

Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

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.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)	Northing (y)
<input type="text" value="475078"/>	<input type="text" value="107540"/>

Description

Applicant Details

Name/Company

Title

Mr

First name

Cliff

Surname

Boddington

Company Name

Address

Address line 1

4 Glen Place

Address line 2

Glen Place

Address line 3

Town/City

Emsworth

County

Hampshire

Country

United Kingdom

Postcode

PO10 7GH

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

My family and I want to build a simple loft conversion to create additional sleeping quarters. At present, the property is classed as a 3 bedroom house and as my family is growing older we require additional space.

Our 3rd bedroom is very small (2.04 m x 2.62m = 5.34m²) and can no longer meet the needs of my youngest child who is 11 years old. Whilst I recognise there is no legal definition as to minimum bedroom size parameters, I understand that in the UK, the minimum bedroom standard size for multiple occupancy properties, is 6.51m² for a single person over the age of 10. On this basis, our 3rd bedroom is significantly undersized.

We are seeking permission to build into the attic space which has ample floor space and headroom to create an additional bedroom for 2 people together with en-suite wash facilities, wardrobe and storage space. Other than standard velux style windows, we are not planning to protrude beyond the existing roofline. Basic outline drawings are attached.

Following early enquires with Havant BC's pre-planning advice services I understand the following points:

1. Planning permission is required because a previous planning decision (2011) placed a condition on our property meaning significant building alterations for will require the Council's written approval.
2. The idea is acceptable in principle as our house is in an urban area where this kind of development is normally fine.
2. Regarding the look of the house and area, the Council thinks the loft conversion is likely to look fine and fit in with the character of the house and the neighbourhood.
4. Regarding overshadowing or dominance, the loft conversion isn't expected to make nearby homes darker or feel "boxed in."
- 5 The issue of overlooking/privacy was reviewed and concluded that a) the front rooflight should be okay, b) the bathroom window on the second floor should also be fine as long as it's obscure-glazed (frosted) with limited top/bottom opening, and c) the rear rooflights should also be fine as normal rooflights will be used which are over 23 metres away from other homes. There is no intention to install cabrio-style windows.
6. Parking appears to be a sticking point as turning the house from 3 to 4 bedrooms means we're expected to have 3 parking spaces under Havant Borough's parking rules. First of all, I have collated a weeks' worth of parking evidence that shows there are no issues in the street which has ample parking space. Second of all, we are not increasing the occupancy of the property, i.e. no-one else will be living here that requires parking. Thirdly, as I stated at the beginning, our current 3rd bedroom could be argued to insufficiently meet reasonable bedroom size standards. Finally, I do not believe the parking 'issue' carries enough weight given there is no parking problem in the street currently, and many other properties on the estate have completed similar or larger projects without creating additional parking space.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

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

Type:
Windows

Existing materials and finishes:
Currently red tile roofing with red brick walls is installed.

Proposed materials and finishes:
Velux style windows on the roof with a dark brown frame that do not significantly protrude outside of the roofline/profile. A small frosted window (circa 80x60 cm) with restricted opening is intended to be installed on the gable side of the loft for natural ventilation to the en-suite facilities.

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

- ☐ Yes
☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☐ Yes
☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

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

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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?

- ☐ The agent
☒ The applicant
☐ Other person

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

GEN/25/00736

03/09/2025

Details of the pre-application advice received

The following are likely to be assessed during a planning application. Please note that this proposal would be formally advertised whereby other issues may arise and other statutory consultations would/ may be carried out whereby other issues may arise.

i. The Principle of development

The application site is located within the defined urban area therefore development is considered acceptable in principle subject to detailed development management considerations. The proposed external rooflights/ loft conversion, in principle are acceptable subject to development management criteria as being assessed as acceptable.

ii. Impact on character and appearance of the area

Officers consider the proposal to be likely to be assessed as having an acceptable impact upon the character of the dwelling and visual amenities.

iii. Impact on residential amenity

There would be no increase in overshadowing or overbearing impacts as a result of this proposal.

Regarding overlooking concerns, the front rooflight may be assessed as acceptable. The proposed second floor window to serve a bathroom may be assessed as acceptable. The rear second floor rooflights (*if they are cabrio style they would be likely to be assessed as leading to an unacceptable increase in overlooking as they would require permission and would allow expansive views of rear neighbouring gardens) would primarily face garages, whilst they may increase views of properties to the rear owing to a minimum approximate separation distance of 23 metres and that these views would not be direct, may be assessed as acceptable.

The proposed second floor bathroom side window would be expected to be obscure, however were this proposed not to be the case it may lead to overlooking issues.

iv. Access and parking matters

The proposal would increase the occupancy from 3 to 4 bedrooms. This would require 3 parking spaces to accord with the Havant Parking SPD. Only 2 spaces are allocated for No.4 Glen Place. As the application site does not appear to meet our parking standards, it would be unlikely to be supported regarding parking concerns.

Conclusion.

The proposal would appear to be acceptable regarding its impact upon the character of the dwelling and upon visual amenities, and would appear to have an acceptable impact upon neighbouring properties. However it would not appear to meet the Havant Parking SPD's standards and would be unlikely to be supported as a result of this. In light of this, we would not recommend applying for this proposal as a formal planning application.

Please note that the above comments are the opinion of individual Planning Officers and are in no way binding upon the Council when determining any future applications for planning permission and nor will they prejudice the outcome of any applications submitted.

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

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* 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

Cliff

Surname

Boddington

Declaration Date

09/11/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Cliff Boddington

Date

09/11/2025