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

Town and Country Planning Act 1990 (as amended)

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Havant BOROUGH COUNCIL

Public Service Plaza,
Civic Centre Road,
Havant, Hampshire,
PO9 2AX

T 023 9244 6019
www.havant.gov.uk

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.
Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.
If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:	MR [redacted]
First name:	LUKE
Last name:	BOTTRILL
Company (optional):	
Unit:	
House number:	98
House suffix:	
House name:	
Address 1:	ROUNDWAY
Address 2:	
Address 3:	
Town:	WATERLOOVILLE
County:	HANTS
Country:	
Postcode:	PO7 7RB

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	
Address 1:	
Address 2:	
Address 3:	
Town:	
County:	
Country:	
Postcode:	

3. Description of Proposed Works

Please describe the proposed works:

FRONT EXTENSION AND FRONT DORMER TO BATHROOM

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: 98

House suffix:

House name:

Address 1: ROUNDWAY

Address 2:

Address 3:

Town: WATERLOOVILLE

County: HANTS

Postcode (optional): PO7 7QB

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

5. 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 as possible: ☐

Officer name:

Reference:

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

Details of the pre-application advice received:

6. 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)

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 plan(s)/drawing(s):

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

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 following statements apply to you and/or agent? ☐ Yes ☑ No

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

If Yes, please provide details of their name, role and how you are related to them.

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	FACE BRICKWORK	TO MATCH EXISTING	☐	☐
Roof	CONCRETE TILES	" " "	☐	☐
Windows	WHITE UPVC	" " "	☐	☐
Doors	" "	" " "	☐	☐
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:

11. 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.

12. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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**

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.

** "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.*

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
[redacted]		25/02/2026

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* and/or agricultural tenant** of any part of the land or building to which this application relates.

** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*
*** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990*

Name of Owner / Agricultural 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 (LPA) has been submitted.

- The original and 3 copies* of a completed and dated application form: ☑
- The correct fee: ☐
- The original and 3 copies* of the 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 a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: ☐
- 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 the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): ☐

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

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: [redacted]

Or signed - Agent:

Date (DD/MM/YYYY): 25/02/2026 (date cannot be pre-application)

15. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country [redacted]obile number (optional):

Country code: | Fax number (optional):

Email address (optional): [redacted]

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:

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< Back to select an address

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Flood risk summary

Your selected location: 98, Roundway, Waterlooville, PO7 7QB

This information tells you the flood risk of the land around a building, not the building itself.

▶ How we assess an area's flood risk

▶ Flood risk and climate change

Surface water

More about your surface water flood risk (/surface-water)

Yearly chance of flooding

Very low | Low | Medium | High

Yearly chance of flooding between 2040 and 2060

Very low | Low | Medium | High

What surface water is

Surface water flooding is sometimes known as flash flooding. It happens when rainwater cannot drain away through normal drainage systems.

▶ Why surface water flooding is a problem

Rivers and the sea

More about your rivers and sea flood risk (/rivers-and-sea)

Yearly chance of flooding

Very low | Low | Medium | High

Yearly chance of flooding between 2036 and 2069

Very low | Low | Medium | High

What makes rivers and sea flooding more likely

Low-lying areas that are close to rivers or the sea are more likely to flood when water levels rise.

This information takes into account any flood defences.

▶ Why flood defences cannot completely prevent flooding

Groundwater

More about your groundwater flood risk (/ground-water)

We use groundwater flood alert areas to check the risk of flooding from groundwater.

This location is outside of a groundwater flood alert area.

▶ What this means

What groundwater is

Groundwater is the water that is usually held in rocks and soil underground.

Groundwater flooding happens when this water rises and flows above the surface.

Flooding from rivers is more likely when groundwater levels are high.

Reservoirs

More about your reservoir flood risk (/reservoirs)

Flooding from reservoirs is unlikely in this area.

What a reservoir is

A reservoir is a large natural or artificial lake that is designed to collect and store water.

They are usually formed by building a dam across a river, or by building a large tank or surrounding embankment. If one of these dams or embankments fails, then water could escape from the reservoir. This would result in land or properties being flooded.

GOV·UK

Flood map for planning

Get data for your location

Add or edit a location boundary

Show

Datasets

Flood zones 2 and 3

Show

Climate change

Present day

Show

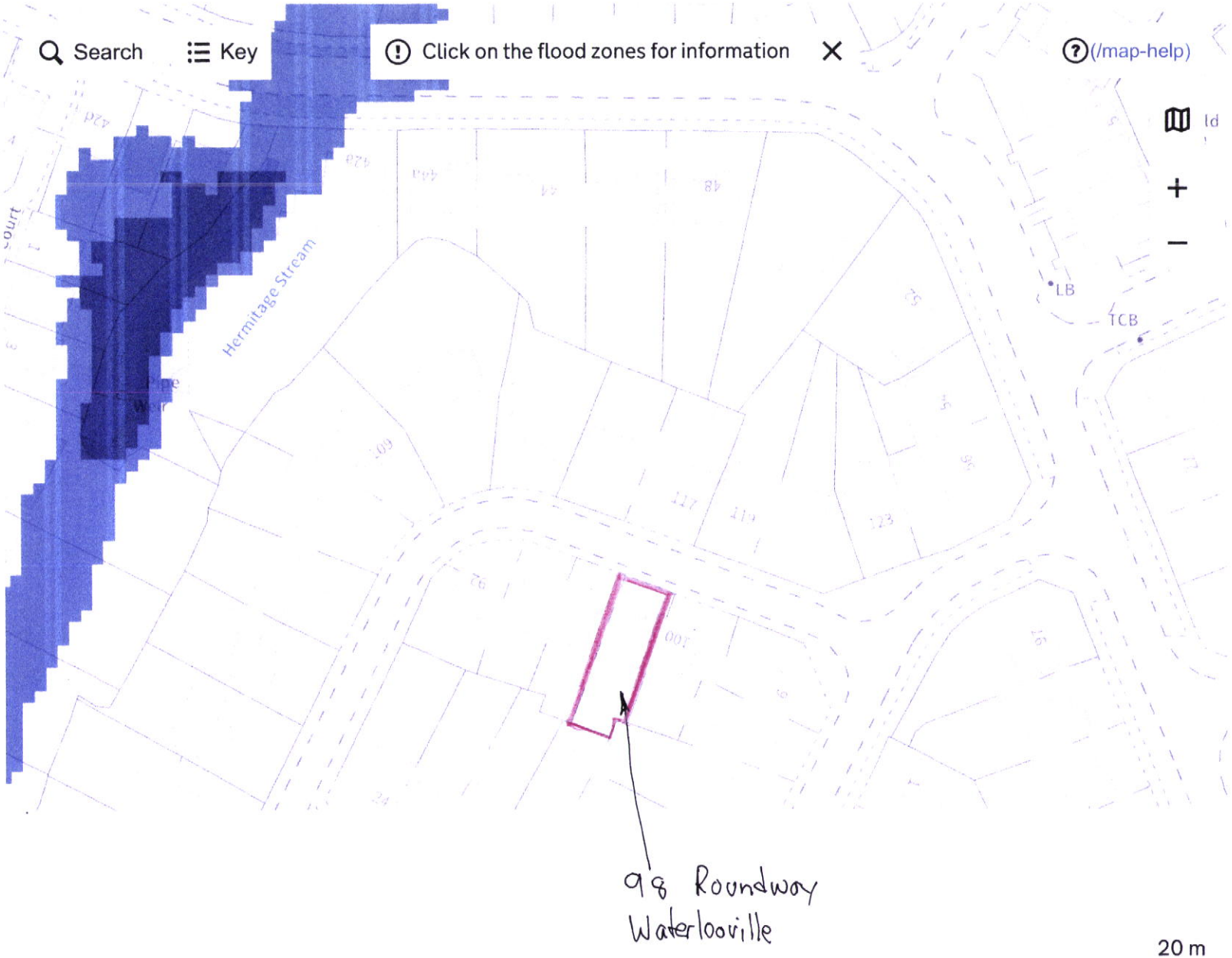
Map features

None selected

Show

Layer opacity

75



Ordnance Survey

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Design and access statement and flood risk assessment.

Proposed single storey front extension and front dormer window.

98, Roundway, Waterlooville

Flood risk assessment

A check on the Environment Agency website shows that the property is classified as low risk of flooding.

See separate flood risk plan and risk assessment.

There is no recent history of flooding of the property.

No specific flood precautions are proposed, but the floor level will be no lower than the existing and the new floor will incorporate a damp proof membrane.

Design

The proposal is to provide a single storey front extension, and to provide a dormer window to the first floor bathroom.

There are a number of properties In Roundway that have had front extensions and front dormers similar to that proposed. (see attached photos)

The properties in the area are very varied, having a mixture of rendered, face brickwork and other external treatments. The existing property is face brickwork to the side elevation and this is to be matched on the extension.

Disabled access

The extended building will retain all access features and be no less accessible than existing.

Heritage statement

The property is not in a Conservation Area

The existing property is a private dwelling.

Bio diversity statement

An investigation of the site indicates that no wildlife habitats have been found. If any are discovered during building operations they will be protected. See also Biodiversity Checklist attached.

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Sustainability

The building will be designed to meet the energy conservation requirements of the Building Regulations.

Any demolition materials are to be re-used in the development, and any excavated subsoil will be removed to a regulated disposal site. No additional measures are

proposed. An investigation of the site indicates that there are no trees or hedges and no significant vegetation other than small shrubs and plants.

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Biodiversity Checklist for Householder Applications

Planning ref: (for office use)

Site address: 98 Roundway Waterlooville

There are many legally protected sites of nature conservation importance (see Note1) across Hampshire alongside non-statutory wildlife sites (Note 2), priority habitats (Note 3) and a wide range of legally protected and other notable species (Note 4). Developments can adversely affect these, and Local Planning Authorities (LPAs) are legally required by Government to consider the conservation of biodiversity when determining a planning application. Government planning policies for biodiversity are set out in the National Planning Policy Framework (NPPF), while the Local Authority's local plan will set out how they address these requirements in local policy terms. LPAs need to be able to understand what the potential impacts of the development might be and if there are impacts on biodiversity, how these will be avoided, mitigated, or compensated.

This Checklist will help you work out if your proposal is likely to affect biodiversity, what additional information you will need to provide to support your application and how to get that information.

Guidance for applicants

If your answers to the questions in **Sections 1** and/or **2** identify that your project may potentially have an adverse impact on designated sites, priority or other notable habitats or legally protected or notable species then you will need to submit a suitable report such as a Preliminary Ecological Appraisal, Ecological Impact Assessment or species-specific survey which demonstrates the following:

- Information about the sites, species, habitats or features that could be affected (such as location, size, abundance, importance)
- Likely impacts of your development on habitats, sites or species identified
- How alternative designs and locations have been considered
- How adverse impacts will be avoided
- How any unavoidable impacts will be mitigated (reduced) (*see note 6*)
- How impacts that cannot be avoided or mitigated will be compensated (*see note 6*)
- Any proposals for enhancements of biodiversity

Where more targeted and specific reports are necessary (for example bat surveys), these must:

- Be undertaken by an appropriately qualified and experienced person
- Be of appropriate scope and detail (i.e., be carried out to established standards)
- Be conducted at an appropriate time of year, in suitable weather conditions and using approved methodologies.

Reports may not be required where applicants are able to provide pre-application correspondence from Natural England, the Local Authority ecologist or your ecological adviser that confirms that they are satisfied that the proposal will not have an adverse impact on any features identified in Sections 1, or 2. Your local authority ecologist contact details are given on page 5.

The application may not be validated if any of the information submitted proves to be inadequate. If validated and the information is subsequently found not to fully address any potential impacts then further information may be required during the course of any planning application, for instance if any of the information you have provided needs clarification, or if other potential impacts are identified. **If sufficient information on ecological issues is not provided by the time the application needs to be determined, the application may be refused. This can include information (surveys and data searches) considered out of date.**

It is strongly advised that you consider biodiversity at the **earliest** possible stage in your project as there are seasonal constraints to much of the survey work that may be needed to support your application.

For further advice on competent ecologists that can undertake specialist survey work, please see the Chartered Institute of Ecological and Environmental Management http://www.cieem.net in the first instance.

Please let us know if this checklist has been completed or checked by a qualified ecologist; YES/NO

SECTION 1 – Designated Sites and Habitats

Please answer ALL questions **Yes** or **No** If you have answered **'YES'** is it possible that the development could have an impact on the identified site? (*see note*) Please provide further information***	**YES√ NO X**
1.1 Is the application site on or within **50m** of a SSSI, SAC, SPA or Ramsar site? (*see note 1*)	**X**
1.2 Are any of the following present on or within **50m** of the application site? *Please see note 2 & 3 for further information on identifying these.*	
a) Site of Importance for Nature Conservation	**X**
b) Native woodland including ancient semi-natural and replanted woodland	**X**
c) Veteran (particularly old / large) trees	**X**
d) Water courses (rivers or streams)	**X**
e) Lakes or ponds	**X**
f) Wetlands or marshes	**X**
g) Species-rich meadow / grassland	**X**
h) Heathland/acid grassland/mire/scrub	**X**
i) Coastal grassland/saltmarsh/shingle/mudflats	**X**
j) Hedgerows supporting mainly native species	**X**

*** This may simply be a brief explanation stating that the identified feature is outside the development footprint and boundaries, or it may be a more formal biodiversity assessment or survey report. Please note that submitted information will be reviewed by the Planning Authority's ecological advisor and you may be asked for further clarification if necessary either prior to validation or during the application process.

Data on site designations, habitats and species can be obtained from the Hampshire Biodiversity Information Centre

Section 2 – Legally protected and other notable species

PROPOSAL DETAILS Please answer ALL questions **Yes** or **No** by marking against each feature	**YES √** **NO X**	If you have ticked **'YES'** to any of these, you will need to consider potential impacts to the following:	**Survey attached?**
3.1 Will the proposal affect any of the following features / structures? (*see note 5 and note 7*)			
▪ Buildings or structures exhibiting features likely to support bat roosts or swift nests e.g. in gaps/crevices/cracks within building materials; hanging tiles, timber weatherboarding/cladding; roof voids; etc. ▪ Underground structures (e.g. cellars, caves, mines) ▪ Structures where there is known current or historic bat use	X	Bats and bat roosts Swift nests	
3.2 Will the proposal affect trees with any of the following features? (*see notes 4, 5 and 7*)			
▪ *Old and veteran trees or other trees with a circumference greater than 1m at chest height*	X	Bats and bat roosts Nesting birds Other Notable species	
▪ *Trees exhibiting, or likely to exhibit holes, cracks, splits, cavities etc. and/or heavy vegetation*	X		
3.3. Will the proposals affect any of the following wetland features (notes 4 and 5)			
▪ streams, rivers or lakes on or within 25m of the application site that would be affected (including their banks and adjacent habitat) by the development?	X	Bat foraging habitat Otters, Water vole White-clawed crayfish Nesting birds Other Notable species	
▪ ponds within 100m, particularly any that are well-connected to the application site by hedgerows, ditches, woodland, grassland or field boundaries?	X	Amphibians (particularly with respect to great crested newts)	
3.4 Will the proposals affect any of the following features (notes 4 and 5)			
▪ *deciduous (i.e. not mainly conifer) woodland?*	X	Bat foraging habitat Dormice Nesting birds Badger Reptiles Other Notable species	
▪ *field hedgerows over 1m tall and over 0.5m thick?*	X		
▪ *areas of scrub well-connected to woodland or hedgerows?*	X		
▪ species-rich meadows or grassland on or directly adjacent to the site?	X		
▪ mature or overgrown gardens, rough grassland, derelict/brownfield land, railway land or allotments	X		
▪ coastal grasslands/arable	X	Brent Geese & wader feeding/roost sites	

Data on site designations, habitats and species can be obtained from the Hampshire Biodiversity Information Centre

Notes

Note 1

SSSI = Site of Special Scientific Interest, designated and protected under UK law.; https://designatedsites.naturalengland.org.uk/

SAC = Special Area of Conservation and SPA = Special Protection Area. These are designated and protected under EU law. See http://jncc.defra.gov.uk/page-1527 They will also be designated as SSSI

Ramsar site = internationally important wetland, designated under the Ramsar Convention. These sites may also be SPAs / SACs and SSSIs. See http://jncc.defra.gov.uk/page-1527 for more information.

You can find out if your application site is on or near any of these sites from www.magic.gov.uk or the LPA's Local Plan Proposals Map, or from the Hampshire Biodiversity Information Centre

Note 2

SINC – Site of Importance for Nature Conservation. These are not legally protected, but are identified in planning policy as being of importance for biodiversity and are considered during the planning process.

The LPA's Local Plan Proposals Map may identify the location of any SINCs but more definitive and up-to-date maps are available from the Hampshire Biodiversity Information Centre

Note 3

Priority Habitats are also called Habitats of Principal Importance in England under Section 41 NERC Act 2006). They comprise natural or semi-natural habitats that have been identified as being at risk (in that they are rare or in decline) or are important for certain key species of plant or animal. Areas of designated Ancient Woodland and some Priority Habitats can be found on www.magic.gov.uk. More definitive and up-to-date maps of Priority habitats are available from the Hampshire Biodiversity Information Centre

Note 4

Notable species include species protected under European legislation and the Wildlife & Countryside Act 1981 (as amended); species listed under; S41 of the Natural & Environment and Rural Communities Act 2006 (Priority species); the IUCN Red List of Threatened Species; the Birds of Conservation Concern Red list; and species listed as being nationally, county, or vice-county rare or scarce.

The Hampshire Biodiversity Information Centre holds data on the known locations of over 1million protected and notable species records. However absence of a record does not mean absence of a species.

Note 5

Effects could be DIRECT, such as destruction, removal or modification, or INDIRECT through disturbance such as run-off, noise, dust, lighting or increased recreational use.

Note 6

Avoidance = measures taken to avoid impacts – should be the first consideration; Mitigation = measures which make unavoidable impacts less severe; Compensation = measures which counterbalance remaining impacts, resulting in an overall no net loss of biodiversity. (NB 'Mitigation' as a general term, or a 'mitigation strategy' is often used to cover all these processes).

Note 7

The types of feature highlighted in this Checklist have a higher likelihood of supporting bats and is taken from the list produced by the Bat Conservation Trust in their good practice survey guidelines (see http://www.bats.org.uk/pages/guidanceforprofessionals.html) .However, it is important to recognise that many buildings that do not meet these criteria may also support bats.

Important: this checklist cannot include reference to *all* protected or notable species in *all* circumstances where they may be affected. Legislation relating to protected species does apply in all circumstances and it is the responsibility of the developer to ensure that the species and their habitats are not impacted as a result of development.

If protected species are found during the course of development, work should be halted and advice sought from Natural England, the local authority ecologist or a qualified private ecologist.

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Contacts

If you are unsure about any of these questions, please call your local authority ecologist for advice.

Basingstoke & Deane Borough Council - Biodiversity Officer - Tel 01256 845201/845261

Eastleigh Borough Council - Biodiversity Officer – Tel: 023 8068 8352

East Hampshire District Council/South Downs National Park – HCC Ecology Team - Tel 01962 832335

Fareham Borough Council - HCC Ecology Team - Tel 01962 832317

Gosport Borough Council - HCC Ecology Team - Tel 01962 832335

Hart District Council – Ecologist - Tel 07816 084413

Havant Borough Council - HCC Ecology Team - Tel 01962 832335

New Forest District Council – Ecologist – Tel 023 8028 5747

New Forest National Park Authority – Ecologist - Tel 01590 646685

Portsmouth City Council - HCC Ecology Team - Tel 01962 832317

Rushmoor Borough Council - Biodiversity Officer – Tel 01252 398731

Southampton City Council – Planning Ecologist - Tel 02380 832727

Test Valley Borough Council - HCC Ecology Team - Tel 01962 832334

Winchester City Council/South Downs National Park – Biodiversity Officer – Tel 01962 848532

For office use:

1	Have **ALL** questions on **ALL** sections been completed?	**Y / N**	If YES, go to 2	If NO, application should not be validated
2	Have any questions been answered 'Yes'?	**Y / N**	If YES, go to 3	If NO, application can be validated. Evidence that a data search has been carried out by the applicant or their adviser would be helpful at this point.
3	Does the applicant identify likely impacts **and** address potential issues in any comments made on the checklist?	**Y / N**	If YES, application can be validated	If NO, go to 4
4	Has a separate statement, report or other supporting information been submitted to address potential impacts?	**Y / N**	If YES, application can be validated	If NO, application should not be validated

Street wise

Map data

SITE LOCATION PLAN
AREA 2 HA
SCALE 1:1250 on A4
CENTRE COORDINATES: 468968, 109953

N

Supplied by Streetwise Maps Ltd
www.streetwise.net
Licence No: 100047474
20/02/2026 15:15

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