

# Planning Application - Householder Development



This form is to be used only for applications for full planning permission for works of alteration/extension to a dwelling or other development for **domestic purposes** within the curtilage of a dwelling (eg. erection of a garage).

5 copies of this form and 5 copies of related plans (site layout/block plans not less than 1:500 scale, floor plans and elevations not less than 1:100 scale) must be submitted.

5 copies of location plans (preferably Ordnance Survey) not less than 1 : 2500 showing the site outlined in red must be submitted.

Please complete all sections in **BLOCK LETTERS**

### For office use only

Application No.	<input type="text"/>
Date valid	<input type="text"/>
Grid ref.	<input type="text"/>
Receipt No.	<input type="text"/>

## Section A

Applicant's name	<input type="text"/>	Agent's name	<input type="text"/>
address	<input type="text"/>	(if applicable)	<input type="text"/>
	<input type="text"/>	address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Tel.No	<input type="text"/>	Ref.No	<input type="text"/>
	<input type="text"/>	Tel.No	<input type="text"/>

## Section B

Full postal address of property to which the application relates

  


Please give a brief description of the proposed building work  
(e.g. 2 storey side extension to dwelling to allow garage on ground floor with 2 bedrooms above.)

## Section C

### Access to roads (please tick)

Will there be a new access or any alteration to an existing access to a public road? Yes  No

*If 'Yes' details should be included in the plans*

### Drainage

Does the proposal involve the installation of a septic tank? Yes  No

*If 'Yes' details should be included in the plans*

## Section D

Article 22 of the Planning (NI) Order 1991 requires each planning application to be accompanied by a certificate of ownership. If the certificate below does not apply because you do not own, or have a long lease of the application site, your Divisional Planning Office can provide an alternative form of certificate which must be completed before your application can be considered. I hereby certify that this application is made by or on behalf of \_\_\_\_\_

(Please use **BLOCK LETTERS**)

who is in actual possession of every part of the land to which the said application relates and is entitled to: \*a fee simple absolute / a fee tail / a life estate / a tenancy of which at least 40 years remain unexpired in the land. (\*You **must** delete words which do not apply.)

Signature of applicant/agent \_\_\_\_\_ Date \_\_\_\_\_



## Section E

# Neighbour Notification of an application for planning permission

- Please read the “Notes for Applicants” on the next page before completing this section.
- This form is part of your planning application, if you do not supply all the necessary details your application will be incomplete and it will be returned to you.
- You are not required to notify the occupiers listed below, this will be done by the Planning Service.

Please give the address of neighbouring land. (*Where occupants of a building have to be notified and the building is in multiple occupation give the addresses of all occupants.*)

a. Address _____ _____ Town _____ Postcode _____	b. Address _____ _____ Town _____ Postcode _____
c. Address _____ _____ Town _____ Postcode _____	d. Address _____ _____ Town _____ Postcode _____
e. Address _____ _____ Town _____ Postcode _____	f. Address _____ _____ Town _____ Postcode _____
g. Address _____ _____ Town _____ Postcode _____	h. Address _____ _____ Town _____ Postcode _____
i. Address _____ _____ Town _____ Postcode _____	j. Address _____ _____ Town _____ Postcode _____

• *If there is not enough space please list any additional addresses on a separate sheet.*

## Section F

I/we hereby apply for planning permission to carry out the development described in this application and the accompanying plans.

I enclose / a cheque / postal order no.  for the sum of £

Cheques or postal orders should be made payable to **‘DOE (General Account)’** and crossed **‘Not negotiable, A/C Payee only’**

Signed

On behalf of (if applicable)

Date

# Neighbour Notification Notes for Applicants

*Please read these Notes before filling in section E.*

## What is Neighbour Notification?

When the Planning Service receives an application for planning permission it will notify certain occupiers of buildings on land adjoining the application site:

- a. that an application for planning permission has been received and
- b. where the application and related plans may be inspected.

Owners not in occupation or persons with other interests in the land are not to be notified.

## What should you do now?

To help the Planning Service to make the notifications about your application, please list in the section opposite the addresses of notifiable occupiers of “neighbouring land”.

## What is “neighbouring land”?

For the purposes of neighbour notification, “neighbouring land” means:

- a. land which adjoins the boundary of the application site,
- b. land which would adjoin the boundary but for an entry or a road less than 20 metres wide.

## Which neighbours are notifiable occupiers?

Only **occupiers** of buildings on neighbouring land which are within **90 metres** of the boundary of the application site will be notified. It is therefore the addresses of these buildings only that you should enter.

If your application relates to a building in multiple occupation eg. a block of flats, you should also list the addresses of the units above and/or below the application site.

## Will notifiable occupiers always be notified?

In certain cases the Planning Service may decide that it would not be appropriate to notify all the occupiers you list eg. an occupier to the rear of a building about development wholly to the front, such as a porch.

In other cases The Planning Service may at its discretion notify occupiers in addition to those on you list.

## Further Information

If you have any difficulty in completing this form please do not hesitate to contact the Divisional Planning Office.