

## 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:

**For assistance with completing this form contact:**

The Planning Service  
3 Knowsley Place, Duke Street, Bury BL9 0EJ

Phone: 0161 253 5432 Email: [development.control@bury.gov.uk](mailto:development.control@bury.gov.uk)



### 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:              | MR & MRS        |               |   | First name:   | KEITH |  |  |
| Last name:          | BARDSLEY        |               |   |               |       |  |  |
| Company (optional): |                 |               |   |               |       |  |  |
| Unit:               |                 | House number: | 8 | House suffix: |       |  |  |
| House name:         |                 |               |   |               |       |  |  |
| Address 1:          | 8 HOPWOOD CLOSE |               |   |               |       |  |  |
| Address 2:          | UNSWORTH        |               |   |               |       |  |  |
| Address 3:          |                 |               |   |               |       |  |  |
| Town:               | BURY            |               |   |               |       |  |  |
| County:             | LANCASHIRE      |               |   |               |       |  |  |
| Country:            |                 |               |   |               |       |  |  |
| Postcode:           | BL9 8HD         |               |   |               |       |  |  |

#### 2. Agent Name and Address

|                     |                         |               |  |
|---------------------|-------------------------|---------------|--|
| Title:              |                         | First name:   |  |
| Last name:          |                         |               |  |
| Company (optional): | R.T. LUCAS - ARCHITECTS |               |  |
| Unit:               |                         | House number: |  |
| House name:         | RAVEN HOUSE             |               |  |
| Address 1:          | 113 FAIRFIELD STREET    |               |  |
| Address 2:          |                         |               |  |
| Address 3:          |                         |               |  |
| Town:               | MANCHESTER              |               |  |
| County:             |                         |               |  |
| Country:            |                         |               |  |
| Postcode:           | M12 6EL                 |               |  |

### 3. Description of Proposed Works

Please describe the proposed works:

SINGLE STOREY SIDE AND PART REAR EXTENSION TO FORM GARAGE, TOILET / SHOWER AND UTILITY AREA

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:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

### 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:

### 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):

### 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:

### 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<br>(where applicable)  | Proposed                  | Not<br>applicable        | Don't<br>Know            |
|---------------------------------------------|---------------------------------|---------------------------|--------------------------|--------------------------|
| Walls                                       | FACING BRICK                    | AS EXISTING               | <input type="checkbox"/> | <input type="checkbox"/> |
| Roof                                        | TILES                           | TILES                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Windows                                     | UPVC                            | UPVC                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors                                       | UPVC                            | UPVC                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Boundary treatments<br>(e.g. fences, walls) | P.C. POSTS AND TIMBER<br>PANELS | REPLACED BY BRICK<br>WALL | <input type="checkbox"/> | <input type="checkbox"/> |

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 | TARMAC AND P.C. SLABS | AS EXISTING | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting                         | NONE                  | N/A.        | <input type="checkbox"/> | <input type="checkbox"/> |
| Others (please specify)          |                       |             | <input type="checkbox"/> | <input type="checkbox"/> |

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:

LOCATION PLAN, DRAWINGS PL- 01 TO 07

## 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):

### 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):

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

|  |
|--|
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Signed - Applicant:

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Or signed - Agent:

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Date (DD/MM/YYYY):

|  |
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### 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):

|  |
|--|
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|--|

Signed - Applicant:

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Or signed - Agent:

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Date (DD/MM/YYYY):

|  |
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