

Planning Application Form

Town and Country Planning Act 1990



For Office use only				
Fee £	Cheque/PO/Cash	Receipt No	Boro Ref.	Date Rec

Please read accompanying notes before answering any questions. Complete all sections in block capitals and **answer every question** even if it does not seem directly relevant to your case.

FOUR COPIES OF THE COMPLETED FORM AND FOUR COPIES OF ALL DRAWINGS INCLUDING A LOCATION PLAN, MUST BE SUBMITTED.

1. Address of Application Site
.....

2 Applicant	Agent (if any) to whom correspondence will be sent
Name	Name
Address	Address
.....
..... Postcode Postcode
Day time Tel No	Day time Tel No
	Fax No.
	Your reference

3 Description of Proposed Development
.....
.....
.....
Does the proposal involve (please tick): Extensions <input type="checkbox"/> Other New Building <input type="checkbox"/> Change of Use <input type="checkbox"/>
What is the present or (if vacant) previous use of the land and buildings? Give a date if known
.....

4 Please list all drawings, plans and documents forming part of this application (4 copies required)
.....
.....

You will need to submit 4 copies of a site location plan identifying the boundaries of the application site in red .	
Does the applicant own any other land nearby? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so please mark the boundaries of this land on the plans accompanying your application in blue .	

For general enquiries and copies of application forms and advice leaflets or if you have any difficulties completing this form please ring the Planning Office for advice 020 8825 6600.

PLEASE NOTE: ALL INFORMATION ON THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION

5 Type of Application (Tick as appropriate)

- A ☐ A full application for new building works and/or change of use
- B ☐ An outline application – please tick those matters for which approval is sought at this stage. Outline applications are not applicable to changes of use.
- Design ☐ Siting ☐ Access ☐ External ☐ Landscaping ☐
Appearance
- C ☐ An application for removal/alteration of a condition of a previous planning permission
- D ☐ An application for a renewal of an unimplemented permission
- E ☐ An application for continuation of a temporary permission
- F ☐ An application for buildings or works already carried out or use of land already started.
Date when building works started or when change of use occurred

If you have ticked C, D or E please give date of previous permission

And this Council's reference.....TP/.....

6 Additional Information

If any of the answers below are "Yes", the details should be clearly identified on the application drawings.

Does the proposal involve the felling of trees? Yes ☐ ☐ No

Does the proposal involve a new or altered access from a public highway? Yes ☐ ☐ No

Have arrangements been made for refuse storage? Yes ☐ ☐ No

Does the proposal take account of the needs of people with disabilities? Yes ☐ ☐ No

Are there any public rights of way in or adjoining the application site? Yes ☐ ☐ No

Please state the number of off-street parking spaces

7 All Types of Development : Floorspace Please refer to the accompanying notes for guidance

What is the amount of floorspace in the following categories to which this application relates:

Existing/proposed Use	Existing gross (state if vacant)	Proposed gross
Residential		
Shop		
Professional/financial services (Bank, Estate Agent etc)		
Restaurant/café		
Offices		
Industrial		
Warehouse		
Hotel/hostel/nursing home		
Other (state use and whether vacant or not)		

What is the total area of this site m2/..... hectares

8 Is the Development for Residential Extensions? (Flats) Yes ☐ ☐ No If no, go to Section 9

(If the property is a single family dwelling please use the House Holder form)

How many habitable rooms* does the application property have?

How many habitable rooms will the property have if the Development proposed on your plans is approved?

* A habitable room is any bedroom or living room and any kitchen over 11 sq. m. It does not mean smaller kitchens, bathrooms or toilets

9 Is the Proposal for Non-Residential Development? Yes ☐ ☐ No If no, go to Section 10

Does the proposal include the installation of plant, ventilation ducting or air conditioning equipment? Yes ☐ ☐ No

If yes, please give full details of the type of equipment proposed either on the drawings or in a covering letter.

Does the proposal provide for loading and unloading within the site? Yes ☐ ☐ No If yes, identify where on the plan.

How many a) Office b) industrial and c) Other Staff will be employed on the site as a result of the development proposal?

Office	Industrial	Other Staff
	HGV	Other Vehicles
Existing		
Proposed		

Please give number of vehicles that are expected to enter the site on normal working days

Does the proposal involve the use of hazardous materials? Yes ☐ ☐ No

If yes, please state what materials and approximate quantities in an accompanying letter.

10. Declaration of Ownership (Section 65 Certificate)

This important statement of land ownership must be filled in and signed with each application to make your application valid. It is an offence knowingly or recklessly to complete a false or misleading certificate.

If you are the sole owner of the land to which the application relates complete Certificate A below. (Owner means a person having a freehold or a leasehold interest with at least 7 years unexpired, or someone with mineral rights in the land). This certificate is **not appropriate** if anybody else is also an owner, or if you do not own the property at all.

If you are not the sole owner of the land (for example, if somebody else has either a freehold or leasehold interest); or if any part of the land includes part or all of an agricultural holding; or if any part of the development goes outside land in your ownership (even if only foundations or by overhanging) you must complete a different certificate and serve a notice on each of the owners of the land affected. The wording of these certificates and notices is prescribed by law and is set out on a separate form "Planning Application – Statement of Ownership" which will be sent to you on request. (Please phone 020-8758 5282)

Certificate A Under Section 65 of the Town and Country Planning Act 1990 (Owner's Certificate)

I certify that: at the beginning of the period of 21 days ending with the date of this application nobody, except the applicant, was the owner of any part of the land to which this application relates.

None of the land to which the application relates is, or is part of, an agricultural holding.

Signed Date

On behalf of

11. Duplicate Applications/Resubmissions

Have you submitted a duplicate application?

Yes ☐ ☐ No

If yes, and you have already submitted your duplicate, please give our reference number.

...../TP

Do you want your application to be considered as a resubmission of an earlier application that was either refused or withdrawn?

Yes ☐ ☐ No

If yes, please give our registered number and the date that your earlier application was refused/withdrawn (delete as appropriate):

...../TP Date.....

Have you submitted any other application in connection with this application? Yes ☐ ☐ No

If yes, please specify

12. Check List

Please use this list to check that your application for planning permission has been completed correctly

- ☐ Have you provided 4 copies of plans for each separate application showing clearly and accurately, to a metric scale, the existing site or building (including uses) and what changes you intend to make?
- ☐ Have you provided 4 copies of a location plan, drawn to scale with the site outlined in red and any land in the same ownership outlined in blue?
- ☐ Have you provided enough information including good quality photographs of the site (where appropriate), and full details of any building materials you want to use, so that your proposals can be fully understood?
- ☐ Have you signed, dated and fully completed 4 copies of the application form for each separate application?
- ☐ Have you given full information on who owns the land involved? Have the correct notices been served on the owners (if there are owners apart from the applicant)? (See notes for Applicants).
- ☐ Is the correct fee attached? (See separate list of fees available on request)
- ☐ Have you given a daytime telephone number for both the applicant and agent?

Please Note: If you cannot put a tick to every question your application is probably incomplete and will not be dealt with if submitted.

Please submit completed applications to :-

Planning Services
P.O Box 14941
London W5 2YP

Declaration

I apply for planning permission and declare that to the best of my knowledge all the information contained in this application form and on the submitted plans is correct.

Signed Applicant*/Agent* (delete as appropriate) Dated

Fee (Please insert/delete as appropriate) I enclose the application fee of £.....

Please make your cheque payable to 'LB Ealing'

No fee is payable for the following reason