



RIBBLE VALLEY
BOROUGH COUNCIL

For office use only

Application No.

Date received

Fee paid £

Receipt No:

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

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

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.

1. Site Address

Number

Suffix

Property name

Address line 1

Address line 2

Address line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

2. Applicant Details

Title

First name

Surname

Company name

Address line 1

Address line 2

Address line 3

Town/city

Country

2. Applicant Details

Postcode	BB7 2RQ
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

Yes No

3. Agent Details

Title	Miss
First name	Suzi
Surname	Darbyshire
Company name	
Address line 1	12
Address line 2	Stanley Croft
Address line 3	
Town/city	PRESTON
Country	
Postcode	PR4 0BS
Primary number	
Secondary number	
Fax number	
Email	

4. Description of Proposed Works

Please describe the proposed works:

Conversion of detached garage to home office

Has the work already been started without consent?

Yes No

5. Materials

Does the proposed development require any materials to be used?

Yes No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	costhorpe 140mm bed stone

5. Materials

Walls	
Description of proposed materials and finishes:	As existing - garage door to be partially blocked up using stone to match existing

Roof	
Description of existing materials and finishes (optional):	Tile - Russel grampian slate grey White upvc fascias and soffits
Description of proposed materials and finishes:	As existing

Windows	
Description of existing materials and finishes (optional):	White UPVC, with buff artstone cills to front elevation of existing dwelling
Description of proposed materials and finishes:	White upvc to match the existing dwelling. With new artstone cill to front garage window to match the existing dwelling.

Doors	
Description of existing materials and finishes (optional):	White upvc
Description of proposed materials and finishes:	White upvc patio doors

Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	Fence
Description of proposed materials and finishes:	As existing

Vehicle access and hard standing	
Description of existing materials and finishes (optional):	Tarmac
Description of proposed materials and finishes:	As existing

Other type of material (e.g. guttering) Guttering	
Description of existing materials and finishes (optional):	Black upvc guttering and down spouts
Description of proposed materials and finishes:	As existing

Are you supplying additional information on submitted plans, drawings or a design and access statement? Yes No

If Yes, please state references for the plans, drawings and/or design and access statement

Supporting statement
EX.00.01 - Existing garage plans and elevations
PL.00.01 - Proposed garage plans and elevations
L.32.01 - Existing and proposed site plans / location plan

6. 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

6. Trees and Hedges

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

Yes No

7. 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, extinguishment and/or creation of public rights of way?

Yes No

8. Parking

Will the proposed works affect existing car parking arrangements?

Yes No

If Yes, please describe:

Existing: 2no tandem car driveway and detached single garage (Total 3no spaces)

Proposal is to convert the existing garage to a home office and therefore reduce the number of car parking spaces by 1no. Existing driveway to be retained.

9. 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?

- The agent
- The applicant
- Other person

10. Pre-application Advice

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

Yes No

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

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

It is an important principle of decision-making that the process is open and transparent.

Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

12. Ownership Certificates and Agricultural Land Declaration

- The applicant
 The agent

Title

First name

Surname

Declaration date (DD/MM/YYYY)

Declaration made

13. 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.

Date (cannot be pre-application)