



If you need help or advice please telephone during office hours only
8.30am - 5.00pm Mon - Thurs
8.30am - 4.30pm Fri

Planning Application



West Berkshire

Council Offices Market Street Newbury RG14 5LD
Tel: 01635 519111 Fax: 01635 519408
Document Ex: DX 30825 Newbury

Part 1

Application for Permission to carry out development - Town and Country Planning Acts.
For help, please refer to the **Guidance Notes for the Planning Application Form.**

Please answer **all** questions. If a question is not applicable, answer N/A in space.
Please send not less than **six** copies of this form and supporting plans, drawings and photographs to Planning and Transport Strategy at West Berkshire District Council. At least 8 copies should accompany any 'Major' Planning Application

For Office Use Only

1. Applicant's Name:

Address:

Postcode:

Tel:

2. Agent's Name:

Address:

Contact Name:

Tel:

If the applicant has an agent, all correspondence will be sent to the agent:

3. Site Address or Location:

Show the site outlined in **red** on the plans
Other land in the applicant's ownership or control must be outlined in **blue**.

4. Area of site:

Give the area in hectares or part of a hectare

5. Description of Proposed Development:

6. Does the application involve any of the following? Tick the boxes

Redevelopment:

Demolition:

New Building:

Change of Use:

Alteration or Extension:

7. What type of application is this? Tick one box only:

Outline Application Permission:

Full Application Permission:

**Approval of Details
(Reserved Matters):**

Application for Temporary Permission:

Variation or Removal of Conditions:
(please amplify your application in a covering letter)

State relevant outline permission no.

State period required

State relevant application no.

8. If this is an Outline Application, which details, if any, do you wish to be considered as part of this application?

External Appearance:

Means of Access:

Landscaping:

Siting:

Design:

9. List all drawings and documents submitted with your application.

Distinguish between supportive or illustrative material and formal plans.
For Major Applications you may need to attach a separate schedule.

10. What is the existing use of the land?

e.g. residential, industrial, etc. If the site is vacant, say so, and also state its previous use.

11. Is there any public right of way across the site?	Yes / No	If so show it clearly on the plans.
12. (a) Are there any trees on the site?	Yes / No	If so, show their positions, spread and species on the plans and which, if any, are to be felled.
(b) Are any subject to a Tree Preservation order?	Yes / No	

- 13. (a) State Material and Colour of Walls**
- (b) State Material and Colour of Roofs**

14. How will the site be enclosed?

15. How will Surface Water and Foul Sewage be disposed of?

16. Is it proposed to construct a new access or alter an existing access? Yes / No	If Yes, give details on the plans.
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17. What provision is made for parking?	Cars	Others
Existing		
Proposed		

18. Does the proposal involve the extraction of minerals or disposal of waste materials (Tipping)?	Yes / No	If Yes, complete Part 3 of the form Available on request
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19. State the fee enclosed with this application.

The current scale of fees is enclosed. If you believe a reduced fee is payable say why.

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town and Country Planning Acts does not obviate the need to apply for Building Regulation Approval or other necessary Consents.

Signed:..... On Behalf of:..... Date:.....

NOW COMPLETE THE RELEVANT SECTIONS OF PART 2 OF THIS FORM.

Before submitting the application check that it is complete, that all questions have been answered, the form signed, the certificate of ownership completed and all plans and documents enclosed. **An incorrect application or one with insufficient copies will delay registration.** Every application must be accompanied by the appropriate certificate and fee. See **Guidance Notes for the Planning Application Form** for further information



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Part 2: Additional information

Please answer relevant questions. If the question is not applicable, write N/A in the space.
You may wish to amplify your answers in a covering letter.

ALL APPLICATIONS

20. Are you aware of any pre-application advice relating to your proposal for the site	Yes / No	If Yes, provide relevant information on a separate sheet
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21. Is the site wholly or partly within a Conservation Area? If yes, which:	Yes / No
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22. Does the site include any of the following: Listed Buildings or structures, Scheduled Ancient Monuments, Historic Parks and Gardens or Newbury Battlefield Sites? If yes, which:	Yes / No
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23. Does the site affect any S.S.S.I., SAC (Special Area of Conservation) or a B.B.O.W.T Nature Reserve? If yes, which:	Yes / No / Don't Know
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24. If the site includes agricultural land specify its grade(s).
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25. Is the site liable to flooding?	Yes / No / Don't know
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26. Summarise the planning obligations, including any financial contributions.
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RESIDENTIAL DEVELOPMENT

For all applications which comprise residential development or include any dwellings you must complete the following table. If your application is for a mix of residential and non residential development you should also complete the relevant parts of question 27.

27. If this proposal involves residential development or the loss of residential units, complete this table

	To Be Lost		To Be Retained		Proposed			
	Dwellings	Total Bedrooms	Dwellings	Total Bedrooms	1 Bedroom Dwellings	2 Bedroom Dwellings	3 Bedroom Dwellings	4+ Bedroom Dwellings
House-Detached								
Semi								
Terraced								
Bungalow								
Flat/Maisonette of 1 bedroom or more								
Studio Flats								
Other inc. Mobile Homes								
Totals								

NON RESIDENTIAL DEVELOPMENT

28. State the Gross Floor Space/Area (by external measurement) of all non residential buildings/land.

Please give all floor/land areas in Square Metres.

USE CLASS	Existing Floor space/area		Proposed additional floorspace/area created by	
	1. Retained in existing use	2 Lost by change of use or demolition	3 New building	4 Change of use
A1	Shops			
A2	Financial and Professional Services			
A3	Food and Drink			
B1(a)	Office (other than A2)			
B1(b)	Research and Development			
B1(c)	Light Industrial			
B2	General Industrial			
B8	Storage and Distribution			
C1	Hotels and Hostels			
C2	Residential Institutions			
D1	Non-residential Institutions			
D2	Assembly and Leisure			
Other	Please Specify			
Other	Please Specify			
	Total			

29. If a C1 or C2 use is proposed, please state number of bed spaces

30. What is the estimated number of vehicles going to the site in a normal working day?

31. If known, how many people are likely to be employed on site after completion of the development:	Existing Staff	Transferred Staff	New Staff	Total

32. Does the proposal involve the use or storage of any hazardous substances Yes / No
If yes, state which material, the quantity and method of storage

CERTIFICATE A

Under Section 66 of the Town and Country Planning Act

I hereby certify that:

No. 1 No person other than the applicant was an owner of any part of the land to which the application relates at the beginning of the period of 21 days before the date of the accompanying application.

No. 2.i) None of the land to which the application relates constitutes or forms part of an agricultural holding.

OR

2.ii) The requisite Notice has been given to the following agricultural tenant(s):
(Please delete one of 2i or 2ii as appropriate)

Signed: Date:

On behalf of:

CERTIFICATE B

Under Section 66 of the Town and Country Planning Act

I hereby certify that:

No. 1. The requisite Notice No. 1 has been given to the owner(s) of the land to which the application relates.

Name and Address of Owner:

Date of Service of Notice No. 1:

No. 2.i) None of the land to which the application relates constitutes or forms part of an agricultural holding.

OR

2.ii) The requisite Notice has been given to the following agricultural tenant(s):
(Please delete one of 2i or 2ii as appropriate)

Signed: Date:

On behalf of:

NOTICE NO.1

Under Section 66 of the Town and Country Planning Act

An application for planning permission is being made to West Berkshire District Council and you are owner/part owner of the application site.

Address of application site:

Description of proposal:

Name and Address of applicant:

If you wish to make representations on this proposal, please do so within three weeks of receiving this notice to Planning and Transport Strategy, West Berkshire Council, Council Offices, Market Street, Newbury, Berkshire RG14 5LD

Signed: Date:

On behalf of:

Part 3: Additional Information required in respect of Applications for Mineral Extraction, Waste Disposal Operations and related development

This form is required to be submitted in conjunction with the main application form (Part 1) only		For Office Use only Application Number:	
1	State the type of mineral or material to be extracted or tipped in the case of filling operations		
2	a) State the total area of extraction and the average depth	hectares metres	
	b) State the total area of filling and the average depth	hectares metres	
3	State the expected dates for the commencement and completion of operations on the site		
4	State the total quantity of material to be extracted and the volume to be filled	tonnes cu. metres	
5	State the maximum daily and annual average rates of extraction and despatch of materials or receipt in the case of filling	Extraction and Despatch Max. Daily Average Annual (tonnes) 	Receipt Max. Daily Average Annual (cu. metres)
6	State the average thickness of top soil	metres	
	sub soil	metres	
	overburden	metres	
7	Give the average number of staff to be employed on the site		
8	Give the estimated vehicular flow to and from the site during a normal working day		
9	State the intended use for which the land will be prepared following operations		
10	<p>The following information which is also required is best illustrated on diagrams, plans, sections and maps:</p> <ol style="list-style-type: none"> The parts of the land surface which will be opened The stages in which the operations will proceed in the various parts of the site The fullest details on the seam of the material to be extracted including its quality and the uses to which it will be put The ground water conditions on the site including the depth of the existing and proposed water table under both summer and winter conditions The existing and proposed land drainage installations, for example field drains, ditches and sluices If the excavations are likely to fill with water the proposals for pumping during the operations and for water inlets and outlets after operations have ceased The envisaged surface height in term of Ordnance Datum for any water to be retained and average depth The present contours of the site and those proposed when it is completed The means of receipt or despatch of materials and the access routes to be followed The proposals for restoring the site after operations have ceased and its envisaged use The proposed treatment of existing trees, hedges or replacement planting The siting of plant, offices and weighbridge The siting of silt settling beds and temporary mounds of top soil and overburden 		

**WEST BERKSHIRE COUNCIL VALIDATION CHECKSHEET
(TO BE SUBMITTED WITH APPLICATION)**

MINERALS FULL APPLICATION

Site Address

Requirement	Enclosed	Comments
Application Form (NOT 1APP)		
Ownership Certificate A,B,C or D		
Agricultural Certificate		
Location Plan		
Block plan		
Fee		

The following may be required (dependent on the application)	YES	Reason if not enclosed
Environmental statement		
Flood risk assessment		
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)		
Land Contamination assessment		
Landfill statement		
Landscaping details		
Lighting assessment		
Noise impact assessment		
Open Space assessment		
Parking Provision		
Planning Statement		
Site Waste Management Plan		
Tree survey/Arboricultural implications		