

Application forms

An introduction to completing your application form

Introduction

All planning (and planning related) applications must include an application form. The forms provide us with a range of important information which helps us, and other interested parties, to understand what you would like to do. You should fill in the form as fully as possible.

Where do I find the application forms?

You can download the application forms from the "How to Apply" pages our website. Alternatively you can submit your application online via the Planning Portal (www.planningportal.gov.uk).

Which form do I use?

There are a number of different application forms for different types of application. You should make sure that you use the correct form when you submit your application. The main types of form are:

- Householder planning application form - for planning applications to extend or alter a dwelling, or to submit planning applications for development within the curtilage of a dwelling which are ancillary to the main use.
- Full planning application form - for all non-householder planning applications, including applications which involve works to buildings other than dwellings, the erection of new buildings, changes of use, or engineering operations.
- s73 removal or variation of condition form - used for applications for development not in compliance with conditions imposed on a previous grant of planning permission - for example variation of an hours of opening condition, a plans condition, or an occupancy condition.
- Non-material amendments form - used for applications which seek a determination by the Authority as to whether minor changes to a scheme would be acceptable within an existing permission, or whether such changes would be materially different and require a new planning permission
- Advertisement consent form - used for applications which seek express advertisement consent.
- Listed building consent form - used for applications which seek permission to undertake works to a listed building (including dwellings).
- Conservation area consent form - used for applications which seek conservation area consent for the demolition of buildings of volume in excess of 115m³, walls or other means of enclosure within a conservation area.

I live in a conservation area. Will I need conservation area consent to extend my house?

No. Conservation area consent is only needed if your scheme would include the demolition of:

- a building with a volume of over 115 cubic metres;
- a wall, fence, gate or other means of enclosure more than 1m high if adjacent to a highway;
- a wall, fence, gate or other means of enclosure more than 2m high elsewhere.

I want to change the use of land to extend my garden, which application form do I need?

To apply to change the use of land you must use the full planning application form. You cannot use a householder application form for change of use applications.

What will happen if I don't answer all the questions on the form?

If you don't answer all the questions we will not validate your application, and will return the forms to you. If a question is not relevant, clearly mark it as not applicable (n/a).

I need planning permission and listed building consent - should I use separate application forms or the combined application form?

The combined application forms let you fill in one form to submit more than one type of application for a single scheme (e.g. planning permission + listed building consent). We would however recommend that you complete separate application forms and lodge two applications, because often the description of development will be slightly different for each application.

Certificates and Declarations

When you fill in your application form you must sign and date one of the ownership certificates, the agricultural holdings declaration, and the final declaration. If you do not complete all of these questions correctly we will return your forms to you.

Ownership Certificates

The ownership certificates tell us whether you own all of the application site, or if you do not, whether you have taken reasonable steps to inform the landowner that you are seeking planning permission for works on their land. There are four ownership certificates on the application form (A, B, C and D), you must complete the correct one.

- **Certificate A: Sole Ownership** - should be completed if the applicant is the sole owner of the land to which the application relates (i.e. the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases). If the application involves a leasehold flat certificate A does not apply (as the applicant is not the sole owner) and certificate B,C or D as appropriate should be used.
- **Certificate B: Shared Ownership (all owners known)** - should be completed if the applicant is not the sole owner but knows the names and addresses of all the other owners (e.g. this certificate will need to be served if the proposals encroach onto adjoining land). The Notice to Owners (Notice 1) must also be completed and sent to all known owners.
- **Certificate C: Shared Ownership (some owners known)** - should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners. The Notice to Owners (Notice 1) must be completed and sent to all known owners. Where the owner is unknown the Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper. A copy of the notice must also be submitted with the application.
- **Certificate D: Shared Ownership (all owners unknown)** - should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners. The Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper. A copy of the notice must also be submitted with the application.

Agricultural Land Declaration

The agricultural land declaration tell us whether the application site forms part of an agricultural holding. You must complete either Part A or Part B of the declaration.

- **Part A** - should be completed if none of the land to which the application relates is, or is part of, an agricultural holding.
- **Part B** - should be completed if any part of the application site is part of an agricultural holding. You must serve notice (using Notice 1) on any tenant prior to submitting you application, and provide a copy of that notice with your submission. If you are the sole tenant of the Agricultural Holding, insert 'applicant is sole tenant' in the table under option (B). If you are the owner and there are no tenants insert "land owned by applicant - no tenants" in the table under option (B).

Notice Under Article 11 of Application for Planning Permission

NOTICE 1

(Notice 1: This notice is to be printed and served on individuals if Certificate B or C is completed)

Proposed development at:

Property number or name
Street
Locality
Town
County
Postcode

Take notice that application is being made by:

Organisation name
Title
Forename
Surname
Applicant name

For planning permission to:

Description of proposed development

Any owner of the land or tenant who wishes to make representations about this application, should write to the Local Planning Authority within 21 days of the date of this notice. The Local Planning Authority is:

The Lake District National Park Authority
Murley Moss Business Park
Oxenholme Road
Kendal
LA9 7 RL

Signed:

(Print Name)

Date:

Statement of owners' rights: The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or lease.

Statement of agricultural tenants' rights: The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years. 'Tenant' means a tenant of an agricultural holding any part of which is comprised in the land.

Once completed this form needs to be served on the owner(s) or tenant(s)

Town and Country Planning (Development Management Procedure) (England) Order 2010
Notice Under Article 11 of Application for Planning Permission
NOTICE 2

(Notice 2: This notice is to be published in a local newspaper if Certificate C or D is completed)

Proposed development at:

Property number or name
Street
Locality
Town
County
Postcode

Take notice that application is being made by:

Organisation name
Title
Forename
Surname
Applicant name

For planning permission to:

Description of proposed development

Any owner of the land or tenant who wishes to make representations about this application, should write to the Local Planning Authority within 21 days of the date of this notice. The Local Planning Authority is:

The Lake District National Park Authority
Murley Moss Business Park
Oxenholme Road
Kendal
LA9 7 RL

Signed:

(Print Name)

Date:

Statement of owners' rights: The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or lease.

Statement of agricultural tenants' rights: The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years. 'Tenant' means a tenant of an agricultural holding any part of which is comprised in the land.

This notice is for publication in a local newspaper

Contact us

Lake District National Park Authority
Murley Moss Business Park
Oxenholme Road
Kendal
LA9 7RL

Telephone: 01539 724555
Fax: 01539 740822
Minicom: 01539 792690
Email: hq@lakedistrict.gov.uk
www.lakedistrict.gov.uk

A duty planning officer is available Monday to Friday between 9.30am and 12.30pm to talk to either by phone or in person at our Kendal offices. We also run planning surgeries in Keswick, Glenridding and Gosforth where you can meet an officer in person. Please see our website or call us for details of surgery times and locations.