____________________________ Mobile number (optional): ____________________________

Country code: ____________________________ Fax number (optional): ____________________________

Email address (optional): ____________________________

17. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?  

☐ Yes  ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

☐ Agent  ☐ Applicant  ☐ Other (if different from the agent/applicant’s details)

If Other has been selected, please provide:

Contact name: ____________________________ Telephone number: ____________________________

Email address: ____________________________
Validation Checklist
Planning Permission for Householder Applications (e.g. Extensions, Detached Outbuildings and Other Alterations to Existing Dwellings)

To ensure that the Planning Officer dealing with your planning application has a complete picture on which to base their judgments and to ensure proper public consideration, the following information is required at application submission stage. Failure to supply the required information with a planning application submission will delay a decision on the proposal as the statutory determination period will not begin until the required information is submitted and the validation requirements fulfilled.

Please complete the attached checklist to indicate what you have included with your application. All plans should include paper size, key dimensions and scale.

Standard National Validation Requirements
(Three copies are to be supplied unless the application is submitted electronically)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Completed Application Form with Signed and Dated Declaration</td>
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<tr>
<td>Completed Certificate of Ownership A, B, C or D (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.</td>
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<tr>
<td>Completed Agricultural Holdings Certificate A or B (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.</td>
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<tr>
<td>Location Plan based on an up-to-date map, to a recognised scale i.e. 1:2500 or 1:1250 with a north arrow labelled and with your application development site edged in red and any other land in your ownership edged in blue.</td>
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<tr>
<td>Existing and Proposed Site Layout Plans to a recognised scale i.e. 1:100, 1:200 or 1:500 with a north arrow labelled.</td>
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<tr>
<td>Existing and Proposed Elevations to a recognised scale i.e. 1:50 or 1:100.</td>
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<tr>
<td>Existing and Proposed Floor Plans to a recognised scale i.e. 1:50 or 1:100.</td>
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<tr>
<td>Existing and Proposed Roof Plans (if the proposal alters the existing roof) to a recognised scale i.e. 1:50 or 1:100.</td>
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<tr>
<td>Existing and Proposed Sections and Finished Floor Levels to a recognised scale which is no less than 1:100.</td>
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<tr>
<td>Design and Access Statement Please see Design and Access Statement Guidance Note for further information.</td>
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</table>
Application Fee
Please see the Authority’s Fee Sheet for further information

**Standard Local Validation Requirements**
(Three copies are to be supplied unless the application is submitted electronically)

**Bat Scoping Survey** to ensure that nature conservation interests are not unduly affected by the development.

Please see Planning Advice Note 2 (Planning and Biodiversity) for further information.

**Flood Risk Assessments/Sequential Test** to ensure that the implications of flooding are satisfactorily addressed.

For further advice please contact the Environment Agency on 01904 692296 or see their website www.environment-agency.gov.uk

**Tree Survey/Arboricultural Assessment** to ensure tree preservation issues are properly addressed.


**Structural Survey** prepared by a suitably qualified structural engineer in order to ensure that the building is structurally sound and capable of conversion without the need for significant rebuilding and/or alterations.

**Heritage Statement** with appropriate mitigation necessary to ensure conservation issues are properly addressed.

Please see Heritage Statement Guidance Note for further information.

Further additional information may be requested, for example the access from the publicly maintainable highway to the development site shown on the location plan edged in red, however this will not delay the validation of your planning application but may be required prior to a decision being made.

Please do not hesitate to contact the Development Management Administration Team if you require further assistance.
Guidance Notes
Planning Permission for Householder Applications (e.g. Extensions, Detached Outbuildings and Other Alterations to Existing Dwellings)

These notes have been written to help you with the submission of your planning application.

Application Forms
Please submit three copies ensuring that all parts of the form are completed and the declaration is signed and dated unless submitted via the Planning Portal.

Certificate of Ownership
Certificate A - should be completed when the applicant is the sole owner of the land subject to the application or has a lease with at least seven years to run.

Certificate B - should be completed when the land has shared ownership or if another person other than the applicant owns the land. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given.

Certificate C - should be completed when one or some of the owners are known but others cannot be identified. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

Certificate D - should be completed when none of the owners are known. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

Agricultural Holdings Certificate
You must complete either A or B. If part B has been completed, notice must be served on all tenants of the land in question with the tenant’s name, address and the date notice has been served on them included. If there are no tenants this must be stated.

Location Plan
This plan should be an up-to-date map at an identified scale (i.e. 1:1250 and 1:2500) with the north arrow labelled. The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the development site is clear. The plan should show the application development site edged in red and any other land in your ownership edged in blue.

The following companies provide ordnance survey location plans at a charge, however you may wish to source your own company as there may be others available:

Fox’s Copy Centre
21 Market Place
Thirsk
North Yorkshire
YO7 1HD
Phone: 01845 523268
Email: foxscopy@btconnet.com

York Survey Supply Centre
Prospect House
George Caley Drive
York
YO30 4XE
Phone: 01904 692723
Email: sales@yorksurvey.co.uk
Existing and Proposed Site Layout Plans
This is to allow neighbours to view the plans at a larger scale, identifying the position of buildings within the site in relation to their own properties. It can be difficult to assess the potential implications that the proposal might have at a smaller scale. The plan should be to scale i.e. 1:100, 1:200 or 1:500, with a north arrow labelled, showing the site in relation to existing buildings and site boundaries. It should indicate where existing features of the site are located including existing buildings (indicating proposed demolitions), trees (identifying any proposed felling), means of access and type of enclosure (wall, fence, hedges) and shall show adjacent properties/buildings.

Other Drawings Relevant to the Application
Detailed drawings must be submitted to scale i.e. 1:100 or larger showing elevations, cross sections, floor plans and layouts of the proposed works together with existing and proposed ground levels and floor levels. Drawings shall include both existing and proposed details. It is a legal requirement that all measurements must be in metric and not imperial form. Any drawing submitted using solely imperial measurements will not be accepted and will be returned for metric conversion.

Important Information
The plans submitted as part of any application considered by the Planning Committee will be scanned and possibly used in a slide presentation of the scheme. It is essential, therefore, that the plans are sufficiently clear so that the details of the proposal can be easily seen when projected onto the screen.

If the plans are not clear resulting from, for example, discoloured paper or particularly fine line drawings it may be difficult for Members of the Committee to appreciate fully the details of the scheme which could result in a delay in the determination of an application if Members consider it appropriate to seek further clarification of aspects of the development proposed. Please try to ensure that submitted plans are clear and that they meet the requirements set out in this Guidance Note.

Design and Access Statement
Design and Access Statements are documents that explain why you have submitted your proposals in the way you have, how it will be accessible to all, what the thinking is behind your scheme and how you have arrived at the design/layout of the development. They will vary in length and complexity according to the nature of the development. They need not be long and unduly complex and you may want to include diagrams, sketches, photographs etc. to help illustrate your points. Statements should not be produced retrospectively to try to justify a pre-designed scheme; they are intended to be a working document which explains how the development’s context has been understood before the design is drafted. Statements will be public documents; therefore they should be clear and easy to understand.

Application Fee
Please see the Authority’s Fee Sheet for further information.

Bat Scoping Survey
Applications for conversions of barns to a new use where the roof is substantially in place, demolition of houses/barns/significant buildings (when pre WW1) where planning permission is needed, significant works to bridges/kilns/caves/tunnels or other similar structures and erection of wind turbines within 50 metres of a building, woodland or linear feature, or where there is evidence of bats on or close by the site require the submission of a Bat Scoping Survey to ensure that nature conservation interests are not unduly affected by the development.

Please see Planning Advice Note 2 (Planning and Biodiversity) for further information.
Flood Risk Assessments/Sequential Test
This is required to ensure that the implications of flooding are satisfactorily addressed. Flood Risk Assessments/Sequential Tests should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

For further advice please contact the Environment Agency on 01904 692296 or see their website www.environment-agency.gov.uk

Tree Survey/Arboricultural Assessment
Where there are trees within the application site, or adjacent to it that could influence or be affected by the development (including street trees); information will be required on which trees are to be retained and on the means of protecting these trees during construction works. A suitably qualified and experienced arboriculturalist should prepare this information. The information provided with the application must be in accordance with British Standard 5837 (2012) Recommendation for Tree Work.

Please see the Authority's Design Guide Part 3: Trees and Landscape for further information.

Structural Survey
Applications for the conversion of traditional buildings require the submission of a Structural Survey prepared by a suitably qualified structural engineer in order to ensure that the building is structurally sound and capable of conversion without the need for significant rebuilding and/or alterations.

Heritage Statement
Applications for Listed Building consent and for applications for planning permission where these affect a Listed Building, Conservation Area, Registered Park and Garden or Scheduled Monument (all forms of statutorily designated heritage assets) require the submission of a proportionate Heritage Statement with appropriate mitigation necessary to ensure conservation issues are properly addressed. A Heritage Statement may also be required for applications that affect undesignated heritage assets.