



RIBBLE VALLEY
BOROUGH COUNCIL

Council Offices, Church Walk, Clitheroe, Lancashire. BB7 2RA Tel: 01200 425111 www.ribblevalley.gov.uk

31 AUG 2011

FOR THE
ATTENTION OF

For office use only

Application No: 320110700P

Date received

Fee paid £

Receipt No:

Householder Application for Planning Permission for works or extension to a dwelling Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/applications

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application

1. Applicant Name and Address

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 Name and Address

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 works:

Attic/loft conversion with 2 velux windows

3. Description of Proposed Works (continued)

Has the work already started?

☐ Yes ☒ No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed?

☐ Yes ☒ No

If Yes, please state when the work 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: Postcode (optional): **5. Pedestrian and Vehicle Access, Roads and Rights of Way**

Is a new or altered vehicle access

proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access

proposed to or from the public highway? ☐ Yes ☒ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way?

☐ Yes ☒ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/drawing(s):

6. Pre-application AdviceHas 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 possible: ☐Officer name: Reference: Date (DD MM YYYY):

(must be pre-application submission)

Details of the pre-application advice received:

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development?

☐ Yes ☒ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes ☒ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes ☒ No

If Yes, please describe:

9. Authority Employee / Member

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

Do any of these statements apply to you?

☐ Yes ☒ No

If Yes, please provide details of the name, relationship and role

0. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls			☒	☐
Roof		2 veleux windows	☐	☐
Windows			☒	☐
Doors			☒	☐
Boundary treatments (e.g. fences, walls)			☒	☐
Vehicle access and hard-standing			☒	☐
Lighting			☒	☐
Others (please specify)			☒	☐

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Design + Access Statement Pro-forma included.

1. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12**

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):



27/08/2011

CERTIFICATE OF OWNERSHIP - CERTIFICATE B**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12**

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12**

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so

The steps taken were:

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Name of Owner	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):

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Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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11. Ownership Certificates (continued)**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so

The steps taken were:

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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):

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Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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12. Agricultural Land Declaration**AGRICULTURAL LAND DECLARATION**

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12
Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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27/08/2011

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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13. 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 all 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 has been submitted.

The original and 3 copies of a completed and dated application form:



The original and 3 copies of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building:



The correct fee:



The original and 3 copies of a 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 the completed, dated Ownership Certificate (A, B, C or D - as applicable):



The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:



The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings):



4. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

27/09/2011

(date cannot be pre-application)

15. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

16. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

17. 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)

If Other has been selected, please provide:

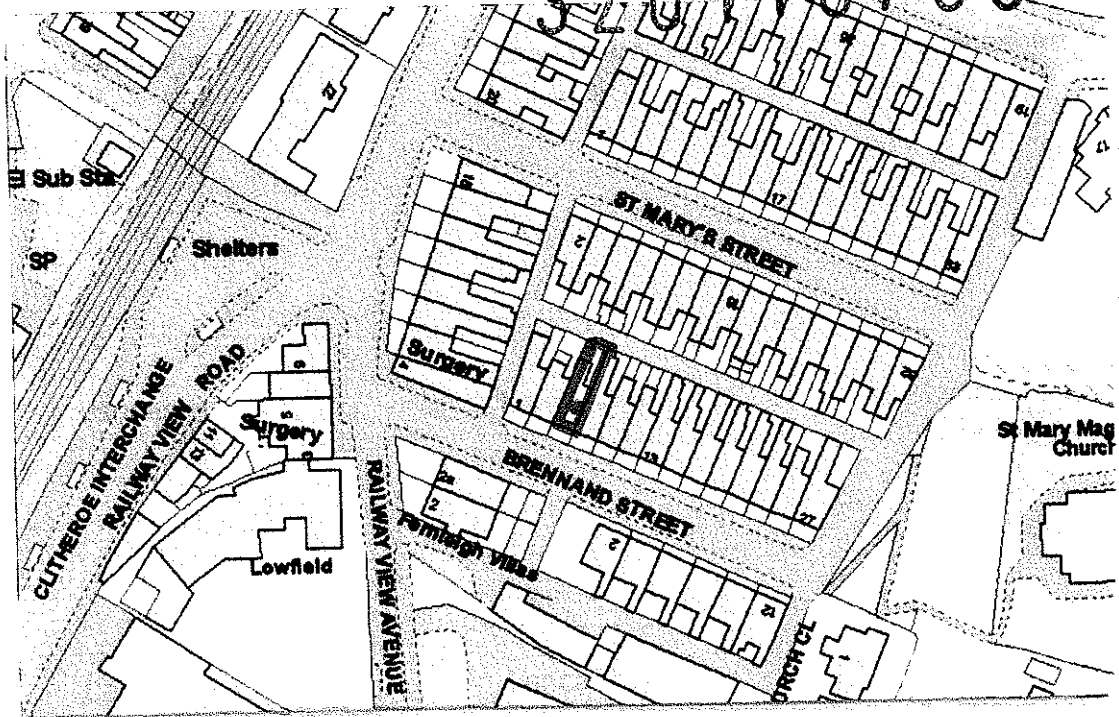
Contact name:

Telephone number:

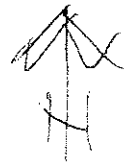
(01200) 538493

Email address:

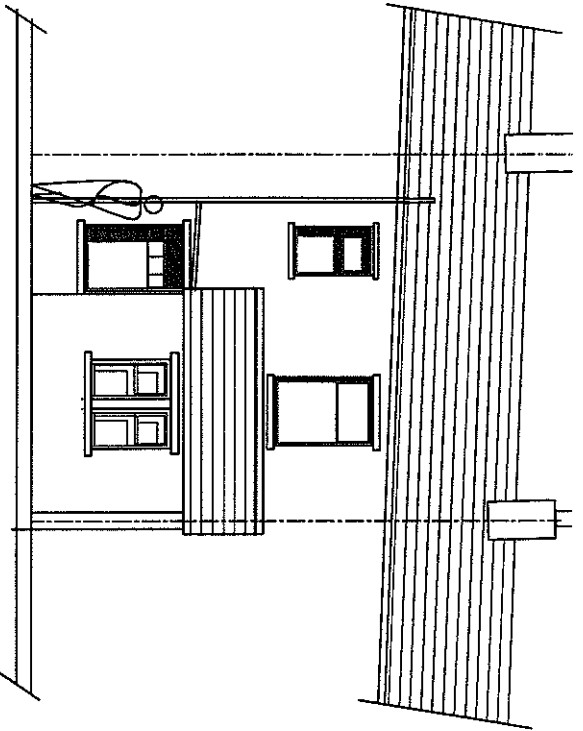
320110700P



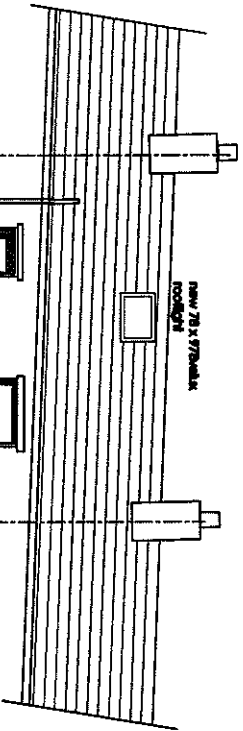
1:1250 LOCATION PLAN
5 BRENNAND STREET
CUTHBERT



EXISTING REAR ELEVATION



NEW 75 x 570mm
ROOFING



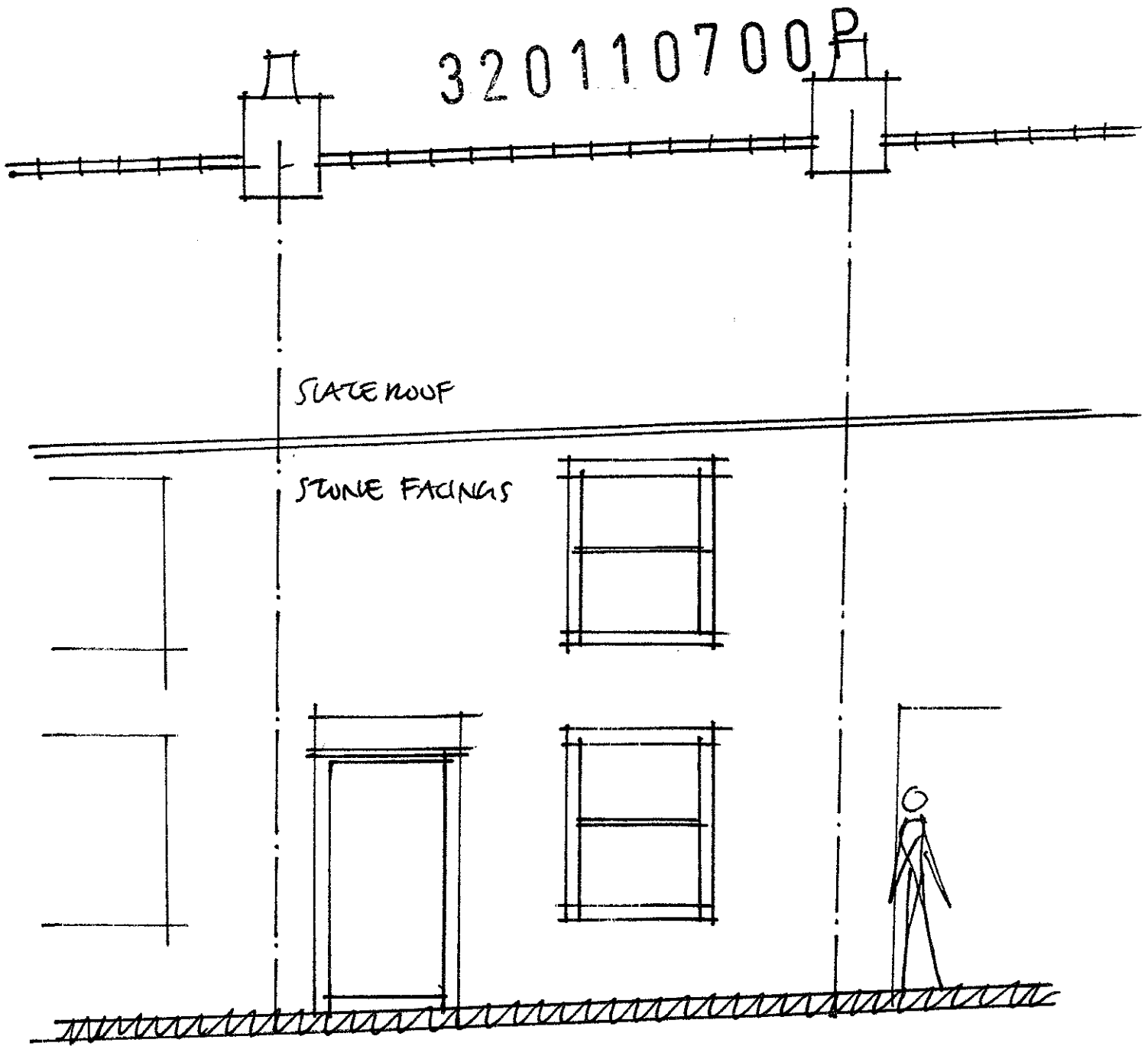
PROPOSED REAR ELEVATION

2 BEDROOM STREET
CLITHERON
LANCASHIRE
PROPOSED LOFT CONVERSION
EXISTING & PROPOSED REAR ELEVATIONS
1100 SEPTEMBER 2011 P110000

320110700P

P11/SB/200 1:100

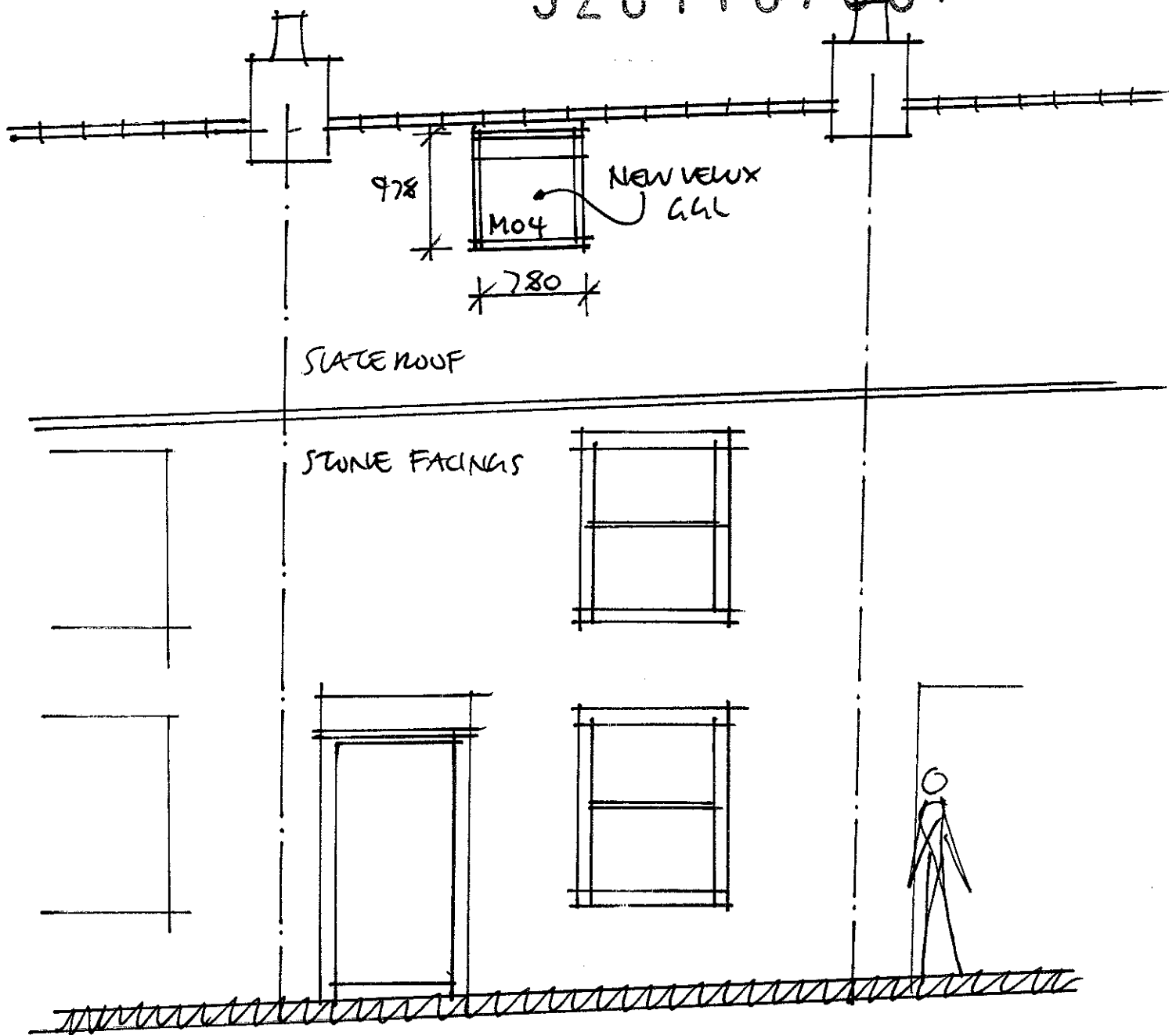
320110700P



1:50 ELEVATION (AS EXISTING)

S BRENNAND STREET
CUTHBERT

320110700P

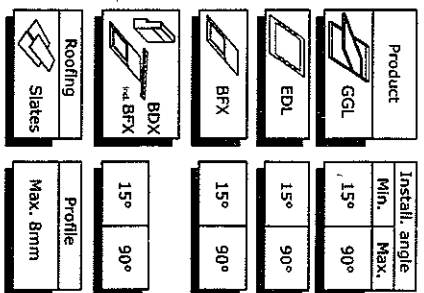


1:50 ELEVATION (AS PROPOSED)

S BRENNAND STREET
CUTHBERT

ELEVATION

A technical drawing showing the elevation of a window. The window is set within a wall. The drawing includes labels 'A' and 'B' to indicate specific parts or materials. 'A' is used to label the inner frame or opening, while 'B' is used to label the outer frame or the surrounding wall structure. The drawing is oriented vertically, with the word 'ELEVATION' written vertically to the left of the window.



Technical cross-section diagram of a roof assembly, labeled "SECTION B-B 1:5". The diagram illustrates the construction details of a roof, showing the relationship between various layers and components. Key elements include:

- VELUX**: Multiple instances of VELUX roof windows or skylights are shown, integrated into the roof structure.
- FELT/breather membrane**: A layer applied over the insulation and under the waterproofing.
- Vapour barrier BBX**: A specific type of vapour barrier located below the insulation.
- Vapour barrier**: A general term for the waterproofing layer.
- Double rafter/trimmers where necessary**: Structural support for the roof and windows.
- 20-30mm**: Thickness specification for a layer, likely insulation or membrane.
- 0-20mm**: Thickness specification for another layer, likely a finishing or protection layer.
- Transverse drainage gutter**: A gutter system for water runoff.
- Underfelt collar BFX**: A detail for sealing around a window or penetration.
- Flashing EDL**: A flashing detail for water protection.
- soaker VELUX**: A detail for water management around a window.
- Insulation frame BDX**: A frame for the insulation layer.
- Rafter/trimmer**: The structural timber supporting the roof.

A circular inset provides a detailed view of the gutter and membrane intersection, showing the specific construction details for water management.

Ribble Valley Borough Council



DESIGN AND ACCESS STATEMENT PRO-FORMA

From the 10 August 2006, planning applications relating to certain types of developments are required to be submitted with a design and access statement. When submitting an application, failure to provide a design and access statement of sufficient standard may result in a delayed registration of the application

What Applications Need to be Accompanied by a Design and Access Statement?

Most planning applications have to be accompanied by a design and access statement, the exceptions being:

- material change in the use of land or buildings, unless it also involves operational development;
- engineering or mining operations;
- development of an existing dwellinghouse, or development within the curtilage or a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area or is a listed building 'Designated Areas' include: • Conservation Areas; • Sites of Special Scientific Interest (SSSI); and • Areas of Outstanding Natural Beauty (AONB)

Process

What factors have you considered when deciding upon the use, design, scale, layout and materials used in the proposed development?

Roof line of the street.

Use

What will the extension/development be used for and justify why this is necessary?

An extra bedroom. We only have 2 bedrooms and we are a 4 person household.

Amount

What is the proposed size of the extension/development and why is this necessary and appropriate for the setting of the development?

The loft conversion will be within the existing boundaries of the building.

Layout

Why have you chosen the layout specified in the planning application and how did you eliminate alternative options?

The layout was chosen because it fitted within the existing confines of the building. Alternative options have been eliminated because they do not do this.

Scale

Is the scale of the extension/development in keeping with the context of the site and in what way?

The scale is in keeping with the context of the site because it does not alter roof lines.

Landscaping

If appropriate, specify the boundary treatments and any landscaping included in the development. You may need to justify why certain materials or planting have been used?

Not Applicable.

Appearance

Specify how the extension/development fits in terms of its appearance and include details of materials to be used

The development fits in with the appearance because it keeps to the existing roofline.
Materials used - Velux windows.

Access

Explain how the extension/development will be accessed by vehicles and people. You should consider the need for access by all members of society and emergency vehicles

Accessed from the road outside.
Design meets building regs / fire regs.