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

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.

1. Site Address

<table>
<thead>
<tr>
<th>Number</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffix Property name</td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td>Example Street</td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
</tr>
<tr>
<td>Address line 3</td>
<td></td>
</tr>
<tr>
<td>Town/city</td>
<td>High Wycombe</td>
</tr>
<tr>
<td>Postcode</td>
<td>HP11 1XX</td>
</tr>
</tbody>
</table>

Description of site location must be completed if postcode is not known:

| Easting (x) | 123456 |
| Northing (y) | 654321 |
| Description | |

2. Applicant Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Joe</td>
</tr>
<tr>
<td>Surname</td>
<td>Bloggs</td>
</tr>
<tr>
<td>Company name</td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td>1</td>
</tr>
<tr>
<td>Address line 2</td>
<td>Example Street</td>
</tr>
<tr>
<td>Address line 3</td>
<td></td>
</tr>
<tr>
<td>Town/city</td>
<td>High Wycombe</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

Planning Portal Reference: PP-01234567
Publication of applications on planning authority websites.

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1. Site Address

Number 1
Suffix
Property name
Address line 1 Example Street
Address line 2
Address line 3
Town/city High Wycombe
Postcode
Description of site location must be completed if postcode is not known:
Easting (x) 123456
Northing (y) 654321
Description

2. Applicant Details

Title Mr
First name Joe
Surname Bloggs
Company name
Address line 1 1
Address line 2 Example Street
Address line 3
Town/city High Wycombe
Country

Planning Portal Reference: PP-01234567
2. Applicant Details

<table>
<thead>
<tr>
<th>Postcode</th>
<th>HP11 1XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary number</td>
<td></td>
</tr>
<tr>
<td>Secondary number</td>
<td></td>
</tr>
<tr>
<td>Fax number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

Are you an agent acting on behalf of the applicant?  
☐ Yes  ☐ No

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

Erection of single storey side extension & alterations, raising of roof with insertion of 3 x velux rooflights to rear in connection with additional loft accommodation

Has the work already been started without planning permission?  
☐ Yes  ☐ No

5. Materials

Does the proposed development require any materials to be used in the build?  
☐ Yes  ☐ No

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material):

<table>
<thead>
<tr>
<th>Walls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of existing materials and finishes (optional):</td>
</tr>
<tr>
<td>Description of proposed materials and finishes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Roof</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of existing materials and finishes (optional):</td>
</tr>
<tr>
<td>Description of proposed materials and finishes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of existing materials and finishes (optional):</td>
</tr>
<tr>
<td>Description of proposed materials and finishes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of existing materials and finishes (optional):</td>
</tr>
<tr>
<td>Description of proposed materials and finishes:</td>
</tr>
</tbody>
</table>

Planning Portal Reference: PP-01234567
2. Applicant Details

Postcode  
HP1 1XX

Primary number

Secondary number

Fax number

Email address

Are you an agent acting on behalf of the applicant?  
Yes  No

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

Please describe the proposed works:

Extension and garage works

Has the work already been started without planning permission?  
Yes  No

5. Materials

Does the proposed development require any materials to be used in the build?

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material):

Walls

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:  
As existing

Roof

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:  
As existing

Windows

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:  
As existing

Doors

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:  
As existing
5. Materials

<table>
<thead>
<tr>
<th>Boundary treatments (e.g. fences, walls)</th>
<th>Existing feather edge fences to remain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of existing materials and finishes (optional):</td>
<td>Existing feather edge fences to remain.</td>
</tr>
<tr>
<td>Description of proposed materials and finishes:</td>
<td>Existing feather edge fences to remain.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other type of material (e.g. guttering)</th>
<th>Guttering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of existing materials and finishes (optional):</td>
<td>White upvc ogee gitters and square downpipes.</td>
</tr>
<tr>
<td>Description of proposed materials and finishes:</td>
<td>White upvc ogee gitters and square downpipes.</td>
</tr>
</tbody>
</table>

Are you supplying additional information on submitted plans, drawings or a design and access statement?  
Yes No

If Yes, please state references for the plans, drawings and/or design and access statement:

<table>
<thead>
<tr>
<th>Drawing No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10XX-01</td>
<td>Location Plan and Front Elevations.</td>
</tr>
<tr>
<td>10XX-02</td>
<td>Side Elevations.</td>
</tr>
<tr>
<td>10XX-03</td>
<td>Block Plan and Rear Elevations.</td>
</tr>
<tr>
<td>10XX-04</td>
<td>Ground Floor Plans.</td>
</tr>
<tr>
<td>10XX-05</td>
<td>First Floor Plans.</td>
</tr>
<tr>
<td>10XX-06</td>
<td>Roof Plans.</td>
</tr>
</tbody>
</table>

6. 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:

As shown on Drawing Nos. 10XX-01 and 10XX-03

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?  
Yes No

7. 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, extinguishment and/or creation of public rights of way?  
Yes No

8. Parking

Will the proposed works affect existing car parking arrangements?  
Yes No

9. 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)

- The agent
- The applicant
- Other person

10. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?  
Yes No
5. Materials

Vehicle access and hard standing

| Description of existing materials and finishes (optional): | |
| Description of proposed materials and finishes: | Shingle driveway to match existing |

Other type of material (e.g. guttering) Fascia and Guttering

| Description of existing materials and finishes (optional): | |
| Description of proposed materials and finishes: | As existing |

Are you supplying additional information on submitted plans, drawings or a design and access statement?  

- [ ] Yes  
- [ ] No

6. 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

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- [ ] The agent  
- [ ] The applicant  
- [ ] Other person

10. 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):

**Officer name:**

- Title
- First name
- Surname  

Planning Portal Reference: PP-01234567
11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
(a) a member of staff  ☐
(b) an elected member  ☐
(c) related to a member of staff  ☐
(d) related to an elected 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 above statements apply?

Yes ☐ No ☐

12. Ownership Certificates and Agricultural Land Declaration


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**

* '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.

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.

Person role
☐ The applicant
☐ The agent

Title
Mr

First name
Joe

Surname
Bloggs

Declaration date (DD/MM/YYYY)
10/10/2018

Declaration made
✔

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.

Date (cannot be pre-application)
10/10/2018

Planning Portal Reference: PP-01234567
10. Pre-application Advice

Reference: P117/01234/LEV4, P118/04321/LEV4

Date (Must be pre-application submission)

Details of the pre-application advice received

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
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(b) an elected member
(c) related to a member of staff
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Person role
- The applicant
- The agent

Title: Mr
First name: J
Surname: Bloggs
Declaration date (DD/MM/YYYY): 10/10/2018

 DECLARATION MADE

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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.

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