PlanningPortal

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Please complete this form in block capitals using black ink to facilitate scanning.
You are advised to read the accompanying guidance notes and per-question help text.
If you would rather make this application online, you can do so on our website:
https://www.planningportal.co.uk/apply

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

Town and Country Planning Act 1990 (as amended)

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

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	First name:	David
Last name:	Feltham		
Company (optional):			
Unit:		House number:	10
House suffix:			
House name:			
Address 1:	Days London road		
Address 2:	Purbrook		
Address 3:			
Town:	Waterlooville		
County:	Hampshire		
Country:	U.K		
Postcode:	PO7 5NN		

2. Agent Name and Address

Title:	Mr	First name:	D P
Last name:	Manns		
Company (optional):	D M Designs		
Unit:		House number:	18
House suffix:			
House name:			
Address 1:	Frances Road		
Address 2:	Purbrook		
Address 3:			
Town:	Waterlooville		
County:	Hampshire		
Country:	U.K		
Postcode:	PO7 5HH		

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.

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]	11.05.2026

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
	Not Applicable	

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:	[x]	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:	[x]	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:	[x]
The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:	[x]	The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):	[x]

*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:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 11.05.2026 (date cannot be pre-application)

15. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code: Mobile number (optional): [redacted]

Country code: Fax number (optional):

Email address (optional): davidfeltham912@hotmail.com

16. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code: Mobile number (optional): [redacted]

Country code: Fax number (optional):

Email address (optional): danny@dmdesign.uk.com

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 [x] Applicant [ ] Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: Telephone number:

Email address:

Biodiversity Checklist for Householder Applications

Planning Authority ref: (for office use)

Site address:
10 Days London Road, waterlooville, PO75NN

There are numerous legally protected sites of nature conservation interest across Hampshire. Hampshire also supports a wide range of legally protected species and non-statutory important sites. Developments can adversely affect these and in many cases Local Planning Authorities (LPAs) are **legally required** to address potential impacts to these. LPAs are required by the 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 / core strategy will set out how they address these requirements in local policy terms. In order to meet these requirements, 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 or mitigated.

This Checklist has been designed to help you work out if your proposal is likely to affect biodiversity, and if so, help you understand 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 you will need to submit a Biodiversity Statement or other suitable report 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 in this Checklist
- How alternative designs and locations have been considered
- How adverse impacts will be avoided
- How any unavoidable impacts will be mitigated or reduced (*see note 4*)
- How impacts that cannot be avoided or mitigated will be compensated (*see note 4*)
- 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 recognised methodologies.

Reports may not be required where applicants are able to provide pre-application correspondence from Natural England, the Local Authority or their 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.

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.

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.

Section 2 - Species

PROPOSAL DETAILS Please answer ALL questions **Yes** or **No** by marking the appropriate box against each question	YES	NO	If you have ticked **'YES'** to any of these, you will need to consider potential impacts to the following:	Survey attached?
2.1 Will the proposed works affect **existing buildings** with **ANY** of the following features? (*see note 2*)				
a) *buildings with hanging tiles (see note 5), timber cladding / weatherboarding where the building is within 200m of woodland or water*		x	▪ Bats and bat roosts	
b) *pre-1960 buildings or structures within 200m of woodland and/or water*		x		
c) *pre-1914 buildings or structures within 400m of woodland and/or water*		x		
d) *pre-1914 buildings with gable ends, traditional clay tile roofs or slate roofs, hanging tiles or weatherboarding regardless of location*		x		
e) *structures where there is known current or historic bat use*		x		
2.2 Will the proposal affect trees with ANY of the following features? (see *note 2*)				
a) *old and veteran trees*		x	▪ Bats and bat roosts ▪ Nesting birds	
b) *trees with obvious holes, cracks, cavities or heavy vegetation*		x		
c) *trees with a circumference greater than 1m at chest height*		x		
2.3 Are there 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	
2.4 Will the proposals affect (see *note 2*) any of the following features?				
a) *deciduous (i.e. not mainly conifer) woodland?*		x	▪ Bat foraging habitat ▪ Dormice ▪ Breeding birds ▪ Badger	
b) *field hedgerows over 1m tall and over 0.5m thick?*		x		
c) *areas of scrub well-connected to woodland or hedgerows?*		x		
2.5 Is the proposal within 200m of a pond, where the surface area of the pond, when water is at its highest level (excluding flood events), is 225m^2 (c.15m x 15m)?		x	▪ Amphibians (particularly with respect to great crested newts)	
2.6 Will the proposal affect mature/overgrown gardens over 0.25ha, or any rough grassland, derelict/brownfield land, railway land or allotments? (see *note 2*)		x	▪ Reptiles ▪ Breeding birds	
2.7 Will the proposal affect flower-rich meadows or grassland on or directly adjacent to the site? (see *note 2*)		x	▪ Breeding birds	

Notes

- ***Note 1***

You can find out if your application site is on or near any of these sites from www.natureonthemap.org.uk, www.magic.gov.uk or the LPA's Local Plan Proposals Map for your local planning authority.

SSSI = Site of Special Scientific Interest (designated and protected under UK law); SAC = Special Area of Conservation; SPA = Special Protection Area (these are designated and protected under EU law and are also SSSIs); Ramsar site = internationally important wetland, designated under the Ramsar Convention – these will also be SPAs / SACs and SSSIs. See http://www.naturalengland.org.uk/ourwork/conservation/designatedareas/default.aspx for more information.

- ***Note 2***

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 3***

Areas of designated Ancient Woodland and some Priority Habitats can be found on www.magic.gov.uk. The LPA's Local Plan Proposals Map for your local planning authority may identify the location of any SINCs. Ordnance survey maps may also help.

- ***Note 4***

Avoidance = measures taken to avoid impacts – should be the first considerations; 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 5 – a note on hanging tiles.***

This checklist, where relating to potential impacts on **bats**, is adapted from the Bat Conservation Trust's guidelines (see http://www.bats.org.uk/pages/guidanceforprofessionals.html) on where bats might reasonably be likely to be found. However bats can be found in other locations, types or areas of buildings. It is particularly important to note that where a building has **hanging tiles** but is not within 200m of woodland or water, there is still potentially a reasonable likelihood of bats being present and a survey may be required in situations other than those specifically identified in this checklist.

Important: this checklist can not include *all* protected species and *all* circumstances where they may be affected. Legislation relating to protected species applies in all circumstances and it is the responsibility of the developer to ensure that protected species and 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 or a qualified ecologist.

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
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

If you are unsure about any of these, please call the Hampshire County Council Development and Biodiversity team (part of the Strategic Environmental Delivery Group) on 01962 832313