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

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 their obligations in regards to the processing of your application. Please refer to their 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:

Development Management, Economic Development and Planning,
County Hall, Bythesea Road, Trowbridge, BA14 8JN
Tel: 0300 456 0114 Email: developmentmanagement@wiltshire.gov.uk

Wiltshire Council

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 authority directly.

If 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:	MR + MRS. HEWLETT
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	195 EAST GOMELDON RD.
Address 1:	
Address 2:	
Address 3:	
Town:	EAST GOMELDON
County:	
Country:	
Postcode:	SP4 6NA

2. Agent Name and Address

Title:	
First name:	
Last name:	BERNARD E. GOLE + PL
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	8 LOVE LANE
Address 1:	
Address 2:	
Address 3:	
Town:	ROMSEY
County:	
Country:	
Postcode:	SO51 8DF2

3. Description of Proposed Works

Please describe the proposed works:

Roof Lights + Windows To 1st floor

Has the work already started? ☐ Yes ☑ No

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

Has the work already been completed? ☐ Yes ☒ No

If Yes, please state when the work was 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:	195 EAST BARNET ROAD				
Address 1:	- ANCILLARY BUILDING				
Address 2:					
Address 3:					
Town:	EAST BARNET				
County:					
Postcode (optional):					

5. 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):

6. 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 possible: ☐

Officer name:

Reference:

Date (DD MM YYYY): (must be pre-application submission)

Details of the pre-application advice received:

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 plans or drawings:

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:

N/A

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.

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls			☐	☐
Roof		METAL / GLASS	☐	☐
Windows		UPVC / GLASS.	☐	☐
Doors			☐	☐
Boundary treatments (e.g. fences, walls)			☐	☐

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

Vehicle access and hard-standing			☐	☐
Lighting			☐	☐
Others (please specify)			☐	☐

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☐ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

9644/1+2. 5084/4C. 9126/1A
0.5. Sheet.

11. 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):
		12/6/23

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

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

11. Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

** "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*

The steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else 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 to which this application relates, but I have/ the applicant has been unable to do so.

** "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*

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. 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 a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

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

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: ☐

The correct fee: From Client ☐

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): ☑ ☐

*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.

13. 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): 12/6/23 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

16. 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:

Development Management, Economic Development and Planning,
County Hall, Bythesea Road, Trowbridge, BA14 8JN
Tel: 0300 456 0114 Email: developmentmanagement@wiltshire.gov.uk

Wiltshire Council
Where everybody matters

Householder Validation Checklist

(Those involving extending a dwelling or erecting/altering an outbuilding or the access to the dwelling)

National Requirements -Plans

Location Plan ☑

Scale 1:2500 or 1:1250

When required
All applications

What information is required?

- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.

Planning Policy and Where to look for further assistance
Government Guidance on Information Requirements
and Validation - paragraphs 44 - 48 - found at:
Communities and government validation guidance

Site Plan ☑

Scale 1:500 or 1:250/1:200/1:100

When required
All applications

What information is required?

- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.
- Written dimensions, including those to the boundary, should be shown.
- Any trees or public rights of way affected by the development should be shown
- Any new boundary walls or fencing proposed as part of the development

Planning Policy and Where to look for further assistance
Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at:
Communities and government validation guidance

Other Documents

Application Form ☑

When required
All applications

What information is required?
Completion of the forms, further guidance is available to download
Householder guidance

Ownership Certificate ☑

When required
All applications

What information is required?
Completed Certificate stating the ownership of the application site

Where to look for further assistance
The Certificate is part of the planning application form and details on how to complete it are included in the application forms and guidance notes available on the Council's web site.

What information is required?
Where a third party own all or part of the application site, Notice of the application must be given to them
You can download a copy of the notice under article 6 on the Council's website

Fee ☐ — PLEASE CONFIRM PAYMENT METHOD FOR CLIENT

When required
Planning applications incur a fee

What information is required?
The correct fee

Planning Policy and Where to look for further assistance
Full details can be found on the Council's web site or in Government Circular 04/2008

Local Requirements – Plans *All plans must include a scale bar*

Existing Elevations ☑

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed

What information is required?

Drawings that clearly show the existing appearance of the building

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Proposed Elevations ☑

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed; when new buildings, such as garages are proposed

What information is required?

These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Existing & Proposed Floor Plans ☑

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed

What information is required?

These should highlight any walls to be demolished and show the uses of the any proposed new rooms

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Existing & Proposed Roof Plans ☐

Scale 1:100 or 1:50

When required

Where any roof is being altered and the change cannot be adequately shown on the elevation plans

What information is required?

The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Site Sections ☐

Scale 1:100 or 1:50

When required

When a change in level is proposed eg on a sloping site

What information is required?

These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Parking Plan ☐

Scale 1:100

When required

Only when the proposals involve the conversion of a garage to living space or building over a parking space

What information is required?

Drawing showing proposed parking arrangements

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Other Documents

Flood Risk Assessment ☐

When required

When the development is within Flood zone areas 2 or 3

What information is required?

Flood Risk Assessment

Policy Drivers and Where to look for further assistance

Detailed Guidance from the Environment Agency can be found at:
http://www.environment-agency.gov.uk/research/planning/82584.aspx

The site also shows flood risk areas

National Planning Policy Framework paragraphs 100 to 104

Ecological Assessment/ Protected Species survey ☐

When required

Find out if your application needs to be supported by an ecological survey, by entering details in our guidance form here: https://survey.wiltshire.gov.uk/snapwebhost/s.asp?k=163404241874 . The form is a guide only and may not pick up all ecological constraints relevant to your application.

What information is required?

This depends on the proposal details and site context. Support can be found here:
www.wiltshire.gov.uk/planning-bio-ecological-survey

Planning Policy and Where to look for further assistance

Advice can be found on the Council's web site here Biodiversity and Development
and in the list of documents available to download here www.wiltshire.gov.uk/planning-bio-ecological-survey .