

Application for Outline Planning Permission With All Matters Reserved

Town and Country Planning Act 1990 (as amended)

Important information

This form is issued by Planda Portal in compliance with government criteria, designed exclusively for submitting information to your Local Planning Authority as required by relevant legislation. Please note that once this document is downloaded, Planda Portal retains no visibility into the form or any data entered. How you use this form from that point forward is entirely up to you, including your decision to complete and submit it to the Local Planning Authority in line with the declaration terms.

Once submitted, the Local Planning Authority is responsible for advising you on how your data will be processed. For comprehensive details regarding their legal, regulatory, and commercial data protection policies, please consult the authority's official website.

This form is specifically designed to be printed and completed offline. Please complete this form in block capitals using black ink to facilitate scanning. You are advised to read the accompanying guidance notes and per-question help text. Submit your application online on [Our Website](#).

Publication on Local Planning Authority websites

Information submitted in this form and its attachments will be added to the public planning register. Please verify that all details are correct and that no private or sensitive information is included. Direct any inquiries to the Local Planning Authority for clarification.

① Applicant Details

Title	First Name	
Last Name:		
Company (optional):		
Unit:	House number:	House suffix:
House name:		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:	Postcode:	

② Agent Details

Title	First Name	
Last Name:		
Company (optional):		
Unit:	House number:	House suffix:
House name:		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:	Postcode:	

③ Description of Proposed Works

Please describe the proposed development, including any change of use:

Has the building, work or change of use already started?

- ☐ Yes
- ☐ No

Has the building, work or change of use been completed?

- ☐ Yes
- ☐ No

Is the proposal for public service infrastructure development (within the meaning of article 2 of S.I. 2015/595 as amended by article 3 of S.I. 746/2021)?

- ☐ Yes
- ☐ No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):

Date must be pre-application submission

If Yes, please state the date when the building, work or change of use was completed (DD/MM/YYYY):

Date must be pre-application submission

④ Site Address Details

Please provide the full postal address of the application site.

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

⑤ Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

- ☐ Yes
- ☐ No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
- ☐ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
- ☐ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
- ☐ Soakaway
- ☐ Main sewer
- ☐ Existing watercourse
- ☐ Pond/lake

④ Site Address Details (continued)

Please provide the full postal address of the application site.

Postcode (optional):

Describe location or grid reference if postcode is unknown.

Easting:

Northing:

Description:

⑦ Authority Employee / Member

A key principle in decision-making is that the process should be open and transparent. In this context, "related to" refers to connections, whether by birth or otherwise, that are significant enough for a reasonable and informed observer to determine that bias may exist on the part of the decision-maker within the local planning authority.

Do any of the following statements apply to you and/or agent?

With respect to the authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

☐ Yes

☐ No

If Yes, please provide details of their name, role and how you are related to them.

⑥ Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

☐ Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY) (must be pre-application submission):

Details of pre-application advice received?

⑧ Site Area

Please state the site area in hectares (ha)

9 Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☐ No

If Yes, please complete details of the changes in the tables below:

Proposed Housing							
Market Housing	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>A</i>

Existing Housing							
Market Housing	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>F</i>

Social, Affordable or Intermediate Rent	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>B</i>

Social, Affordable or Intermediate Rent	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>G</i>

Affordable Home Ownership	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>C</i>

Affordable Home Ownership	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>H</i>

Starter Homes	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>D</i>

Starter Homes	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>I</i>

Self Build and Custom Build	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>E</i>

Self Build and Custom Build	Not Known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						<i>a</i>
Flats/maisonettes	☐						<i>b</i>
Sheltered housing	☐						<i>c</i>
Bedsit/studios	☐						<i>d</i>
Cluster flats	☐						<i>e</i>
Other	☐						<i>f</i>
Totals (a+b+c+d+e+f)=							<i>J</i>

Total proposed residential units (A + B + C + D + E) =	
--	--

Total existing residential units (F + G + H + I + J) =	
--	--

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

10 All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

☐ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

Use Class / type od use		Not applicable	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross internal floorspace proposed (including change of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
B2	General industrial	☐				
B8	Storage or distribution	☐				
C1	Hotels and halls of residence	☐				
C2	Residential institutions	☐				
C2A	Secure residential institutions	☐				
C4	Homes in Multiple Occupation	☐				
E(a)	Display/Sale of goods other than hot food	☐				
E(b)	Sale of food and drink for consumption mostly on the premises	☐				
E(c)(i)	Financial services	☐				
E(c)(ii)	Professional services	☐				
E(c)(iii)	Other appropriate services in a commercial, business or service locality	☐				
E(d)	Indoor sport, recreation, or fitness – excluding motorised vehicles, firearms, swimming, and skating	☐				
E(e)	Medical or health services – except premises attached to the residence of the provider	☐				
E(f)	Creche, day nursery or day centre – except where including a residential use	☐				
E(g)(i)	Offices – except where not suitable in a residential area	☐				
E(g)(ii)	Research and development – except where not suitable in a residential area	☐				
E(g)(iii)	Industrial processes – except where not suitable in a residential area	☐				
F1	Learning and non-residential institutions	☐				
F2	Local community uses (essential shops, meeting places, sport, and recreation)	☐				
Other		☐				
Please Specify		☐				
	Total					

10 All Types of Development: Non-residential Floorspace (continued)

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

☐ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

Use Class / type od use		Not applicable	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross internal floorspace proposed (including change of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
E(a)	Display/Sale of goods other than hot food	☐				
F2	Local community uses (essential shops, meeting places, sport, and recreation)	☐				
Other		☐				
Please Specify		☐				
	Total					

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

☐ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

Use Class / type od use		Not applicable	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross internal floorspace proposed (including change of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
C1	Hotels	☐				
C2	Residential Institutions	☐				
C2A	Secure Residential Institutions	☐				
Other		☐				
Please Specify		☐				
	Total					

11 Employment

	Full-time		Part-time		Total Full-time equivalent
Existing employees					
Proposed employees					

12 Hours of Opening

If known, please state the hours of opening (e.g. 12:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not Known

13 Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development?

☐ Yes ☐ No If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert Landfill	☐		
Non-Hazardous Landfill	☐		
Hazardous Landfill	☐		
Energy from Waste Incineration	☐		
Other Incineration	☐		
Landfill Gas Generation Plant	☐		
Pyrolysis/Gasification	☐		
Metal Recycling Site	☐		
Transfer Stations	☐		
Material Recovery/Recycling Facilities (MRFs)	☐		
Household Civic Amenity Sites	☐		
Open Windrow Composting	☐		
In-Vessel Composting	☐		
Anaerobic Digestion	☐		
Any combined mechanical, biological and/ or thermal treatment (MBT)	☐		
Sewage Treatment Works	☐		
Other Treatment	☐		
Recycling Facilities for Construction, Demolition and Excavation Waste	☐		
Storage of waste	☐		
Other waste management	☐		
Other developments	☐		
Please provide the maximum annual operational throughput of the following waste streams:			
Municipal			
Construction, demolition and excavation			
Commercial and industrial			
Hazardous			

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

14 Existing Use

Please describe the current use of the site:

14 Existing Use (continued)

Is the site currently vacant?

☐ Yes ☐ No

If Yes, please describe the last use of the site:

When did this use end (if known)? DD/MM/YYYY

(date where known may be approximate)

Does the proposal involve any of the following? **If yes**, an appropriate contamination assessment is required with your application.

Land which is known to be contaminated?

☐ Yes ☐ No

Land where contamination is suspected for all or part of the site?

☐ Yes ☐ No

A proposed use that would be particularly vulnerable to the presence of contamination?

☐ Yes ☐ No

15 Biodiversity net gain

Do you believe that, if the development is granted planning permission, the Biodiversity Gain Condition (as set out in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990) would apply?

☐ Yes ☐ No

If No, please provide reasons, with reference to which exemptions or transitional arrangements you believe apply:

If Yes, please provide the information requested in all the questions below:

Please provide the date the pre-development biodiversity value of onsite habitat(s) have been calculated:
(this should be one of the following dates: the date of this application; or an earlier proposed date)

Date (DD/MM/YYYY):

Please provide the pre-development biodiversity value of onsite habitats on this date:

If a date earlier than the date of the submission of the planning application has been specified above, please provide reasons why this date has been used:

Please state the publication date of the biodiversity metric tool(s) used to calculate the onsite biodiversity value(s) provided above.

Date (DD/MM/YYYY):

15 Biodiversity net gain (continued)

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the pre-development biodiversity value of onsite habitat(s) was calculated and either:

- on or after 30 January 2020 which were not in accordance with a planning permission; or
- on or after 25 August 2023 which were in accordance with a planning permission?

☐ Yes ☐ No

If yes, please provide details including: the date immediately before this activity was carried out; the onsite biodiversity value on this date; and any supporting evidence (or reference to relevant document containing these details).

If yes, please state the publication date of the biodiversity metric tool(s) used to calculate any onsite biodiversity value(s) provided above.

Date (DD/MM/YYYY):

Does the application site have irreplaceable habitat(s) (corresponding to the descriptions in The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) which exist on land to which this application relates on the date the pre-development biodiversity value of onsite habitat(s) was calculated?

☐ Yes ☐ No

If yes, please provide a description of these and any further details (for example reference to relevant document):

- ☐ I/We confirm this application is accompanied by the following:
- i. The completed biodiversity metric tool(s) showing the calculation of the pre-development biodiversity values, and on the dates, detailed above including, if applicable, those related to any loss (or degradation) of any onsite habitat(s) ii. Plan(s), showing onsite habitat(s) existing on the date the pre-development biodiversity value of onsite habitat(s) was calculated;

and

iii. If applicable, plan(s) showing onsite irreplaceable habitat(s) existing on the date the pre-development biodiversity value of onsite habitat(s) was calculated.

Please provide details (for example reference to relevant document):

15 Biodiversity net gain (continued)

Are there any priority habitats on or within 500m of your site?

A priority habitat is one that has been listed under Section 41 of the Natural Environment and Rural Communities Act 2006 (as amended). [See the list of priority habitats.](#)

☐ Yes ☐ No

If you answered YES, Can you provide evidence that no priority habitats will be impacted by the development?

☐ Yes ☐ No

If you answered NO, Can you evidence that you carried out a site assessment if the local authority disputes the presence of priority habitats?

☐ Yes ☐ No

Please set out any evidence and process you followed:

16 Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

I certify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates.

* “owner” is a person with a freehold interest orl easehold interest with at least 7 years left to run.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* of any part of the land or building to which this application relates.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Name of Owner / Agricultural Tenat	Address	Date Notice Served

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Name of Owner / Agricultural Tenat	Address	Date Notice Served

Notice of the application has been published in the following newspaper
(circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the
date of the application):

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper
(circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the
date of the application):

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

17 Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit al information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

- ☐ The original and 3 copies* of a completed and dated application form:
- ☐ The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:
- ☐ The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application
- ☐ The correct fee:
- ☐ The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):
- ☐ The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details):

National legislation requires applicants to submit the original application form and supporting documents plus three copies (four copies in total), unless the application is submitted electronically or the local planning authority (LPA) accepts fewer copies. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). Please check your LPA's website or contact its planning department for further information.

18 Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

Cannot be pre-application

19 Applicant Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

20 Agent Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

21 Site visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☐ Yes
- ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ☐ Agent
- ☐ Applicant
- ☐ Other (if different from the agent/applicant's details)

Contact name:

Telephone number:

Email address: