

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

Please complete using block capitals and black ink.

1. Applicant Name and Address

Title: MRS First name: LORNA
Last name: ALTUN
Company (optional): _____
Unit: _____ House number: 10 House suffix: _____
House name: 'MUSSENDEN'
Address 1: MAYNARD STREET
Address 2: COPTHORNE
Address 3: _____
Town: CRAWLEY
County: WEST SUSSEX
Country: ENGLAND
Postcode: RH10 3US

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:

FENCING AROUND TWO SIDES OF THE REAR GARDEN RAISED BY 60CM. THE ORIGINAL FENCING STILL EXISTS AND HAS NOT BEEN REPLACED. WE HAVE PUT AN EXTRA FENCE ALONGSIDE IT WHICH HAS RAISED IT BY 60CM. THIS IS DUE TO THE GROUND LEVEL BY THE FENCE BEING RAISED BY 60CM THIS IN EFFECT GIVES OUR NEIGHBOURING NEIGHBOURS PRIVACY, REDUCES NOISE POLLUTION AND HELPS REDUCE AIR POLLUTION FROM THE CAR PARK BEHIND THE FENCE. OUR FENCING IS 2.4M FROM OUR GROUND LEVEL BUT IS 60CM RAISED FROM THE NEIGHBOURING GROUND LEVEL. WE HAVE REMOVED THE FENCING HEIGHT FROM THE NEIGHBOUR IN QUESTION TO HIS REQUEST AND PLANTED HEDGES INSTEAD.

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3. Description of Proposed Works (continued)

Has the work already started?

☒ Yes ☐ No

If Yes, please state when the work was started (DD/MM/YYYY):

02/09-23

(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):

02/10-23

(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):

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)

18-4-24

Details of the pre-application advice received:

WAS GIVEN OPTIONS IE:

1/ APPLY FOR HOUSEHOLD RETROSPECTIVE PLANNING

OR REDUCE
2/ THE FENCE DOWN

3/ APPLY FOR PLANNING PERMISSION.

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:

TREES + HEDGES PLANTED NORTH FACING
TREES + HEDGES PLANTED WEST FACING.

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?

If Yes, please describe:

☐ Yes

☒ No

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

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

Do any of these statements apply to you
and/or agent

☐ Yes

☒ No

If Yes, please provide details of the 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			☒	☐
Windows			☒	☐
Doors			☒	☐
Boundary treatments (e.g. fences, walls)	FENCING PANELS - ORIGINAL FENCE STILL EXISTS AROUND THE BOUNDARY.	FENCING PANELS - COLOUR : NATURAL TYPE : WOOD ON TOP OF ORIGINAL FENCE.	☐	☐
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:

ENCLOSED PICTURES .

DRAWINGS OF FENCING HEIGHT + GROUND LEVEL .

DRAWING OF MATERIALS USED

DRAWINGS OF TREES + HERE HEDGES PLANTED ALONGSIDE OUR FENCE.

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

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:

[Redacted Signature]

Or signed - Agent:

[Redacted Signature]

Date (DD/MM/YYYY):

23-7-24

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

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:

[Redacted Signature]

Or signed - Agent:

[Redacted Signature]

Date (DD/MM/YYYY):

[Redacted Date]

11. Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

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

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 has been submitted.

The original and 3 copies of a completed and dated application form:



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:



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 the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 12 Certificate (Agricultural Holdings):



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



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):

23-7-24

(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: