A 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.

Applicant Details

Are you an agent acting on behalf of the applicant?

- (●) Yes
- ( ) No

Name/Company

Title

Mr

First name

Surname

Somasundaram

Company Name

Address

Address line 1

40 Beech Avenue

Address line 2

Address line 3

Town/City

Ruislip

County

Middlesex

Country

Postcode

HA4 8UQ

Contact Details

Telephone Number

Secondary Number

Email

[redacted]

Local Planning Authority

London Borough of Hillingdon

Agent Name and Address

Name

Title

Mr

First Name

Mark

Last Name

Pottle

Company Name

Pottle & Co

Email

[redacted]

Telephone Number

[redacted]

Address

Street Address

7 COCKPIT CLOSE

Town / City

WOODSTOCK

County

Oxfordshire

Postcode

OX20 1UH

Description of Proposed Works

Please describe the proposed works

Proposed Rear Conservatory

Has the development already been started without consent?

- ○ Yes
- ◉ No

If Yes, please state when the development or work was started

Has the development already been completed without consent?

◯ Yes

◉ No

If Yes, please state when the development or work was completed

Description Confidence Check

☐ Includes proposed use (if applicable)

☐ Includes scale and form of development

☐ Includes key elements (extension, conversion, alterations)

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

Suffix

Property Name

Address Line 1

40 BEECH AVENUE

Address Line 2

Address Line 3

Town/city

RUISLIP

County

Postcode

HA4 8UQ

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

Easting (x)

510624

Northing (y)

187312

Description

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:

Title

First Name

John

Last Name

Allum

Reference

Date

2026-09-28

Details of the pre-application advice received

Emails with John showing drawings, scheme was believed to be deemed acceptable with Planning.

Pedestrian and Vehicle Access, Roads and Rights of Way

Are there any new public roads to be provided within the site?

- ( ) Yes
- (●) No

Are there any new public rights of way to be provided within or adjacent to the site?

- ( ) Yes
- (●) No

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

If Yes to any questions, please show details on your plans or drawings and state their reference numbers

Parking

Will the proposed works affect existing car parking arrangements?

◯ Yes

◉ No

If Yes, please describe how

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

If Yes, please provide details of their name, role, and how they are related

Trees and Hedges

Are there trees or hedges on the proposed development site?

◯ Yes

◉ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

◯ Yes

◉ No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of the Local Planning Authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your Local Planning Authority should make clear on its website what the survey should contain, in accordance with the current "BS5837: Trees in relation to design, demolition and construction - Recommendations".

Environmental Confidence Check

☑ No trees or hedges are affected within or adjacent to the site

☑ No root protection zones are impacted

☑ No habitats or ecological features are affected

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)

Material 1

Type

Roofs

Existing materials and finishes	Proposed materials and finishes
Tiled	Glazed

Material 2

Type

Walls

Existing materials and finishes	Proposed materials and finishes
Rendered, white.	Rendered to match with glazing in materials to match main dwelling.

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

Biodiversity Net Gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition would apply?

◯ Yes

◉ No

If No, Biodiversity Screening Summary (Applicant Responses)

☑ No trees or vegetation will be removed

☑ No impact on habitats or biodiversity features

☑ Development is within an existing residential curtilage

Reasons why biodiversity net gain does not apply:

Based on the information provided, the proposed development is considered to fall within the de minimis exemption and is unlikely to require Biodiversity Net Gain assessment. This is on the basis that the works are householder in scale, located within an existing residential curtilage, and are not indicated to impact priority habitats or biodiversity features.
The applicant remains responsible for confirming that no protected habitats or features are affected.

Certificates & Land Declaration

Note: Incorrect ownership certificates are a common reason for invalidation. All owners and land interests must be correctly identified.

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?

◉ Yes

◯ No

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

◯ Yes

◉ No

Can you identify all agricultural tenants and give them notice?

◯ Yes

◯ No

Can you give appropriate notice to all the other owners/agricultural tenants?

◯ Yes

◯ No

Do you know the identity of any of the other owners/agricultural tenants?

◯ Yes

◯ No

Certificate A applies to this application. All four certificates are reproduced below; only the applicable one is signed.

Certificate Of Ownership - Certificate A

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

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**

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.

* "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.

Signed by

◯ Applicant

◉ Agent

Title

Mr

First Name

Mark

Last Name

Pottle

Declaration Date

2026-10-06

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.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

No owners/agricultural tenants listed.

Signed by

◯ Applicant

◯ Agent

Title

First Name

Last Name

Declaration Date

Certificate Of Ownership - Certificate C

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

I certify/The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/the applicant has been unable to do so

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

No known owners/agricultural tenants listed.

Notice of the application has been published in the following newspaper:

On the following date:

Signed by

◯ Applicant

◯ Agent

Title

First Name

Last Name

Declaration Date

Certificate Of Ownership - Certificate D

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

I certify/The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else 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 to which this application relates, but I have/the applicant has been unable to do so

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper:

On the following date:

Signed by

- ◯ Applicant
- ◯ Agent

Title

First Name

Last Name

Declaration Date

Agricultural Land Declaration

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

None of the land to which the application relates is, or is part of, an agricultural holding.

OR

I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below.

Is any of the land to which the application relates part of an agricultural holding?

- ◯ Yes
- ◉ No

If Yes, the requisite notice has been given to the following agricultural tenant(s):

Signed by

- ◯ Applicant
- ◉ Agent

Declaration

I/We hereby apply for Householder planning permission as described in this application form and the accompanying plans, drawings and supporting information.

I/We confirm that, to the best of my/our knowledge and belief, the information provided in this application is true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We understand that this application and its supporting documents may be made publicly available by the Local Planning Authority as part of the statutory planning register.

What's your role?

- ◯ Applicant
- ◉ Agent

Signed name

Mark Pottle

Declaration Date

2026-10-06

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?

- (●) Agent
- ( ) Applicant
- ( ) Someone else

If Someone else, please provide their contact details:

Title

First Name

Last Name

Phone

Email

Community Infrastructure Levy (CIL) Check

New dwellings?

( ) Yes (●) No

100+ sqm GIA?

( ) Yes (●) No

A CIL confirmation document has been generated as a separate document attached to this application.

Site Information (Greater London)

Please note: This section applies only to applications in Greater London under section 346 of the Greater London Authority Act 1999.

Title number(s)

Title 1

Any EPC for site buildings?

No

EPC reference number

Further Information (Greater London)

Please note: This section applies only to applications in Greater London under section 346 of the Greater London Authority Act 1999.

Gross Internal Area added (sqm)

Additional bedrooms proposed

Additional bathrooms proposed

Development Dates (Greater London)

Please note: This section applies only to applications in Greater London under section 346 of the Greater London Authority Act 1999.

Expected commencement (MM/YYYY)

Expected completion (MM/YYYY)

Planning Application Fee

Fee payable to the Local Planning Authority

£548.00

Is a fee exemption or reduction claimed for this application?

◯ Yes

◉ No

Basis of the claim

Important Disclaimer:

UK Planning Gateway is an independent application preparation platform. It is not affiliated with, endorsed by, or acting on behalf of any Local Planning Authority.

This application has been prepared to align with publicly available validation requirements; however, all applications are reviewed, validated, and determined solely by the relevant Local Planning Authority.

The applicant and/or agent remains responsible for the accuracy and completeness of the submission.