

# The Vale of Glamorgan Council Cyngor Bro Morgannwg

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E-bost: [developmentcontrol@valeofglamorgan.gov.uk](mailto:developmentcontrol@valeofglamorgan.gov.uk)

[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)



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

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

### Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes 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. Description of Proposed Works

Please describe the proposed works:

Rear Dormer 1st Conversion, & single storey side extension.

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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):

(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):

### 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 boundary?  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

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?  Yes  No

If Yes, please provide details of the name, relationship and role

## 10. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes on the Planning Portal website (see "Local level requirements and additional documentation"). The notes provide further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals. Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

c) Features of geological conservation importance:

- Yes, on the development site  
 Yes, on land adjacent to or near the proposed development  
 No

### Supporting Information Requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the 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.

Your Local Planning Authority will be able to advise on the content of any assessments that may be required.

## 11. 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	Brick.	to match, tiles hung on clamber cheeks.	<input type="checkbox"/>	<input type="checkbox"/>
Roof	Pitch Conc.	single Membrane Flat roof.	<input type="checkbox"/>	<input type="checkbox"/>
Windows	UPVC	to match	<input type="checkbox"/>	<input type="checkbox"/>
Doors	UPVC	——"——	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)		1400824 FUL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing		RECEIVED 08 JUL 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting		ENVIRONMENTAL AND ECONOMIC REGENERATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input checked="" 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:

001 - 001 existing plans + elevations  
 001 - 002 Proposed ——"—— " ——



**12. Ownership Certificates (continued)**

**Certificate of Ownership – Certificate D**

**Town and Country Planning (Development Management Procedure) (Wales) Order 2012**

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

[Redacted area]

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

[Redacted area]

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

[Redacted area]

Signed - Applicant:

[Redacted area]

Or signed - Agent:

[Redacted area]

Date (DD/MM/YYYY):

[Redacted area]

**13. Agricultural Holdings**

**Agricultural Holding Certificate**

**Town and Country Planning (Development Management Procedure) (Wales) Order 2012**

**Agricultural Land Declaration - You Must Complete Either A or B**

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

Signed - Applicant:

[Redacted area]

[Redacted area]

Date (DD/MM/YYYY):

4/7/14

(B) I have/ The applicant has given the requisite notice to the person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

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Signed - Applicant:

[Redacted area]

Or signed - Agent:

[Redacted area]

Date (DD/MM/YYYY):

[Redacted area]

**14. Planning Application Requirements - Checklist**

Please read the following checklist to make sure you have sent all the information in support of your proposal. Applications for planning permission in Wales must be accompanied by certain additional supporting documents if they exceed certain thresholds. For detailed information please refer to Welsh Government Circular WGC 002/2012 and the guidance available on the Planning Portal website. 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 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):
- 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 the completed, dated Article 7 Certificate (Agricultural Holdings):
- The original and 3 copies of a design and access statement where proposed works fall within one of the following designated areas:
  - National Park
  - Site of special scientific interest
  - Conservation area
  - Area of outstanding natural beauty
  - World Heritage Site

**15. Declaration**

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed - Applicant:

Or signed by agent:

Date (DD/MM/YYYY):

[Redacted Signature]

[Redacted Signature]

4/7/14

(date cannot be pre-application)

**16. Applicant Contact Details**

Telephone numbers

Country code: National number: Extension number:

[Redacted]

Country code: Mobile number (optional):

[Redacted]

Country code: Fax number (optional):

[Redacted]

Email address (optional):

[Redacted]

**17. Agent Contact Details**

Telephone numbers

Country code: National number: Extension number:

[Redacted]

Country code: Mobile number (optional):

[Redacted]

Country code: Fax number (optional):

[Redacted]

Email address (optional):

[Redacted]

**18. 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:

[Redacted]

Telephone number:

[Redacted]

Email address:

[Redacted]

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