

Application forms: how to

Part of form	What this means	What do you need to submit/attach?
1. Site Address	The address of the property you are looking to submit an application form.	N/A
2. Applicant Details	Your contact details	N/A
3. Agent Details	Your agent's contact details (if using an agent)	N/A
4. Description of Proposed Works	A description of the work you are applying for	be specific on what is happening, not just where
5. Materials	Details of the materials you will be using in your works	Specify existing materials as well as proposed materials Make sure to include details of the plans you will be submitting. We recommend including both existing and proposed plans and elevations of work you are applying for, these should all be named and numbered and include scale bars .
6. Trees and Hedges	Details of any trees within falling distance of your proposed development	You can illustrate these on your submitted plans, make sure to include plan reference number
7. Pedestrian and Vehicle Access, Roads and Rights of Way	Details of any new or altered pedestrian and vehicle access points.	N/A
8. Parking	Details of whether proposed development affects existing parking arrangements	N/A
9. Site Visit	Details on whether the site is visible from outside of your property	If the site is not visible from public land, the officer doing the site visit will contact you via the option indicated on the form to arrange an appointment.
10. Pre-application Advice	Have you taken the pre-application service offered by the Council?	If yes , please include the reference (should be in the format: PIXX/XXXXX/LEVX) and the names of any planning officers you have been in contact with

11. Authority Employee/Member	Declaration of whether you are a member of staff, an elected member, related to a member of staff, or related to an elected member of the Council.	N/A
12. Ownership Certificates and Agricultural Land Declaration	Confirmation as to whether you are the owner of the property – fill in appropriate certificate.	<p>Certificate A – you are the owner and the land is not used for agricultural purposes</p> <p>Certificates B, C, and D – you are the owner of the land but the land is wholly/partly in agricultural use.</p>
13. Declaration	Confirmation that you have submitted all necessary documents, and entered correct information.	<p>Ask yourself:</p> <ul style="list-style-type: none"> - Are my contact/address details correct? - Have I described the work I want to do? - Have I submitted the existing and proposed plans? (Floor plans/elevations/roof) - Do my plans have scale bars? - Have I completed a Design and Access statement? - Are there any other documents I need to submit? (see website)