



# A HOUSEHOLDER'S GUIDE TO APPLYING FOR PLANNING PERMISSION

This form can be used by householders in the Borough to apply for permission for new building works under the Planning Acts. The form may only be used for changes to houses or bungalows, not for flats, and may be used to apply for permission to build/install:

- ◆ Extensions and conservatories
- ◆ Loft conversions
- ◆ Garages or outbuildings
- ◆ High garden walls or fences
- ◆ Garage conversions
- ◆ New or altered accesses on to a classified road
- ◆ Satellite dishes

A different form must be used if you want to convert your house into flats or build a separate dwelling in your garden. **Please read all the notes before completing these forms as this will help to ensure that you avoid unnecessary delays in dealing with the application.** The notes are in the same order as the questions on the forms.

## PRE-APPLICATION ADVICE

The Council encourages pre-application discussions with planning officers so that positive improvements and possible problems can be identified. A duty planning officer is available at the Council offices without an appointment between 9am and 5pm during the week, between 9.30am and 10.30am on Monday at the Hoddesdon One Stop Shop, between 9.30am and 10.30am on Wednesday at the Waltham Cross One Stop Shop and on a Saturday morning between 9.00am and 1.00pm at the Council Offices.

## THE PLANS

A site plan and appropriate building drawings must be submitted with your application.

### THE SITE PLAN

This should show your house and all the adjoining houses and roads, drawn to a scale of 1:1250 and showing the north point. You should draw a red line around the boundary of your house and garden. Copies of Ordnance Survey maps are available from Ordnance Survey Superplan Agents; please contact Development Control by any of the means at the end of this guidance note for details of the nearest agent. You must show all the existing buildings on your property including garages, home extensions, garden sheds and greenhouses. Please submit 7 copies for consultation purposes.

**THE BUILDING DRAWINGS must be drawn to scale in metric (1:100 or 1:50) and show:**

- ◆ What the building looks like *now* from the outside (known as elevations) and what it *will* look like from the outside from the front, both sides and the rear with notes to show the building materials to be used
- ◆ The existing and proposed layout of rooms in the whole building (one plan for each floor if more than one floor), indicating doors, windows, the thickness of walls and types of materials used
- ◆ Nearby manholes and sewers

**And should also ideally show:**

- ◆ A roof plan to show a complex roof or alterations
- ◆ A plan of the on-site parking area (including garages) within the boundary of the property showing existing and proposed parking facilities. Parking spaces should measure at least 2.4m x 4.8m.
- ◆ The location of boundaries

In order to illustrate clearly any new proposed works, it is advisable to hatch or shade in coloured pencil the relevant areas of the plans. Please submit 7 copies of all the drawings.

## **QUESTIONS 1 & 2**

### **NAME AND ADDRESS OF APPLICANT AND AGENT**

You may complete these forms yourself as a householder or you may employ an agent to do them for you. The agent could be the same architect, surveyor or builder who drew the plans for you. If the form is completed by an agent, all correspondence will be sent to that person; please give the name of the partner/associate/employee who should be contacted.

## **QUESTION 3**

### **BRIEF DESCRIPTION OF PROPOSED BUILDING WORKS**

Please describe the number of storeys, the position in relation to the existing house (rear, side or front) and the purpose of the new building. For example:

- ◆ *single storey detached garage in rear garden;*
- ◆ *two storey side extension containing kitchen with bathroom over.*

## **QUESTION 4**

### **SITE ADDRESS DETAILS**

Please provide the full postal address of the application site.

## **QUESTION 5**

### **ACCESS TO ROADS**

If you need a new vehicle access from a road onto your property, a dropped kerb must be constructed at your expense. Please contact Construction Services via the Environmental Helpline: (01992) 785577 or e-mail [environment@broxbourne.gov.uk](mailto:environment@broxbourne.gov.uk).

## QUESTION 6

### PRE-APPLICATION ADVICE

Has assistance or prior advice been sought from the Local Authority about this application

## QUESTION 7

### TREES & HEDGES

The Council wishes to see existing trees retained wherever possible. You should accurately show the position and spread of any existing trees on your plans and state clearly which, if any, are to be felled. If you do intend to fell or lop any trees please check whether the trees are subject to a Tree Preservation Order or if your house is in a Conservation Area. If either of these is the case then you will need consent and you should consult the Development Control Service at least six weeks before you intend to carry out the work by writing a separate letter giving details of the proposed work. A separate register on applications regarding preserved trees and trees in conservation areas must be kept.

## QUESTION 8

### PARKING

Will the proposed works affect existing car parking arrangements.

## QUESTION 9

### COUNCIL EMPLOYEE/MEMBER

If the applicant or agent are related to any member of staff or elected member of the council details must be provided.

## QUESTION 10

### MATERIALS

It is important to submit full details of all materials to be used. A type of material is required that will ensure a satisfactory appearance. If you are planning to use materials to match the existing house please indicate this.

## QUESTION 11

### OWNERSHIP

If you are making a planning application, you must also complete a certificate which states the ownership of the property. This is known as a 'Certificate under Article 7A' and, enclosed with this application form, you will find Certificates A and B.

**Complete Certificate A** if you are: the sole owner of all the land to which the application relates;  
**and**

no part of the development, including guttering or foundations,  
uses land outside your ownership; **and**

no part of the land is an agricultural holding.

If you are not the sole owner, the owner(s) must be told about your application. In these cases ignore Certificate A and complete Certificate B, sending the top half in with your planning application and serving the bottom portion (or copies of it) on each owner:

**Complete Certificate B** if you are: not the sole owner of all the land to which the application relates or part of the development, including guttering or foundations, uses land outside your ownership; **and** you know the owner(s) of the land not in your ownership; **and** no part of the land is an agricultural holding.

If neither of these Certificates apply please contact Development Control before submitting your application.

**There is a penalty for knowingly or recklessly completing a false or misleading Certificate.**

## **QUESTION 12**

### **PLANNING APPLICATION REQUIREMENTS – CHECKLIST**

## **QUESTION 13**

### **DECLARATION**

Please sign and date the application form.

## **QUESTION 14**

### **APPLICANT CONTACT DETAILS**

Please provide contact telephone numbers.

## **QUESTION 15**

### **AGENT CONTACT DETAILS**

Please provide contact telephone numbers.

## **QUESTION 16**

### **SITE VISIT**

Contact details in case the Council need to make an appointment to carry out a site visit.

### **FEES**

With your application, you must send the correct fees, as laid down by Parliament. Cheques or Postal Orders should be made payable to 'Borough of Broxbourne'. The fee for householder development is £150. If your planning application has expired and you wish to renew it the fee is also £150.

### **EXEMPTIONS FROM FEES**

If you have recently made another application for this building which was refused, or you withdrew the application, you may not need to pay another fee. Please discuss this with Development Control and state such circumstances in a covering letter with the application. No fee is required for

extensions or alterations necessary 'to improve the welfare of a disabled person', but a copy of the disability certificate should be provided.

## **BUILDING REGULATIONS**

You probably also require consent for your development under the Building Regulations. Please contact the Building Control Service on telephone 01992 785566 or via e-mail [buildingcontrol@broxbourne.gov.uk](mailto:buildingcontrol@broxbourne.gov.uk).

## **CHECKLIST**

### **BEFORE SUBMITTING HAVE YOU:**

- Filled in all relevant parts on the application form?
- Signed and dated each application form?
- Filled in, signed and dated the ownership certificate?
- Enclosed the appropriate fee?
- Enclosed 7 copies of a location plan with the site outlined in red?
- Enclosed 7 copies of the proposed and existing floor plans?
- Enclosed 7 copies of the proposed and existing elevations?
- Enclosed 7 copies of any other necessary plans – e.g. parking layout or roof plan?
- Drawn all the plans to scale in metric?

*Completed applications should  
be sent to:*

*Development Control  
Bishops' College,  
Churchgate,  
Cheshunt,  
Hertfordshire. EN8 9XE*

*Telephone: (01992) 785510/785565/785567*

*E-mail: [planning@broxbourne.gov.uk](mailto:planning@broxbourne.gov.uk)*

Application forms are available from the Council Offices above, One Stop Shops or by contacting the Service direct by any of the means above and can also be downloaded from the Council's website at [www.broxbourne.gov.uk](http://www.broxbourne.gov.uk).