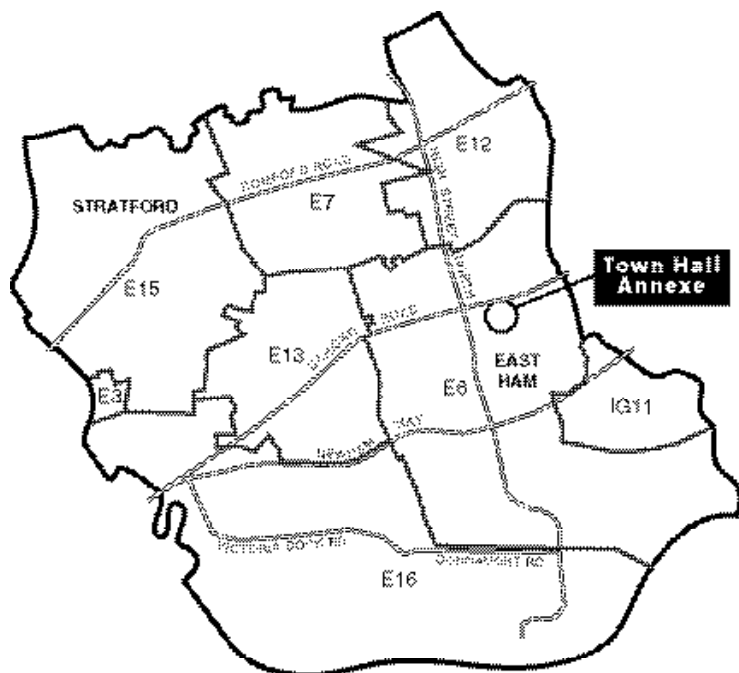


Please read these notes BEFORE filling in your application form.



Use these forms to apply to the London Borough of Newham for Planning Permission. Our address is:

**London Borough of Newham  
Development and Building Control Section  
Town Hall Annexe  
330 - 354 Barking Road  
East Ham E6 2RT**

**THESE FORMS SHOULD NOT BE USED FOR**

- Advertisement Applications
- Listed Building Consent Applications
- Certificates of Existing or Proposed Lawful Use/ Development



Application Forms available from the Development and Building Control Section

Building Regulations Applications. These are dealt with by Building Control, Tel. 020 8430 2000 Ext.23300

Guidance notes giving the Council's policies and standards for various types of uses/developments are available free from the Planning Division. Please ask for the note relevant to your proposal.

# How to make a Planning Application

**in Newham**

The enclosed forms are for applications for Planning Permission to the London Borough of Newham.



# How to fill in the application forms

Before filling in the forms read these notes which are in the same order as the questions on the form.

## Form 1 Planning Application

### Question 1a

#### NAME AND ADDRESS OF APPLICANT

Fill in your name and address.

### Question 1b

#### NAME AND ADDRESS OF AGENT

Leave this blank if you are submitting your own application

NOTE - All correspondence from this department will be sent to the Agent, (if there is one).

### Question 2

#### ADDRESS OF THE APPLICATION SITE

Fill in the full address of the site to which this application relates. 4 copies of a site plan are also required - see **Question 11** for details.

### Question 3

#### OWNERSHIP OF LAND

Please tick one box, then refer to **Question 10**, re. **PLANS**.

### Question 4

#### BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT

For example:

'Change of use to offices', 'Erection of a single storey rear extension', or 'Erection of 8 new houses and 6 flats'.

Include any demolition proposed on site.

### Question 5

#### TYPE OF APPLICATION

You should tick and complete only ONE of the boxes **A, B, C, D or E**

##### Full Applications - Tick Box 'A'

Full applications are those for change of use of an existing building or land or for new buildings where full details of the proposal are known.

##### Outline Applications - Tick Box 'B'

Outline applications are only appropriate when new buildings are proposed and when you wish to receive the Council's decision in principle before drawing up detailed plans. It is helpful to provide as much information as possible.

##### Reserved Matters - Tick Box 'C'

These are applications which are required following a previous outline planning permission.

##### Applications for Removal of a Planning Condition - Tick Box 'D'

It is essential that you give detailed reasons in a covering letter.

##### Resubmission - Tick Box 'E'

If this application is a resubmission, please quote previous application number.

### Question 6

#### PROPOSED USES

Answer for all non-residential proposals.  
GROSS floorspace is the total area affected by the application.  
NET floorspace excludes stairs, halls & toilets.

### Question 7

#### EXISTING USES

Answer if known.

### Question 8

#### ACCESS TO ROADS

If you tick YES, you should state which road or roads are involved.

### Question 9

#### TREES

Mark all existing trees on the plans submitted, and state whether your proposal will involve the felling of any trees.

### Question 10

#### PLANS

You MUST submit 4 copies of accurate plans to a suitable METRIC scale showing layouts, elevations, floor plans and include notes of materials proposed on each plan. Designs for new buildings and alterations affecting access to existing buildings should make suitable provision for people with disabilities. If plans are required but not attached, then the application will be considered to be invalid.

#### SITE PLANS

You MUST ALSO submit 4 copies of a SITE PLAN showing adjoining properties and roads, with a red line drawn around the site. If you own or occupy any adjoining land, this must be edged with a blue line.

THE COUNCIL IS ABLE TO SUPPLY ORDNANCE SURVEY PLANS AT A COST OF £25. THE COUNCIL DOES NOT ALLOW TRACING FROM THE COUNCIL'S OWN MAPS.

**MAKE SURE THAT YOU LOOK AT THE CHECK LIST AT THE BOTTOM OF THE APPLICATION FORM.  
THIS SETS OUT WHAT HAS TO BE DONE TO COMPLETE YOUR APPLICATION CORRECTLY.**

### IMPORTANT ADVICE TO APPLICANTS

The Council is required by law to deal with planning applications within a set period. As this is too short to allow time to negotiate changes, your application will be considered in the form in which it is submitted.

This may result in it being refused when a few changes would have made it acceptable.

You are, therefore, strongly advised to discuss your application with the Planning Division, to see if any changes are needed, BEFORE you submit it.

## Form 2

### Certificates and Notice 1

The Legislation requires you to fill in ONE certificate. The notes on the certificates page will tell you which one to fill in.

If you are not the owner, (or agricultural tenant) of the land or property involved, **you must also fill in a Notice 1.**

## Form 3

### Extra details for certain applications

#### FOR INDUSTRIAL, OFFICE, WAREHOUSING, STORAGE AND RETAIL APPLICATIONS

You will need to fill in extra details on application Form 3, a copy of which is included in this folder, except when the application only affects the appearance of the building.

## Fees

**For most applications a fee will be required. The 'Scale of Fees' sheet will show the correct amount for your application.**

#### WHEN YOU HAVE COMPLETED YOUR APPLICATION

Your completed application may be sent to the office or delivered by hand to:-

**London Borough of Newham  
Development and Building Control Section  
Town Hall Annexe  
Barking Road  
London E6 2RT**

#### FOR FURTHER INFORMATION

If you still have any queries you can call at the office or telephone between 9am and 5pm.

**Telephone: 020 8430 2000 and ask for Planning Administration.**

# Planning Application Form 1



PLEASE READ ACCOMPANYING NOTES FIRST

## 1a NAME AND ADDRESS OF APPLICANT

Please complete in block letters and include Postcode

[Blank area for applicant name and address]

Postcode

Tel. No.

Day time contact No. [ ]

## 1b AGENT (to whom correspondence will be sent)

[Blank area for agent name and address]

Postcode

Tel. No.

Reference [ ]

## 2 FULL POSTAL ADDRESS OF THE APPLICATION SITE

Please complete in block letters and include Postcode

[Blank area for full postal address of the application site]

Postcode

SITE must be OUTLINED IN RED on an ORDNANCE SURVEY PLAN accompanying the application

## 3 OWNERSHIP OF LAND

Please tick ONE box

Do you own or control any other land in the vicinity of the application site? YES  NO

If so, it should be OUTLINED IN BLUE on the ORDNANCE SURVEY PLAN accompanying the application

## 4 BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT

Please complete in block letters

[Blank area for brief description of proposed development]

Site Area [ ]

Hectares/sq.m.

## 5 TYPE OF APPLICATION

Tick ONE box

- A This is a full application for change of use and/or new building works
- B This is an outline application
  - (i) The following matters are reserved for future consideration
    - Siting  Design  Means of Access  External appearance  Landscaping
  - (ii) Site area [ ] (sq. m.)
- C This is a reserved matters application
  - (i) Please state reference number of permission [ ]
  - (ii) Please state which condition(s) are dealt with in this application [ ]
- D This is an application for removal or variation of a condition(s) State reference of P/condition(s)
- E This is a resubmission of: [ ]

### For office use only

File No. .... Fee Rec..... Receipt No. .... Valid. ....  
 Cash  Cheque  Credit Card

## 6 PROPOSED USES/FLOORSPACE

Please tick box **A** or **B**. If ticking **B**, please complete Form 3 for non-residential developments

Please tick one box

**A** The proposal involves an alteration to the floorspace of  Residential development  
 Non-residential development (Complete Form 3)

Note: Existing and proposed floorspace must be clearly identified on plans submitted with this application

## 7 EXISTING USES

Please complete if known.

Please state existing use or, if vacant, the last use of site or buildings

If residential state existing numbers of dwellings (houses and/or flats)

## 8 ACCESS TO ROADS

Please tick one box

Will there be a new or altered vehicle access to a:  
Public Road (State name of Road/s)

YES  NO

New or altered Pedestrian access

YES  NO

## 9 TREES

Please tick one box

Do any trees exist on or close to the site

YES  NO

Does the proposal involve the felling of any trees

YES  NO

## 10 PLANS AND OTHER ENCLOSURES

I attach the necessary plans (Numbered)   
and I attach a completed Certificate (Form 2) part **A / B / C / D** please indicate

and enclose the fee of £  By cheque/P.O. No

## 11 SIGNED

(Applicant/Agent)

Date

### NOW MAKE SURE THAT YOU HAVE:-

1. Signed this form.
2. Attached the appropriate completed certificates and signed them.  
(see guidance note for which certificate to fill in).
3. Attached 4 sets of plans.
4. Attached 4 copies of the site plan, showing the site of the development marked in red, with any owned or controlled land nearby marked in blue.
5. Included the correct fee, if necessary.
6. Filled in Form 3, if necessary.

### NOW SEND OR DELIVER THIS APPLICATION TO:-

London Borough of Newham  
Development and Building Control Section  
Town Hall Annexe  
330-354 Barking Road  
London E6 2RT

# Form 2

## Certificates

YOU MUST FILL IN ONLY ONE OF THESE CERTIFICATES

**Certificate A** should be completed if you are the only owner of the land see **Note (a)**

or

**Certificate B** should be completed if you are not the only owner of the land but know the other owner(s). You must also send a completed Notice 1 to all other owners of the land or property.

or

**Certificate C** should be completed if you do not own all the land and know only some of the owners. You must also send a completed Notice 1 to all known owners and publish a completed Notice 1 in a Local Newspaper.

or

**Certificate D** should be completed if you do not own any of the land and do not know any of the owners. You must also publish a completed Notice 1 in a Local Newspaper.

**Note (a)** "owner" means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years

Site Address

Postcode

### Certificate A(a)

#### Town and Country Planning (General Development Procedure) Order 1995. CERTIFICATE UNDER ARTICLE 7

I certify that:

on the day 21 days before the date of the accompanying application/appeal\* nobody, except the applicant/appellant\*, was the owner (b) of any part of the land to which the application/appeal\* relates.

Signed

\*On behalf of

Date

\* delete where inappropriate

(a) This Certificate is for use with applications and appeals for planning permission (articles 7 and 9(1) of the Order). **One of the Certificates A, B, C or D** (or the appropriate certificate in the case of certain minerals applications) **must be completed**, together with the Agricultural Holdings Certificate.

(b) "owner" means a person having a freehold interest or a leasehold interest in the unexpired term of which is not less than seven years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

### Certificate B(a)

#### Town and Country Planning (General Development Procedure) Order 1995. CERTIFICATE UNDER ARTICLE 7

I certify that:

I have/The applicant has/The appellant has\* given the requisite notice to everyone else who, on the day 21 days before the date of the accompanying application/appeal\*, was the owner (b) of any part of the land to which the application/appeal\* relates as listed below.

Name of owner(s)

Address at which notice was served

Date of service of notice

Signed

\*On behalf of

Date

\* delete where inappropriate

(a) This Certificate is for use with applications and appeals for planning permission (articles 7 and 9(1) of the Order). **One of the Certificates A, B, C or D** (or the appropriate certificate in the case of certain minerals applications) **must be completed**, together with the Agricultural Holdings Certificate.

(b) "owner" means a person having a freehold interest or a leasehold interest in the unexpired term of which is not less than seven years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

## Certificate C (a)

### Town and Country Planning (General Development Procedure) Order 1995.

#### CERTIFICATE UNDER ARTICLE 7

**I certify that:**

- I/The applicant/The appellant\* cannot issue a Certificate A or B in respect of the accompanying application/appeal\*.
- I have/The applicant has/The appellant has\* given the requisite notice to the persons specified below, being persons who on the day 21 days before the date of the application/appeal\*, were owners (b) of any part of the land to which the application/appeal\* relates.

Owner's name (b)

Address

Date of service of notice

- I have/The applicant has/The appellant has\* taken all reasonable steps open to me/him/her\* to find out the names and addresses of the other owners (b) of the land, or of a part of it, but have/has\* been unable to do so. These steps were as follows:

(c)

- Notice of the application/appeal\*, as attached to this Certificate, has been published in the:

(d)  on (e)

Signed  \*On behalf of  Date

\* delete where inappropriate

- (a) *This Certificate is for use with applications and appeals for planning permission (articles 7 and 9(1) of the Order). One of the Certificates A, B, C or D (or the appropriate certificate in the case of certain minerals applications) must be completed, together with the Agricultural Holdings Certificate.*
- (b) *"owner" means a person having a freehold interest or a leasehold interest in the unexpired term of which is not less than seven years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).*

Insert:

- (c) description of steps taken  
(d) name of newspaper circulating in the area where the land is situated  
(e) date of publication (which must not be earlier than the day 21 days before the date of the application or appeal)

## Certificate D (a)

### Town and Country Planning (General Development Procedure) Order 1995

#### CERTIFICATE UNDER ARTICLE 7

**I certify that:**

- I/The applicant/The appellant\* cannot issue a Certificate A in respect of the accompanying application/appeal\*.
- I/The applicant /The appellant have/has\* taken all reasonable steps open to me/him/her\* to find out the names and addresses of everyone else who, on the day 21 days before the date of the application/appeal\*, was the owner (b) of any part of the land to which the application/appeal\* relates, but have/has been unable to do so. These steps were as follows:

(c)

- Notice of the application/appeal\*, as attached to this Certificate, has been published in the:

(d)  on (e)

Signed  \*On behalf of  Date

\* delete where inappropriate

- (a) *This Certificate is for use with applications and appeals for planning permission (articles 7 and 9(1) of the Order). One of the Certificates A, B, C or D (or the appropriate certificate in the case of certain minerals applications) must be completed, together with the Agricultural Holdings Certificate.*
- (b) *"owner" means a person having a freehold interest or a leasehold interest in the unexpired term of which is not less than seven years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).*

Insert:

- (c) description of steps taken  
(d) name of newspaper circulating in the area where the land is situated  
(e) date of publication (which must not be earlier than the day 21 days before the date of the application or appeal)

**Certificate C (a)**

**Town and Country Planning (General Development Procedure) Order 1995.**

**CERTIFICATE UNDER ARTICLE 7**

**Agricultural Holdings Certificate (a)**

Whichever is appropriate of the following alternatives must form part of Certificates A, B, C or D. If the applicant is the sole agricultural tenant he or she must delete the first alternative and insert "not applicable" as the information required by the second alternative.

\*• None of the land to which the application/appeal\* relates is, or is part of, an agricultural holding.

or

\*• I have/The applicant has/The appellant has\* given the requisite notice to every person other than my/him/her\* self who, on the 21 days before the date of the application/appeal\*, was a tenant of an agricultural holding on all or part of the land to which the applicatiobn/appeal\* relates, as follows:

Tenant's name

Address at which notice was served

Date on which notice was served

Signed

\*On behalf of

Date

# Notice 1

## SCHEDULE 2 Town and Country Planning (General Development Procedure) Order 1995

### NOTICE UNDER ARTICLE 6 OF APPLICATION FOR PLANNING PERMISSION (to be published in a newspaper or to be served on an owner\* or a tenant\*\*)

Proposed development at (a)

Postcode

I give notice that (b)

is applying to the (c)

for planning permission to (d)

Any owner\* of the land or tenant\*\* who wishes to make representations about this application should write to the Council at (e)

by (f)

\* "owner" means a person having a freehold interest or a leasehold interest in the unexpired term of which is not less than seven years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).

\*\* "tenant" means a tenant of an agricultural holding any part of which is comprised in the land.

Signed

† On behalf of

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 in a lease.

Statement of agricultural tenants' rights

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

† delete where inappropriate

Insert:

- (a) address or location of the proposed development
- (b) applicant's name
- (c) name of Council
- (d) description of the proposed development
- (e) address of the Council
- (f) date giving a period of 21 days beginning with the date of service, or 14 days beginning with the date of publication, of the notice (as the case may be).

# Form 3

## Extra Details for Certain Applications

YOU SHOULD ONLY FILL IN THIS SECTION IF YOU ARE APPLYING FOR A NON-RESIDENTIAL DEVELOPMENT: INDUSTRIAL, OFFICE, WAREHOUSING, STORAGE OR RETAIL DEVELOPMENT OVER 50m<sup>2</sup>. PLEASE ASK IF YOU ARE NOT SURE WHETHER YOU NEED TO FILL IN THIS SECTION.

ANSWER THOSE QUESTIONS WHICH ARE RELEVANT TO YOUR APPLICATION

Site Address

Postcode

### 1 FOR INDUSTRIAL DEVELOPMENT

Describe the processes to be carried out, the end products, the type and number of machines involved.

Floor areas. State size/net space	Existing	Proposed		Existing	Proposed
Retail	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>
Office	<input type="text"/>	<input type="text"/>	Ancillary	<input type="text"/>	<input type="text"/>
Industrial	<input type="text"/>	<input type="text"/>	Storage	<input type="text"/>	<input type="text"/>
Wharehousing	<input type="text"/>				

### 2 EMPLOYMENT

How many people will be employed as a result of this development?

Existing

New

Of these, how many are:

Full-time?

Part-time?

### 3 PARKING AND VEHICLES

What provision has been made for parking, loading/unloading on the site. Please show these details on the plans you submit.

Please state the number of parking places that will be provided.

For Commercial Vehicles

For Cars

How many cars, vans and lorries will visit the site each day. This includes your own vehicles.

Cars

Vans

Lorries

### 4 STORAGE OF MATERIALS

Will the proposed use involve the use of storage of any of the materials in the quantities shown in the list overleaf.

State **Yes** or **No**

If **yes**, state what it is and how much.

Substance	Quantity (tonnes)	Substance	Quantity (tonnes)
Liquefied petroleum gas, such as commercial propane and commercial butane, and any mixtures thereof held at a pressure greater than 1.4 bar absolute	25	2, 2-bis (tert-butylperoxy) butane	5
Liquefied petroleum gas, such as commercial propane and commercial butane, and any mixture thereof held under refrigeration at a pressure of 1.4 bar absolute or less	50	1, 1-bis (tert-butylperoxy) cyclohexane	5
Phosgene	2	Di-sec-butyl peroxydicarbonate	5
Chlorine	10	2, 2-dihydroperoxypropane	5
Hydrogen fluoride	10	Di-n-propyl peroxydicarbonate	5
Sulphur trioxide	15	Methyl ethyl ketone peroxide	5
Acrylonitrile	20	Sodium chlorate	25
Hydrogen cyanide	20	Cellulose nitrate other than:-	50
Carbon disulphide	20	(a) cellulose nitrate to which the Explosives Act 1875 applies; or	
Sulphur dioxide	20	(b) solutions of cellulose nitrate where the nitrogen content of the cellulose nitrate does not exceed 12.3% by weight and the solution contains not more than 55 parts of cellulose nitrate per 100 parts by weight of volume	
Bromine	40	Ammonium nitrate and mixtures of ammonium nitrate where the nitrogen content derived from the ammonium nitrate exceeds 28% of the mixture by weight other than:-	500
Ammonia (anhydrous or as solution containing more than 50% by weight of ammonia)	100	(a) mixtures to which the Explosives Act 1875 applies; or	
Hydrogen	2	(b) ammonium nitrate based products manufactured chemically for use as fertiliser which comply with EC Directive 80/876/EEC on major accident hazards	
Ethylene oxide	5	Aqueous solutions containing more than 90 parts by weight of ammonium nitrate per 100 parts per weight of solution	500
Propylene oxide	5	Liquid oxygen	500
Tert-butyl peroxyacetate	5	Gas and mixture of gases which are flammable in air and is held in the installation as a gas.	15
Tert-butyl peroxyisobutyrate	5		
Tert-butyl peroxy maleate	5		
Tert-butyl peroxyisopropylcarbonate	5		
Dibenzyl peroxydicarbonate	5		

Substance	Quantity (tonnes)
A substance or any mixture of substances which is flammable in air and is normally held in the installation above its boiling point (measured at 1 bar absolute) as a liquid or as a mixture of liquid and gas at a pressure of more than 1.4 bar absolute.	25, being the total quantity of substances above the boiling points whether held singly or in mixtures.
A liquefied gas or any mixture of liquefied gases, which is flammable in air, has a boiling point of less than 0°C (measured at 1 bar absolute) and is normally held in the installation under refrigeration or cooling at a pressure of 1.4 bar absolute or less.*	50, being the total quantity of substances having boiling points below 0°C whether held singly or in mixtures.
A liquid or any mixture of liquids, not included in the items marked * above which has a flash point of less than 21°C.	10,000

#### IMPORTANT NOTE

As materials other than those listed above may give rise to public concern, it is **YOUR** responsibility to ensure that any process proposed accurately describes the nature of the materials involved.