



RIBBLE VALLEY  
BOROUGH COUNCIL

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

For office use only

Application No.

Date received

Fee paid £

Receipt No:

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	M3 3HG
Are you an agent acting on behalf of the applicant?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Primary number	
Secondary number	
Fax number	
Email address	

3. Agent Details

Title	Mr
First name	Matthew
Surname	Allen
Company name	Wyvern Partnership LLP
Address line 1	101 The Courtyard
Address line 2	Radway Green Business Centre
Address line 3	Radway Green
Town/city	Crewe
Country	UK
Postcode	CW2 5PR
Primary number	
Secondary number	
Fax number	
Email	

4. Description of Proposed Works

Please describe the proposed works:

Proposed conversion of garage to provide special needs accommodation, replacement of existing drive, provision of parking spaces and turning facility for 3 vehicles and associated landscaping.

Has the work already been started without consent?

☐ Yes ☒ No

5. Materials

Does the proposed development require any materials to be used externally?

☒ Yes ☐ No

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

Walls	
Description of existing materials and finishes (optional):	White render with blue, engineering brick DPC course

5. Materials

Description of proposed materials and finishes:	White render with blue, engineering brick DPC course
---	--

Windows	
Description of existing materials and finishes (optional):	Anthracite sectional garage door
Description of proposed materials and finishes:	Anthracite PVCu window

Doors	
Description of existing materials and finishes (optional):	Anthracite sectional garage door
Description of proposed materials and finishes:	Anthracite PVCu French door

Vehicle access and hard standing	
Description of existing materials and finishes (optional):	Grey printed concrete driveway
Description of proposed materials and finishes:	Charcoal, permeable block paved driveway

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

15275B(CH) 01A Existing Conditions  
15275B(CH) 02B Proposed Scheme  
AD 02 Landscape Context  
ADPL 02 Landscaping Proposals  
Planning Statement

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

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, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings:

Relocation of 3 No. Silver Birch trees nearest existing garage

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:

Garage conversion will result in loss of two parking spaces. Provision is being made for alternative, screened parking arrangements to driveway.

## 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

**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):**

**Officer name:**

Title

First name

Surname

Reference  Email

Date (Must be pre-application submission)

Details of the pre-application advice received

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

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\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates; or  
☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners\* and/or agricultural tenants\*\*.

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

Owner/Agricultural Tenant

## 12. Ownership Certificates and Agricultural Land Declaration

Name of Owner/Agricultural Tenant	
Number	
Suffix	
House Name	Cross House
Address line 1	Alston Lane
Address line 2	Longridge
Town/city	Preston
Postcode	PR3 3BN
Date notice served (DD/MM/YYYY)	10/03/2021

Person role

- ☐ The applicant  
☒ The agent

Title	Mr
First name	Matthew
Surname	Allen
Declaration date (DD/MM/YYYY)	10/03/2021

☒ 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)	10/03/2021
----------------------------------	------------