PART 1 Of The Planning Register

Manchester City Council

Householder Planning Application Form

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29 MAR 2008
PART 1 Of The Planning Register

Town and Country Planning Act 1990
Town and Country Planning General Permitted Development Order 1995

In many cases, as a householder, you may carry out certain enlargements, improvements and alterations, and other minor operations to your house without having to apply for planning permission. On those occasions when you do require planning permission, use this form if you want to extend your house or to erect other buildings for domestic purposes within the boundary of the property.

PART 1 Of The Planning Register

Send the completed form to Planning, Regeneration Division, Chief Executive's Department, Manchester City Council, PO Box 463, Town Hall, Manchester M60 3NY.

THREE COPIES OF THIS FORM AND THE PLANS ARE REQUIRED — Please type or use block letters

Name and Address of Applicant and Agent

Name and Address of Applicant	Name and Address of Agent if any
Name: Andy Lovatt	Name:
Address: 8 Albemarle Avenue	Address:
MANCHESTER	
Postcode: M20 1HX Daytime Tel No: 07506 552513	Postcode: Daytime Tel No.
	Person to contact:

Proposed Development

Location of proposed development

Ground floor extension to side of existing property and to rear

Description of proposed work (including materials to be used and any demolition)

Timber frame construction on concrete foundations, fully insulated and faced in Zinc

Side wall of existing house to be partially demolished and replaced by column and beam construction to the existing property

Purpose of which the building/extension will be used

Extension of living area with a study, toilet and enlarged kitchen.

Do you propose to construct a new vehicular access to a highway?	Answer Yes/No	No
Do you propose to alter an existing vehicular access to a highway?	Answer Yes/No	No

Plans

Attach to each form **both** a plan or sketch to a scale of 1:1250 showing the site with sufficient details of the surroundings to identify the land **and** detailed plans of any building or constructional works, **including all elevations and floor layouts**, to a scale of not less than 1:100. Failure to provide all this information will result in the Council not being able to accept your application.

Certificates (see notes on page two)

Please indicate the certificate enclosed (tick box)
NOTE: An appropriate certificate under Section 66 must accompany the application.

A	B
✓	

Formal Application

I/We submit this application and attach the necessary plans and I/We attach a completed ownership certificate and I/We enclo

Signed
On behalf

Date 18/3/08

Notes

This form is intended only for planning applications by householders for house extensions, alterations and additional buildings (except a separate dwelling) for their own use and enjoyment. For any other kind of development, a standard application form is available.

In case of any difficulty in completing this application, or if you are in doubt whether you need to apply, please contact your Area Planner or telephone 0161 234 4516 or call in at the Planning Reception, room 7017, on the 7th level of the Town Hall Extension, Manchester. Opening hours are 9.00am to 4.30pm Mondays to Fridays.

Building Regulations

Approval will also be required in most cases under the Building Regulations for which a separate fee will be necessary. Applications should be made on the appropriate form obtainable from the Building Control Section on the 9th level of the Town Hall Extension. Tel. 0161 234 4339.

Fees

Regulation 3 of the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 requires a fee to be paid to the Council for planning applications. The current scale of fees is obtainable from the Planning Division or on the Planning pages of the Council website (www.manchester.gov.uk). An exception is made in the case of a householder development which improves the means of access or provides facilities for the greater safety, health or comfort of a disabled person.

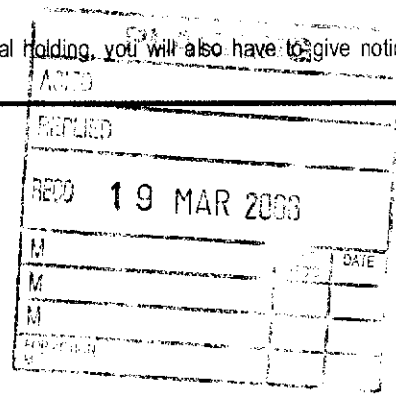
Certificate

Anyone, other than yourself, who owns the property or part of it, has a legal right to be informed that you are applying for planning permission. This means that you must serve notice on any other owner(s) 21 days before making an application and sign a certificate that this has been done. A certificate must accompany every application.

If you are the sole owner of all the land (that is, you have either a freehold interest or a leasehold interest of which the unexpired term is more than seven years), complete Certificate A below.

If you are not the sole owner, you will have to serve notice (Article 12 Notice) on the other owner(s) and complete Certificate B. If you have failed to trace and notify the other owner(s), you should complete Certificate C or D as appropriate. Copies of Certificates B, C and D are the prescribed Notices are obtainable from the Planning Section.

If any of the land to which the application relates constitutes or forms part of an agricultural holding, you will also have to give notice to any agricultural tenant, and certify accordingly.



CERTIFICATE OF OWNERSHIP

Certificate A

Town and Country Planning Act 1990
Town and Country Planning General Permitted Development Order 1995
CERTIFICATE UNDER ARTICLE 7

I certify that:

1. At the beginning of the period of 21 days ending with the date of the accompanying application nobody except the applicant was the owner of any part of the land to which the application relates.
2a. None of the land to which the application relates is, or is part of, an agricultural holding.
2b. *I have/the applicant has given notice to every person other than *my/him/her self who, at the beginning of the period of 21 days ending with the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates.

* Delete where inappropriate

Tenant's name

Address at which notice was served

Date

Sign

Date 18/3/08

On b