

Guidance Notes

Householder Planning Application

These notes are intended as a guide to the householder planning application form. The numbers in the margin refer to the question numbers on the application form.

1. Applicant Details

It will always be necessary for staff to visit the site of a proposed extension. If we cannot get access we will not be able to make a decision on the planning application. So if there is usually nobody at home during the day, it would be helpful if you could give a daytime number where we can contact you.

2. Agent Details

Not applicable if no agent

3. Property Address

Please state the address clearly. Each application should also be accompanied by six copies of a location map which shows the property in its setting and includes nearby houses.

4. Description

The proposed development should be described in precise terms, e.g.:

- a) Rear Extension (single storey)
- b) Rear Extension (two storey)
- c) Porch
- d) Front Extension (single storey)
- e) Front Extension (two storey)

5. Similar Application

Alterations and extensions to many houses in Harlow will also require the consent of the Council under the "RESTRICTIVE COVENANTS". Please telephone 01279 446859.

6. Access to Roads

This question needs to be answered.

7. Trees

It may be the case that trees on or near the site are protected by Tree Preservation Orders. This means that any tree (or hedges) which are protected may not be lopped, topped or felled without the consent of the Council. If in doubt, contact Planning Services. However, all trees and hedges should be identified on the plan.

8. Parking and Garaging

This question needs to be answered.

9. Drainage

This answer is usually "as existing". The applicant should be satisfied that the site is capable of being drained by the method stated and that sewage can be dealt with in the manner proposed. If you are not sure, contact Planning Services.

10. Materials

It may be helpful to include the name of the manufacturer or trade name of the particular materials. Generally, the answer is either "as existing" or "to match existing".

Fees For Household Planning Applications

Under Government Regulations we must currently charge a fee for all extensions or similar householder applications. Without this fee the application is not valid. Please see the schedule of fees for the current fee.