Havant BOROUGH COUNCIL

APP

Civic Offices
Havant
Hampshire PO9 2AX
T 023 9244 6015
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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.

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

Title:	MK
First name:	FIONA
Last name:	WHITTAKER
Company (optional):	
Unit:	
House number:	10
House suffix:	
House name:	BIRKDALE AVENUE
Address 1:	
Address 2:	
Address 3:	
Town:	DRAYTON
County:	HAMPSHIRE
Country:	
Postcode:	PO6 1EY

2. Agent Name and Address

Title:	MR
First name:	THOMAS
Last name:	DAVIES
Company (optional):	HELYER DESIGN
Unit:	1
House number:	
House suffix:	
House name:	THE OLD FLOUR MILL
Address 1:	QUEEN STREET
Address 2:	
Address 3:	
Town:	EMSWORTH
County:	HAMPSHIRE
Country:	
Postcode:	PO10 7BT

3. Description of Proposed Works

Please describe the proposed works:

- RE-PITCH OF EXISTING EXTENSION ROOF.
- CONVERSION OF EXISTING GARAGE INTO HABITAL ACCOMODATION
- INTERNAL ALTERATIONS.

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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: 29 House suffix: _____

House name: _____

Address 1: SOUTHLEIGH ROAD

Address 2: _____

Address 3: _____

Town: HAVANT

County: _____

Postcode (optional): PO9 2QG

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 boundary? ☐ 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	WHITE RENDER	WHITE RENDER TO MATCH EXISTING.	☐	☐
Roof	CLAY INTERLOCKING TILES.	CLAY INTERLOCKING TILES TO MATCH EXISTING.	☐	☐
Windows	CRITAL WINDOWS & UPVC WINDOWS	WHITE UPVC WINDOWS THROUGHOUT	☐	☐
Doors	TIMBER & UPVC	UPVC.	☐	☐
Boundary treatments (e.g. fences, walls)			☑	☐
Vehicle access and hard-standing			☑	☐
Lighting			☑	☐
Others (please specify)			☑	☐

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:

DESIGN AND ACCESS STATEMENT
DRAWING 9105/01.

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

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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 [redacted]

Date (DD/MM/YYYY): 24 FEB 10

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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:

Name of Owner	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):

11. Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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 (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. Agricultural Holdings

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7

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 si[redacted]

Date (DD/MM/YYYY): 24 FEB 2010

(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:

Name of Tenant	Address	Date Notice Served

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 where proposed works fall within one of the following designated areas: ☑

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

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 7 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY): 24 FEB 2010 (date cannot be pre-application)

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: [redacted] National number: [redacted] 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:

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$Date: 2009/04/08 08:20:44 $ $Revision: 1806 $

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Householder application for planning permission for works or extension to a dwelling

Checklist and Advice

- [x] Completed form (3 copies PLUS ORIGINAL unless submitted electronically)
  All planning applications need to be presented on a standard application form, which will be available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC will require three additional copies (plus the original of the completed standard application form) to be submitted, as specified by Government legislation. An applicant may be requested to submit more than three copies, but three copies is the statutory requirement for a valid application.

- [x] A plan identifying the land to which the application relates (3 copies PLUS ORIGINAL unless submitted electronically)
  All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. Government legislation requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should, wherever possible, show at least two named roads and the 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 should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

- [x] A copy of other plans (3 copies PLUS ORIGINAL unless submitted electronically) including:

  - [x] Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
    Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

  - [x] Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
    These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials, as well as the style, materials, and finish of windows and doors. Blank elevations must also be included (if only to show that this is in fact the case). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

  - [x] Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
    These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

  - [x] Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
    Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.

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Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Ø Roof plans (e.g. at a scale of 1:50 or 1:100)
A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Please note - when submitting floor, elevation and roof plans, these should all include the scale, a scale bar, key dimensions and original page size. If these are not included the application may not be accepted.

Where possible plans should be submitted/produced for A3 size.

☑ The completed Ownership Certificate (A, B, C or D – as applicable)
Legislation states that the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate (A, B, C, or D) of ownership stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the un-expired term of which is not less than 7 years.

A = If you are the sole owner
B = If any part of the application goes outside land in your sole ownership
C = If you do not know the names of all of the owners
D = If you do not know the names of any of the owners

In the event that you need to serve notice on an 'owner' of the site, the requisite Notice No. 1 can be accessed via this link: *http://www.havant.gov.uk/havant-9532*.

In the event that you do not know some, or any, of the 'owners' of the site then the requisite Notice No. 2 for justification in a local newspaper can be accessed via this link: *http://www.havant.gov.uk/havant-9532*.

☑ Agricultural Holdings Certificate
This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

☑ Design and access statement, if required
A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:
- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

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However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:
-- National Park
-- Site of special scientific interest
-- Conservation area
-- Area of outstanding natural beauty

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. What is required in a Design and Access Statement is set out in Article 4C of the GDPO and DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*.

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:
(i) the special architectural or historic interest of the building;
(ii) the particular physical features of the building that justify its designation as a listed building; and
(iii) the building's setting.

The legislative requirements are set out in regulation *3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990*.

X Fee

X Parking Provision
Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

Additional Conditional Documents

X Flood Risk Assessment
Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3. See link
http://www.environment-agency.gov.uk/aboutus/512398/908812/1351053/571633/?lang=_e

A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to HBC by the Environment Agency. The FRA 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. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with reference to HBC's published local development documents and Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. *Planning Policy Statement 25: Development and Flood Risk (December 2006)* and its associated *Practice Guide* provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

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X Planning Statement
Where a design and access statement is not provided

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

X Tree Survey/arboricultural implications
When the development involves the loss of trees, or is proposed adjacent to existing trees.

Where there are trees within the application site, or on land 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. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.