

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

Householder Planning Application

Town and Country Planning Act 1990 (as amended)

You are advised to read the accompanying notes before completing any part of this form.

Any information you supply on this form will be available for public viewing as required by the Town and Country Planning Acts.

FOUR completed copies of this form and **SIX** sets of plans (plans should be drawn at a 1:50 scale with a 1:1250 location plan) and returned to the address above.

For Office Use Only

Application N^o:

Date Received:

1 Applicant Details

Name of Applicant:

Address of Applicant:

Postcode:

Home Telephone N^o:

Work Telephone N^o:

2 Agent Details (If Applicable)

Name of Agent:

Address of Agent:

Postcode:

Telephone N^o:

Fax N^o:

3 Property Address

Address of property to be altered or extended.

4. Description

Brief description of proposed work (e.g. single storey rear extension)

5. Similar Application

Have you made a similar application for:

Building Regulation Approval

Yes

No

Restrictive Covenants

Yes

No

6. Access to Roads

Will there be any new access or alteration to any existing access to the public road?

Yes

No

7. Trees

Does the proposal involve the felling or any other works to trees, or the removal of any hedgerow?

Yes

No

If YES, they must be clearly shown on the plans.

8. Parking and Garaging

How many garages and car parking spaces are there within the property before and after the proposed development?

**Garages
Spaces**

Before

After

9. Drainage

Please state how storm water will be disposed of (i.e. from roof and guttering):

Foul sewage will be disposed of to (please tick one option):

Main Sewer

Cess Pit

Septic Tank

Other:

10. Materials

Please indicate the materials to be used on the external faces of the:

Walls:	
Roof:	

11. Signature

Signed:

Date:

On behalf of:

NB. Separate consent is needed for access over Council-owned land. Separate consent may also be required under Building Regulations, Covenants or from the council as landlord.

We must protect the public funds we handle and so we may use information you have provided on this form to prevent or detect fraud. We may also share this information for the same purposes with other organisations which handle public funds.

Please ensure that you have completed and signed the form and that all necessary documents are attached and that you have completed and signed the Ownership Certificate below. Incomplete applications will be classed as invalid.

OWNERSHIP CERTIFICATE

Only complete if you are the owner of the property to which this application relates and it does not form part of an agricultural holding. In all other cases please seek advice of Planning Services.

CERTIFICATE A under Article 7 of the Town and Country Planning General Development Order (as amended) and Section 65 of the Town and Country Planning Act 1990 (as amended).

I certify that:

- i. on the 21 days before the date of the accompanying application nobody, except the applicant, was the owner of the land to which the application relates.
- ii. none of the land to which this application relates is, or is part of, an agricultural holding.

Signed:

Date: