

From: [Watson Melanie](mailto:Watson.Melanie@sheffield.gov.uk)
To: dcscan@sheffield.gov.uk
Subject: 19/01048/FUL - Arundel Rd
Date: 17 April 2019 10:11:16
Attachments: 11-04-19CIL7.pdf
11-04-19CIL1.pdf
11-04-19Section73.pdf
11-04-19CILAdditional info.pdf

Hi,

Please could you upload these email and forms thanks – could you mark all these items as Superseded /and consultee - new replacement forms etc have come in now (but keeping originals for audit).

Thank you!

mel

From: Brian Marsh [<mailto:marsh-brian1@sky.com>]
Sent: 15 April 2019 11:33
To: Watson Melanie
Subject: FW: Invalid letter 19/01048/FUL - Arundel Rd

[Now with attachments.](#)

From: Brian Marsh [<mailto:marsh-brian1@sky.com>]
Sent: 11 April 2019 17:42
To: 'Watson Melanie'
Cc: 'planningapps@sheffield.gov.uk'
Subject: RE: Invalid letter 19/01048/FUL - Arundel Rd

Hi Melanie,

Section 73 application; CIL forms 1 & 7 together with CIL Additional Requirements attached. We will request our client pays the additional fee.

Regards

Brian

From: Watson Melanie [<mailto:Melanie.Watson@sheffield.gov.uk>]
Sent: 11 April 2019 13:05
To: 'marsh-brian1@sky.com'
Subject: Invalid letter 19/01048/FUL - Arundel Rd

Hello Brian,

Please see attached – just re-sending copy of letter sent 03/04/19 to check you have received ok.

Kind regards,

*Melanie Watson
Admin Officer,
Planning Service
City Growth
4th Floor Howden House
1 Union Street*

Sheffield
S1 2SH

Tel no: 0114 273 4218

E-mail: melanie.watson@sheffield.gov.uk

We offer an integrated planning and building control service

Websites: www.sheffield.gov.uk/planning or www.sheffield.gov.uk/buildingcontrol

Location: 4th Floor Howden House, 1 Union Street, Sheffield S1 2SH

Apply for planning permission online at: www.planningportal.gov.uk/apply

Apply for building regulation permission online to: buildingcontrol@sheffield.gov.uk

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Community Infrastructure Levy (CIL) - Form 1: Assumption of Liability

This form should be used to assume liability prior to commencement of development.

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority)

Please refer to [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including assuming liability.

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 a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (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 unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority with the declaration section. Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. 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.

Description of Development

Planning Permission / Notice of Chargeable Development Reference:

18/04107/FUL

Site address:

LAND TO THE REAR OF 52 + 54 ARUNDEL ROAD,
CHAPELTOWN, SHEFFIELD, S35 2RD

Description of development:

DETACHED DWELLINGHOUSE + GARAGE

SECTION A: Assumption of Liability

If the liable party is a company, you must fill in the company name

Party A Assuming Liability

Title: First name:

Last name:

Company:

Position:

Company registration no: (where applicable)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number (mandatory)
Country code: National number: Extension number:

Email address (optional):

Party B Assuming Liability

Title: First name:

Last name:

Company:

Position:

Company registration no: (where applicable)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number (mandatory)
Country code: National number: Extension number:

Email address (optional):

Party C Assuming Liability

Title: First name:

Last name:

Company:

Position:

Company registration no:
(where applicable)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number (mandatory)

Country code: National number: Extension number:

Email address (optional):

Party D Assuming Liability

Title: First name:

Last name:

Company:

Position:

Company registration no:
(where applicable)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone number (mandatory)

Country code: National number: Extension number:

Email address (optional):

Agent Name and Address

Title: First name:

Last name:

Company:

Telephone number (mandatory)

Country code: National number: Extension number:

Email address (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Declaration

I/we hereby assume liability for the Community Infrastructure Levy Charge for the above development. Where assuming liability on behalf of a company, I confirm that I am authorised to do so. I/we understand that I/we must submit a commencement notice in order to secure the 60 day payment window or such time as the charging authority has allowed in its current payment instalments policy, as per the requirements of the Community Infrastructure Levy Regulations (2010) as amended. I/we am/are aware of the surcharges I/we will incur if I/we do not follow the correct procedures for paying the CIL charge. I/we understand any communication and actions by the collecting authority to pursue me/us for the assumed liability will be copied to the site land owners (as defined in CIL regulations)

Name - A Party Assuming Liability:	Date (DD/MM/YYYY):	Name - B Party Assuming Liability:	Date (DD/MM/YYYY):
MR BROOKES	02/04/19		

Name - C Party Assuming Liability:	Date (DD/MM/YYYY):	Name - D Party Assuming Liability:	Date (DD/MM/YYYY):

Or Name - Agent:	Date (DD/MM/YYYY):
BRIAN MARSH	11/04/19

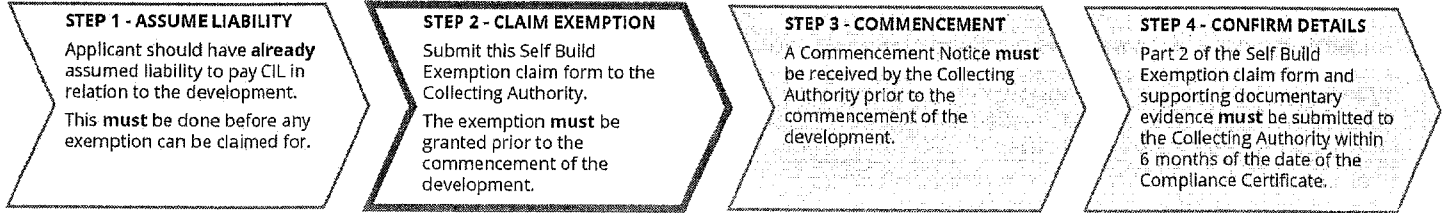
Under regulation 37(2) of the Community Infrastructure Levy Regulations (2010) as amended, where two or more persons have assumed liability to pay CIL in respect of a chargeable development they shall each be jointly and severally liable to pay any CIL payable in respect of that chargeable development.

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 10, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Community Infrastructure Levy (CIL) - Form 7: Self Build Exemption Claim Form Part 1

Step 2 of a 4 stage exemption process

PLEASE NOTE: All of the steps described below need to be followed within required timescales otherwise the exemption will either not be obtained or will be rescinded if previously obtained



STEP 1 - ASSUME LIABILITY

Applicant should have **already** assumed liability to pay CIL in relation to the development.
This **must** be done before any exemption can be claimed for.

STEP 2 - CLAIM EXEMPTION

Submit this Self Build Exemption claim form to the Collecting Authority.
The exemption **must** be granted prior to the commencement of the development.

STEP 3 - COMMENCEMENT

A Commencement Notice **must** be received by the Collecting Authority prior to the commencement of the development.

STEP 4 - CONFIRM DETAILS

Part 2 of the Self Build Exemption claim form and supporting documentary evidence **must** be submitted to the Collecting Authority within 6 months of the date of the Compliance Certificate.

Please complete the form using block capitals and black ink and send to the Collecting Authority. See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including "relief from the Levy".

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Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. 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.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. 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.

Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming self build exemption.

Application Details:

Applicant name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the application site:

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting: Northing:

Description:

Section B: Self Build Declaration

I declare that this a "self build project" for purposes of the exemption set out within the regulations

I declare that I will occupy the premises as my sole or main residence for a period of 3 years from completion of the property

I declare that I will provide the required supporting documentation as set out in 'Self Build Exemption Claim Form Part 2' within 6 months of completion of the property and I understand failure to do this will result in CIL becoming payable

I declare the amount of de minimis State aid received in the last three years prior to submission of this application for relief is less than 200,000 Euro

Self Build' for the purposes of CIL exemption is defined as all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

Information about de minimis State Aid for the purposes of CIL exemption can be found here:
<https://www.gov.uk/guidance/community-infrastructure-levy#relief-and-exemptions>

Declaration

confirm that the details given are correct.

understand:

That my claim for exemption will lapse where a commencement notice is not submitted prior to commencement of the chargeable development to which this exemption applies.

The meaning of a 'disqualifying event' for CIL self build exemption and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.

That my claim for self build exemption will lapse where development commences prior to the collecting authority informing me of its decision.

Name- Claimant:

Date (DD/MM/YYYY):

MR BROOKES

11/04/19

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 10, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You **must** then submit a commencement notice to the collecting authority prior to starting on site. Failure to do so will result in the CIL charge becoming payable in full.

Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information. **Please read the associated Guidance Notes before you complete the form. Notes on the questions are provided at https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf**

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including exemption or relief.

Privacy Notice

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1. Application Details

Applicant or Agent Name:

BROOKES

Planning Portal Reference (if applicable):

PP 07346 982

Local authority planning application number (if allocated):

18/04107/FUL

Site Address:

R/O 52-54 ARUNDEL ROAD, CHAPELTOWN, S35 2RD.

Description of development:

1 DETACHED BUNGALOW WITH ROOFSPACE ACCOMMODATION
+ A DETACHED GARAGE

Does the application relate to minor material changes to an existing planning permission (is it a Section 73 application)?

Yes

Please enter the application number:

No

If yes, please go to **Question 3**. If no, please continue to **Question 2**.

2. Liability for CIL

Does your development include:

a) New build floorspace (including extensions and replacement) of 100 sq ms or above?

Yes No

b) Proposals for one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional floorspace)?

Yes No

c) None of the above

Yes No

If you answered yes to either a), or b) please go to **Question 4**.

If you answered yes to c), please go to **8. Declaration** at the end of the form.

3. Applications for Minor Material Changes to an Existing Planning Permission

a) Does this application involve a change in the amount or use of new build floorspace, where the total floorspace, including that previously granted planning permission, is over 100 sq m?

Yes No

b) Does this application involve a change in the amount of floorspace where one or more new dwellings (including residential annexes) are proposed, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional floorspace)?

Yes No

If you answered yes to either a), or b) please go to **Question 4**.

If you answered no to both a) and b), please go to **8. Declaration** at the end of the form.

4. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes No

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes No

If you answered yes to a) or b), please note that you will need to complete and have agreed CIL Form 2 - 'Claiming Exemption or Relief', and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy. You will also need to complete CIL Form 2 if you think you are eligible for discretionary charitable relief, or exceptional circumstances relief, if this is available in your area. Please check the Charging Authority's website for details. CIL Form 2 is available from www.planningportal.co.uk/cil

c) Do you wish to claim a self build exemption for a whole new home?

Yes No

If you have answered yes to c) please also complete a CIL Form 7- 'Self Build Exemption Claim Form: Part 1' available from www.planningportal.co.uk/cil . Please note you will need to complete and have agreed CIL Form 7, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy.

d) Do you wish to claim a self build exemption for a residential annex or extension?

Yes No

If you have answered yes to d) please also complete either CIL Form 8 - 'Self Build Residential Annex Exemption Claim Form' or CIL Form 9 - 'Self Build Extension Exemption Claim Form' available from www.planningportal.co.uk/cil . Please note you will need to have completed and agreed either CIL Form 8 or 9, as appropriate, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority, if in respect of a residential annex, must receive prior to the commencement of your development , in order to benefit from relief from the levy

5. Reserved Matters Applications

Does this application relate to details or reserved matters pursuant to an application that was granted planning permission prior to the introduction of the CIL charge in the relevant local authority area?

Yes

Please enter the application number:

15/02664/OUT

No

If you answered yes, please go to **8. Declaration** at the end of the form.

If you answered no, please continue to complete the form.

3. Proposed New Floorspace

a) Does your application involve new **residential floorspace** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

N.B. conversion of a single dwelling house into two or more separate dwellings (without extending them) is NOT liable for CIL. If this is the sole purpose of your development proposal, answer 'no' to Question 2b and go straight to the declaration at Question 8.

Yes No

If yes, please complete the table in section 6c) below, providing the requested information, including the floorspace relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does your application involve new **non-residential floorspace**?

Yes No

If yes, please complete the table in section 6c) below, using the information provided for Question 18 on your planning application form.

c) Proposed floorspace:

Development type	(i) Existing gross internal floorspace (square metres)	(ii) Gross internal floorspace to be lost by change of use or demolition (square metres)	(iii) Total gross internal floorspace proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal floorspace following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)	0	0	319	319
Social Housing, including shared ownership housing (if known)				
Total residential floorspace				
Total non-residential floorspace				
Total floorspace				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal floorspace that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in question 7c).

7. Existing Buildings continued

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sq ms) to be retained.	Proposed use of retained floorspace.	Gross internal area (sq ms) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
2			N/A		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
3					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
4					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
Total floorspace							

c) Does your proposal include the retention, demolition or partial demolition of any whole buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period? If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sq ms) to be retained	Proposed use of retained floorspace	Gross internal area (sq ms) to be demolished
1				
2		N/A		
3				
4				
Total floorspace into which people do not normally go, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If your development involves the conversion of an existing building, will you be creating a new mezzanine floor within the existing building? Yes No

e) If Yes, how much of the gross internal floorspace proposed will be created by the mezzanine floor (sq ms)?

Use	Mezzanine floorspace (sq ms)

8. Declaration

I/we confirm that the details given are correct.

Name:

MR BROOKES

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

11/04/2019

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

For local authority use only

App. No:

**Application for approval of details reserved by condition.
 Town and Country Planning Act 1990
 Planning (Listed Buildings and Conservation Areas) Act 1990**

Privacy Notice

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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:



Please send to :
 The Planning Service, Howden House
 1 Union St
 Sheffield
 S1 2SH

Planning Helpline : 0114 203 9183
 E-mail : planningdc@sheffield.gov.uk

Sheffield Guidance at :
www.sheffield.gov.uk/planning

Publication of applications on 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.

Printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text 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. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: R/052+54 House suffix:

House name:

Address 1: ARUNDEL ROAD

Address 2: CHAPELTOWN

Address 3:

Town: SHEFFIELD

County:

Postcode (optional): S35 2RD

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

Easting: Northing:

Description:

4. 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?

5. Description Of Your Proposal

Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision in the sections below:

ERECTOR OF A DWELLINGHOUSE + CAR PARKING PROVISION

Reference number: 18/04107/FUL Date of decision: 31/01/19 (Date must be pre-application submission) (DD/MM/YYYY)

Please state the condition number(s) to which this application relates:

1.	<u>APPLICATION TO VARY PLANS</u>	6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Has the development already started? Yes No

If Yes, please state when the development started (DD/MM/YYYY): (date must be pre-application submission)

Has the development been completed? Yes No

If Yes, please state when the development was completed (DD/MM/YYYY): (date must be pre-application submission)

5. Discharge Of Condition

Please provide a full description and/or list of the materials/details that are being submitted for approval:

7. Part Discharge Of Condition(s)

Are you seeking to discharge only part of a condition? Yes No

If Yes, please indicate which part of the condition your application relates to:

3. 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 original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:

The correct fee:

*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.

9. 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:



Date (DD/MM/YYYY):

(date cannot be pre-application)

10. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

11. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. 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: