

NYM / 2011 / 0739 / F1  
2011/0739

Householder Application for Planning Permission  
for works or extension to a dwelling and listed building consent.  
Town and Country Planning Act 1990

*At example*

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council'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:  First name:   
 Last name:   
 Company (optional):   
 Unit:  House number:  House suffix:   
 House name:   
 Address 1:   
 Address 2:   
 Address 3:   
 Town:   
 County:   
 Country:   
 Postcode:

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:

Replacement windows to front & rear elevations  
Removal of masonry paint to front elevation  
Replacement of bitumen covered roof & replacement with second hand slates

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### 3. Description of Proposed Works (continued)

Has the work already been started without planning permission?

Yes  No

If Yes, please state when the works were started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed without planning permission?

Yes  No

If Yes, please state when the works were 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:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

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

Easting:  Northing:

Description:

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### 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 pre-application advice received?

*Informal discussion on what is appropriate essential works to this property & what is desirable. Much of what is proposed was suggested by Edward & I'm happy to co-operate*

### 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 boundary?  Yes  No

If Yes, please mark their position on a scaled plan and state the reference number of any plan(s)/drawing(s):

*PA*  
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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, indicating the scale, which trees by giving them numbers e.g. T1, T2 etc and state the reference number of the plan(s)/drawing(s) and indicate the scale:

## 8. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	Masonry painted	Remove Masonry Paint to front elevation	<input type="checkbox"/>	<input type="checkbox"/>
Roof covering	Bitumen covered to be removed	Slate - second hand.	<input type="checkbox"/>	<input type="checkbox"/>
Chimney			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Windows	Modern windows	Sliding sash to match adjoining properties	<input type="checkbox"/>	<input type="checkbox"/>
External doors			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ceilings			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal walls			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floors			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal doors			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rainwater goods			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	The front boundary wall is to be repaired using existing materials.	The proposed works will not affect the special interest of the property.	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (add description)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans?

Yes

No

If Yes, please state plan(s)/drawing(s) references:

See attached specification for fabric repairs prepared by NYMNP for this property in June 2008. I will not be using handblown glass nor new "penryn Welsh slates". The proposal at the moment is g/h. The masonry paint will be removed in accordance with the specification.

### 9. Demolition

Does the proposal include the partial or total demolition of a listed building?  Yes  No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building:  Yes  No

b) Demolition of a building within the curtilage of the listed building:  Yes  No

c) Demolition of a part of the listed building:  Yes  No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

Please provide a brief description of the building or part of the building you are proposing to demolish:

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

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### 10. Listed Building Alterations

Do the proposed works include alterations to a listed building?  Yes  No

If Yes, do the proposed works include: (you must answer each of the questions)

a) Works to the interior of the building?  Yes  No

b) Works to the exterior of the building?  Yes  No

c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?  Yes  No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?  Yes  No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

### 11. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I  Ecclesiastical Grade I

Grade II  Ecclesiastical Grade II

Grade II\*  Ecclesiastical Grade II\*

Don't know

### 12. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

Yes  No  Don't know

If Yes, please provide the result of the application:

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### 13. Parking

Will the proposed works affect existing car parking arrangements?  Yes  No

If Yes, please describe:

### 14. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the Council?  Yes  No

If Yes, please provide details:

**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 signed - Agent:

Date (DD/MM/YYYY):




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):




**16. 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.

- |   |  |   |
|---|--|---|
| 3 copies of a completed and dated application form: <input type="checkbox"/>  | 3 copies of a design and access statement where proposed works fall within one of the following designated areas: <input type="checkbox"/>   | The correct fee: <input type="checkbox"/>   |
| 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: <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• National Park</li> <li>• Site of special scientific interest</li> <li>• Conservation area</li> <li>• Area of outstanding natural beauty</li> <li>• World Heritage Site</li> <li>• The Broads</li> </ul> | 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): <input type="checkbox"/>        |
| 3 copies of other plans and drawings or information necessary to describe the subject of the application: <input type="checkbox"/>                                      |  | 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): <input type="checkbox"/> |

**17. 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):




(date cannot be pre-application)

### 18. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

### 19. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

### 20. 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:

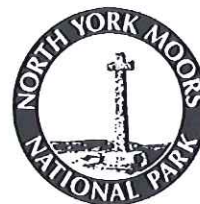
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# VALIDATION CHECKLIST

## PLANNING PERMISSION AND LISTED BUILDING CONSENT

For alterations, extension or demolition of a listed building



Please complete the attached checklist to indicate what you have included with your application. All plans should include paper size, key dimensions and scale.

### STANDARD REQUIREMENTS:

(1 original and 3 copies to be supplied unless that application is submitted electronically)

<b>Completed application form</b>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Completed Certificate of Ownership</b> , A, B, C or D as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) regulations 1990.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Agricultural Holdings Certificate</b> as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Location Plan</b> at a scale of <b>1:2500</b> or <b>1:1250</b> with your application site edged red and any other land in your ownership edged in blue.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Existing site layout plans</b> at a scale of 1:100, 1:200 or 1:500 showing the site in relation to existing buildings and site boundaries. The plan should indicate where existing features of the site are located including existing buildings (indicating proposed demolitions), trees (identifying any proposed felling), means of access and type of enclosure (wall, fence, hedges) and shall show adjacent properties/buildings.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Proposed site layout plans</b> at a scale of 1:500, 1:200 or 1:100	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Existing and proposed elevations</b> to a scale of 1:50 or 1:100 Requirements dependent on position of extension eg. no front elevation required for rear extension etc.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Existing and proposed floor plans</b> to a scale of 1:50 or 1:100 For each floor ie, ground and first floor required for two storey extension	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Roof plans</b> to a scale of 1:50 or 1:100 If the proposal alters the existing roof	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Existing and proposed site sections and finished floor levels and site levels</b> at a scale of not less than 1:100	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Design and Access Statement</b>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>

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**Application fee** YES  NO   
Please consult our enclosed Schedule of Fees.  
Cheques are to be made payable to NYMNPA

**Manufacturers specification/leaflet** for proposals incorporating YES  N/A   
plant/machinery (swimming pools/wind turbines/satellite  
dishes/solar panels/rooflights)

**SOME OR ALL OF THE FOLLOWING INFORMATION MAY ALSO BE REQUIRED:**

**Biodiversity Survey and Report** (Nature Conservation and Ecological YES  N/A   
Assessment)

**Flood Risk Assessments/** Sequential Test (flood zones) YES  N/A

**Statement of agricultural need** YES  N/A

**Tree Survey/Arboriculture Assessment** YES  N/A   
Where ground based works within 2 metres of the crown spreads of any trees  
covered by Tree Preservation Order or tree located within a Village  
Conservation Area

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**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

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Signed - Applicant:

Or signed - Agent:

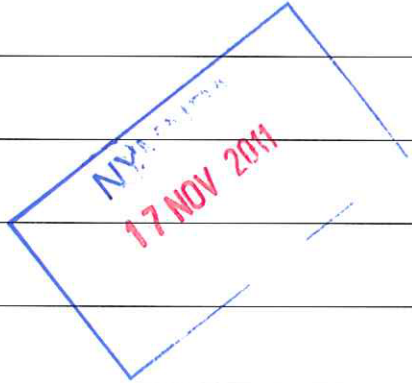
Date (DD/MM/YYYY):



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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):




**26. 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.

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 3 copies of a completed and dated application form:  | <input type="checkbox"/> | The correct fee:  | <input type="checkbox"/> |
| 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: | <input type="checkbox"/> | 3 copies of a design and access statement:  | <input type="checkbox"/> |
| 3 copies of other plans and drawings or information necessary to describe the subject of the application:  | <input type="checkbox"/> | 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):         | <input type="checkbox"/> |
|  |                          | 3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable): | <input type="checkbox"/> |

**27. 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):



15/11/2011

(date cannot be pre-application)