London Borough of Hillingdon, Residents Services, 3N Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW
Tel: 01895 250230 Web: www.hillingdon.gov.uk

Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

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.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number: 2

Suffix: A

Property Name:

Address Line 1: Courtfield Gardens

Address Line 2:

Address Line 3: Hillingdon

Town/city: Ruislip

Postcode: HA4 6JL

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

Easting (x): 509735

Northing (y): 186724

Description:

Applicant Details

Name/Company

Title

Miss

First name

J

Surname

Goode

Company Name

Address

Address line 1

2 A Courtfield Gardens

Address line 2

Address line 3

Town/City

Ruislip

County

Hillingdon

Country

Postcode

HA4 6JL

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Applicant Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

The

First name

Planning

Surname

Studio

Company Name

The Planning Studio

Address

Address line 1

198 Field End Rd

Address line 2

Ruislip

Address line 3

Town/City

Pinner

County

Country

GB

Postcode

HA5 1RF

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposed works

Ground floor side conversion of a garage into a habitable room

Has the work already been started without consent?

◯ Yes
⊘ No

Site information

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Title number(s)

Please add the title number(s) for the existing building(s) on the site. If the site has no title numbers, please enter "Unregistered".

Title Number:
Unregistered

Energy Performance Certificate

Do any of the buildings on the application site have an Energy Performance Certificate (EPC)?

◯ Yes
⊘ No

Further information about the Proposed Development

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

What is the Gross Internal Area to be added to the development?

0.00	square metres

Number of additional bedrooms proposed

0

Number of additional bathrooms proposed

1

Development Dates

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

When are the building works expected to commence?

12/2026

When are the building works expected to be complete?

03/2027

Materials

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

- [x] 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)

Type:
Walls

Existing materials and finishes:
Red brick ground floor and sand pebble dash first floor

Proposed materials and finishes:
Red brick to match existing

Type:
Windows

Existing materials and finishes:
White uPVC/Aluminum window system

Proposed materials and finishes:
White uPVC/Aluminum window system to match existing

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

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

2a CourtField Gardens HA4 6JL Proposed Plans

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- [ ] Yes
- [x] No

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

- [ ] Yes
- [x] No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- [ ] Yes
- [x] No

Is a new or altered pedestrian access proposed to or from the public highway?

- [ ] Yes
- [x] No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- [ ] Yes
- [x] No

Vehicle Parking

Please note: This question contains additional requirements specific to applications within Greater London.

The Mayor can request relevant information about spatial planning in Greater London under Section 346 of the Greater London Authority Act 1999.

View more information on the collection of this additional data and assistance with providing an accurate response.

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- [x] Yes
- [ ] No

Please provide the number of existing and proposed parking spaces.

Vehicle Type:
Cars

Existing number of spaces:
2

Total proposed (including spaces retained):
2

Difference in spaces:
0

Please note that car parking spaces and disabled persons parking spaces should be recorded separately unless its residential off-street parking which should include both.

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

- [x] It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- [x] Yes
- [ ] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- [ ] The agent
- [x] The applicant
- [ ] Other person

Pre-application Advice

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

◯ Yes
⊘ No

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.

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?

◯ Yes
⊘ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days? E.g. All the land is owned by a single individual

⊘ Yes
◯ No

Is any of the land to which the application relates part of an Agricultural Holding?

◯ Yes
⊘ No

Certificate Of Ownership - Certificate A

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

◯ The Applicant
⊘ The Agent

Title

The

First Name

Planning

Surname

Studio

Declaration Date

24/08/2026

☑ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, 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.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☑ I / We agree to the outlined declaration

Signed

Planning Studio

Date

16/10/2026