

Planning and Building Control Services

Civic Centre
The Water Gardens
Harlow, Essex CM20 1WG
Tel: 01279 446856 / 446598 Fax: 01279 446639
Email: planning.services@harlow.gov.uk

Application For Permission To Develop Land – Part 1

Town and Country Planning Act 1990

SIX completed copies of this form and plans together with the appropriate fee (see Schedule of Fees), must be submitted to Harlow Council, Planning Services, 3rd Floor Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG.

Any application not accompanied by the appropriate number of forms and plans or fee will be classed as incomplete and therefore invalid.

For Office Use Only

Application N^o:

Date Received:

1a. Applicant Details

Name of Applicant:

Address of Applicant:

Postcode:

Home Telephone N^o:

Work Telephone N^o:

1b. Agent Details (If Applicable)

Name of Agent:

Address of Agent:

Postcode:

Telephone N^o:

Fax N^o:

2a. Particulars of proposal for which permission or approval is sought

Full address or location of the land to which this application relates and site area in Hectares.

Address or Location

Postcode

Site Area in Ha.

2b. Particulars of proposal for which permission or approval is sought

Brief particulars of proposed development including the purpose(s) for which the land and/or buildings are to be used.

2c. Particulars of proposal for which permission or approval is sought

State whether applicant owns or controls any adjoining land and if so, give its location.

2d. Particulars of proposal for which permission or approval is sought

State whether the proposal involves;

		Yes	No
I.	New building(s)	<input type="checkbox"/>	<input type="checkbox"/>
II.	Alteration or extension	<input type="checkbox"/>	<input type="checkbox"/>
III.	Change of use	<input type="checkbox"/>	<input type="checkbox"/>
IV.	Construction of a new access to a highway:	Pedestrian	<input type="checkbox"/>
		Vehicular	<input type="checkbox"/>
V.	Alteration of an existing access to a highway:	Pedestrian	<input type="checkbox"/>
		Vehicular	<input type="checkbox"/>

3. Particulars of Application

State whether this application is for;

	Yes	No
I. Full Planning Permission	<input type="checkbox"/>	<input type="checkbox"/>
II. Outline Planning Permission	<input type="checkbox"/>	<input type="checkbox"/>

If yes, mark any of the following which are **not reserved** for subsequent approval with an X.

- Siting
- Design
- External Appearance
- Means of Access

- | | | | |
|------|----------------------------------------------------------------------------|--------------------------|--------------------------|
| | | Yes | No |
| III. | Approval of Reserved Matters following the granting of Outline Permission. | <input type="checkbox"/> | <input type="checkbox"/> |

If **Yes**, state the date and number of outline permission

Date: Ref No.: HW

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | | Yes | No |
| IV. | Renewal of a temporary permission or permission for retention of building or continuance of use without complying with a condition subject to which planning permission has been granted. | <input type="checkbox"/> | <input type="checkbox"/> |

If **yes**, state the date and number of previous permission and identify the particular condition

Date: Ref No.: HW Condition No:

4. Particulars of Present and Previous Use of Buildings or Land

- | | | |
|-----|-----------------------------------|--|
| I. | Present use of buildings/land: | |
| II. | If vacant, the last previous use: | |

5. Additional Information

- | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | | Yes | No |
| (a) | Is this application for industrial, office, warehousing, storage or shopping purposes? If yes , complete Part 2 of this form. | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) | Does the proposed development involve the felling of any trees? If yes , indicate the positions on plan. | <input type="checkbox"/> | <input type="checkbox"/> |

6. Plans

List of drawings and plans submitted with the application.

Note:
The proposed means of enclosure, the materials and colour of the walls and roof. Landscaping details etc. should be clearly shown on the submitted plans, unless the application is in outline only.

7. Type of Application

I/We hereby apply for:

- (a) *planning permission to carry out the development described in this application and the accompanying plans, and in accordance therewith.
- (b) *planning permission to retain buildings or works already constructed or carried out, or a use of land already instituted as described on this application and the accompanying plans.
- (c) *approval of such matters as were reserved in the outline permission specified herein and are described in this application and the accompanying plans.

**Please indicate whichever is applicable with an X.*

8. Signature

Signed:

Date:

On behalf of:

(insert applicants name if signed by an agent)

Note:

An appropriate certificate must accompany this application unless you are seeking approval to reserved matters. The following certificate will be appropriate if you are the owner or have a tenancy of all of the land. Only one copy need be completed.

**Certificate under Article 7 of the Town and Country Planning
(General Development Procedure) Order 1995**

Certificate A

I certify that: -

1. On the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner (a) of any part of the land to which this application relates.

None of the land to which this application relates is or is part of an agricultural holding;

or

2. *I have / *The applicant has given the requisite notice to every person other than *myself / *him / *herself who on the day 21 days before the date of the application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as follows: -

Tenant's Name	Address at which Notice was Served	Date on which Notice was Served
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	
	Postcode <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	
	Postcode <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	
	Postcode <input type="text"/>	

Signed: **Date:**

On behalf of:

(a) "owner" means a person having a freehold interest or a leasehold interest the unexpired term of which was not less than 7 years.

* Delete where appropriate