

## 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="471788"/> | <input type="text" value="106029"/> |

Description

Applicant Details

Name/Company

Title

Mrs

First name

Mary

Surname

Turner

Company Name

Address

Address line 1

51SouthStreet

Address line 2

Address line 3

Town/City

Havant

County

Hampshire

Country

United Kingdom

Postcode

PO91BY

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

Replace, sympathetically, 3 wooden windows (downstairs bay & 2 upstairs), at rear of the property ( completely obscured from public view), with double glazing to match in design the existing, historical downstairs double glazed kitchen window, thus providing essential renovations and improvement for the benefit of the residents, while maintaining the period charm of the property.

We have lived at this address for over 32 years and have tried to maintain the outside of these windows (full sun all summer) while coping with the outdated, unsafe secondary glazed panels inside.

The work has been completed out of necessity and has made a vast improvement to the insulation/comfort of the residents plus reducing energy consumption.

See previous emails questioning why planning permission was needed; my accredited glazier assured me that planning permission was not needed as the work was at rear of property, double glazing perfectly acceptable nowadays and design was chosen to match the existing, large kitchen window, thus giving an overall, cohesive look to the rear of the property, hence the delay in formal application.

Has the work already been started without consent?

☒ Yes

☐ No

If Yes, please state when the development or work was started (date must be pre-application submission)

Has the work already been completed without consent?

☒ Yes

☐ No

If Yes, please state when the development or work was completed (date must be pre-application submission)

## 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:**

Wood. The house was built c 1870 and the existing windows were made of wood (beyond repair now). Glass. The glass was very thin, believe not used in building work now and many of the panels gave a distorted view of the outside. Also, some of the smaller glass panels were cracked (modern window cleaning methods not suited.)

**Proposed materials and finishes:**

Double glazing to match in colour and design the existing kitchen window, thus giving a cohesive look to the whole of the rear of the property while in no sense detracting from the period charm of the building. The design proposed would insert the double glazed unit into the outer, original, solid, black wooden frame of the bay window, under the original protruding bay roof.

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

Photo of plans from glazier. I have already submitted these planning on my initial inquiry.

## 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 \*\*\*\*\*
- Planning Portal Reference: PP-14653102

GEN/25/00919 51 South Street Havant PO9 1BY

Date (must be pre-application submission)

28/11/2025

Details of the pre-application advice received

On 28 Nov 2025 I made enquiries (via email) to Havant Borough Council as to whether I needed planning permission for improvement/renovation to my property by replacing 3 wooden framed windows, at the rear of the property, with double glazing, having being assured by accredited glazier and neighbours that this wasn't necessary and I received a reply from Ms Sheath, stating that planning permission was required. The email informed me that permission needed as my proposal did not meet design and material criteria. Subsequent to this I submitted many challenges questioning this decision.

After many emails with generic info received about the planning process and fee, I had an email on 2 Dec 2025 from Ms Sheath, stating she had had further advice from the Heritage Officer and advising the work could go ahead, as risk of enforcement action low, she also kindly telephoned explaining the go ahead process, as by this time, my husband and I were very stressed as the bespoke windows were ready to be installed before Xmas and the glazier was ready to invoice us with costs etc.

The windows were installed 8 & 9 Dec '25 most satisfactorily, improving and enhancing the rear of the property and I emailed a photo of the completed work on 24 Dec '25 and I also questioned whether planning permission really needed now.

After Xmas break, I sent further emails to the Planning Dept., again challenging the Planning issue of Design and Materials and also questioning the disproportionate fee for just window improvement (seems to be the same as if I was having an extension built and I have paid £46.00 already for pre planning info.) and subsequently received more advice affirming submitted permission needed, citing Town & Planning Orders etc.

[REDACTED]

this much needed renovation to the rear windows. We now decided to register with the portal and submit an application form and fee as no one seems to be listening to our valid questioning of the Planning issue of Design and Materials (see previous emails) although staff very polite and friendly and obviously can only deliver what entities above them stipulate.

I had problems registering with the portal as the reference no I was inserting was not accepted so I sent an email about this (26.1.26.) Ms Sheath answered my query and explained that this was the pre reference no and subsequently referred me to a lady called Jennifer (Fox?) who was more au fait with the digital application process; she subsequently phoned me and was v helpful in getting my form up and running with an acceptable reference number.

## 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

Mrs

First Name

Mary

Surname

Turner

Declaration Date

03/02/2026

☒ 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

Mary Turner

Date

03/02/2026