



Saxmundham Town Council

All Members of the **Planning and Development Control Committee** are summoned to attend a meeting on

Wednesday 19th May 2021 at 6pm in the Market Hall, Saxmundham.

- 1) Apologies for Absence
To receive apologies for absence.
- 2) Pecuniary/Non-Pecuniary Interests
Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) Minutes of the Previous Meeting
To receive and approve the minutes of the meeting held 28th April 2021.
- 4) Open Forum
To invite the public to comment on any item on the agenda. The public may not join in the meeting itself.

5) To consider the following planning application

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal
DC/21/2075/VOC DC/19/2896/FUL	4 May 21	25 th May 21	28 High St IP17 1AB	Variation of Condition No 5 of DC/19/2896/FUL - Reconfiguration of existing part ground floor commercial premises (with existing residential dwelling behind and above) to commercial premises only at ground level (including use of the existing courtyard as an outside seating area associated with the commercial use) and holiday let use above - We would like the opening hours to be changed to - Monday to Thursday 8:30 to 21:00, Friday & Saturday 8:30 to 22:00 and the hours of 11:00 to 17:00 on Sundays.
DC/21/1722/LBC	29 April 2021	4 June 21	11a Albion Street, IP17 1BN	Listed building consent to paint the exterior of a brick-built outbuilding
DC/21/2088/FUL	28 April 2021	2 June 2021	38 Heron Road, IP17 1YT	Porch extension to front of dwelling
DC/21/2136/FUL	30 April 2021	2 June 2021	10 Manor Gardens, IP17 1ET	Replacement of side extension to form open plan kitchen, alteration to first floor bedroom ensuite, changes to fenestration, cladding to exterior and proposed single garage

6) To note any recent decisions on planning applications by East Suffolk Council.

7) Date and time of next meeting.

J. Morcom

Assistant Clerk to Saxmundham Town Council Tel: 01728 604595 Email: assistanttownclerk@saxmundham-tc.gov.uk **Date: 13th May 2021**



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 6.00 PM 28thth April 2021 by Video Conference

Councillors: Cllr. J. Fisher (Chair) Cllr. C. Hawkins Cllr. N. Hiley

Also Present: J. Morcom (Assistant Town Clerk (ATC))

10/21PD Apologies for absence
None have been received.

11/21PD Pecuniary/Non-Pecuniary Interests
None declared at this point.

12/21PD Minutes of the Previous Meeting held 14th April 2021
It was unanimously **RESOLVED** to approve the minutes of the meeting held 22nd February 2021. These will be signed when the Chairperson is able to come to the office.
The ATC fed back that no councillors had responded with regard to the questionnaire from Theberton and Eastbridge.

East Suffolk had telephoned in response to Town Council (STC) comments about the lack of specification of CIL on major sites and STC's point that this should at least be qualified with an expectation of S.106. East Suffolk intend to arrange a ZOOM meeting with STC and Benhall sometime in May.

13/21PD Open Forum
No members of the public had joined the meeting.

14/21PD Planning Applications
DC/21/0317/FUL: Saxmundham Free School, amendments to plans for new teaching block.
The Committee were concerned, despite broadly supporting the application, that they could not easily understand what had been changed on the new set of plans. In particular they would like to know how the designers had responded to concerns about privacy from the residents of Lincoln Avenue. A design and access statement would have helped a great deal in this case.
The Committee resolved that the ATC should make these points in the response to East Suffolk.

DC/21/1797/FUL: BT siting two storage containers in land to the rear of 48 High Street.
Although the Committee had no major objection to the siting of the containers, they were concerned that they may be unsightly, and would like them to be landscaped with either a green wall or planting around the fencing. They would also like to know what the containers are to be used for.

15/21PD Recent Planning Decisions. - none

The next meeting of the Planning and Development Control Committee will be at 6pm on Wednesday 12th May 2021. TBC

The meeting closed at 6.28 p.m.

Jennifer Morcom, Assistant Clerk to Saxmundham Town Council
The Town House, Station Approach
Saxmundham, IP17 1BW

Signed _____ Date _____



Application for listed building consent for alterations, extension or demolition of a listed building.
Planning (Listed Buildings and Conservation Areas) Act 1990

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.

1. Site Address

Number	11
Suffix	A
Property name	The Retreat
Address line 1	Albion Street
Address line 2	
Address line 3	
Town/city	Saxmundham
Postcode	IP17 1BN

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

Easting (x)	638463
Northing (y)	263137

Description	
-------------	--

2. Applicant Details

Title	
First name	R
Surname	Grandison
Company name	
Address line 1	The Retreat
Address line 2	11A Albion Street
Address line 3	
Town/city	Saxmundham

2. Applicant Details

Country	<input type="text"/>
Postcode	IP17 1BN
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

3. Agent Details

No Agent details were submitted for this application

4. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Alteration only, I do not want to make any structural changes and only would just like to paint the exterior of a brick-built outbuilding at 11A, Albion Street, Saxmundham IP17 1BN. I understand this requires planning permission.

The outbuilding in question is within the legal boundary of my property at the rear of my house and is used for storage. It is approximately 1 metre from my kitchen/back window. It is 4 metres in length and 2.6 metres wide. It is a detached single storey brick construction with a pantile roof, has three white painted wooden doors and a small non opening window at the front and is plain brick along its side and the rear of it. The side and rear walls are in alley ways giving access to the gates of gardens only. I believe it was constructed some years after the house which is in a conservation area and is a listed building, however, I cannot find any evidence to say the outbuilding is listed, it seems it's only the house.

Heritage Category:

Listed Building

Grade: II

List Entry Number:

1268179

Date first listed:

06-Sep-1974

Statutory Address:

1-15, ALBION STREET

The outbuilding is not visible from the public highway and is only directly visible from my property and the rear of no 15 next-door (who have pedestrian access in front of it to access the back door of their property). There is no vehicle access to it.

My intention is to use a good quality exterior paint in white. My reasons for wanting it done is to provide a layer of damp proofing, stop degradation of the bricks, and to maximise the amount of light into my kitchen (which requires lights to be on all day as the kitchen window – about 1 metre away- looks directly onto the outbuilding which is constructed of red brick).

There is a precedent for this as several other properties that are also in the same conservation area/listed buildings in the terrace of numbers 1 to 15 Albion Street have painted theirs. I think there are only probably 3 out of the 8 outbuildings belonging to the houses covered by the heritage listing that have not been painted.

Has the development or work already been started without consent?

Yes No

5. Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- Don't know
 Grade I
 Grade II*
 Grade II

Is it an ecclesiastical building?

Don't know Yes No

6. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

Yes No

7. Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

Yes No

8. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

Yes No

9. Listed Building Alterations

Do the proposed works include alterations to a listed building?

Yes No

If Yes, do the proposed works include

- a) works to the interior of the building? Yes No
- b) works to the exterior of the building? Yes No
- c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? Yes No
- d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? Yes No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

No items will be removed. Aesthetic changes only in the form of overpainting brickwork.

10. Materials

Does the proposed development require any materials to be used?

Yes No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

Please add materials by using the dropdown list to select the type, clicking 'Add' and entering all the details in the popup box

Type	Existing materials and finishes	Proposed materials and finishes
External Walls	Detached outbuilding constructed of red brick with white gloss doors and window frame.	Existing red brick overpainted in suitable quality exterior white paint. white gloss doors and window frame.

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

Yes No

11. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

Yes No

12. 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?

- The agent
- The applicant
- Other person

13. 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 (this will help the authority to deal with this application more efficiently):

Officer name:

Title	Duty Planner @east Suffolk.gov.uk
First name	
Surname	
Reference	
Date (Must be pre-application submission)	06/04/2021

Details of the pre-application advice received

email confirmation that planning permission is required for the proposal after I had provided the same details as on this form in an email to Building control at EastSuffolk.gov.uk

14. 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

15. Certificates

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

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 (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Person role

- The applicant
 The agent

Title	
First name	
Surname	GRANDISON
Declaration date (DD/MM/YYYY)	08/04/2021

Declaration made

16. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Date (cannot be pre-application)	08/04/2021
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Buy A Plan
UK's Fastest and Easiest Planning Site



11a, Albion Street, Saxmundham, Suffolk, IP17 1BN



Block Plan shows area bounded by: 638414.01, 263096.43, 638504.01, 263186.43 (at a scale of 1:500), OSGridRef: TM38456314. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Outline

This heritage, design and access statement has been prepared in support of an application for permission to make changes to the exterior of an outbuilding of residential property 11A Albion Street, Saxmundham, Suffolk, IP17 1BN.

It covers the necessary aesthetic change to the outbuilding building to make good and protect it from degradation for the current and future owners or occupiers.

The application is not for new development but rather for a change to an existing single storey outbuilding that is solely used for storage. There are no changes being made to the residential dwelling/house itself.

Historical context

The main house dwelling is historic by its nature and age. It is a grade two listed building in a conservation area. It is very unclear as to whether the outbuilding was ever incorporated in the listing when it was done in 1974.

According to the Historic England website the property, Number 11A, is grade two listed and forms part of the statutory address made up of numbers 1 to 15 Albion Street, Saxmundham, Suffolk, IP17 1BN. The list entry number is 1268179. Its National Grid Reference is TM3847563136.

The same properties, numbers 1 to 15, are also within a conservation area because of its historic interest. The terrace, including no 11A, forms part of the Saxmundham conservation area and is mentioned in the Conservation Area Appraisal document for Saxmundham which is on the East Suffolk.gov website.

Research shows the dwelling part of the property to have been first listed in September 1974 and made part of a conservation area.

Number 11A, which this document specifically refers to, is a mid-terrace dwelling in a row of 4 properties, with numbers 9 to 15 to the left hand side of an archway and to its right numbers 1 to 7. The archway provides a right of access way to the rear of numbers 7,9,11,11A and 15.

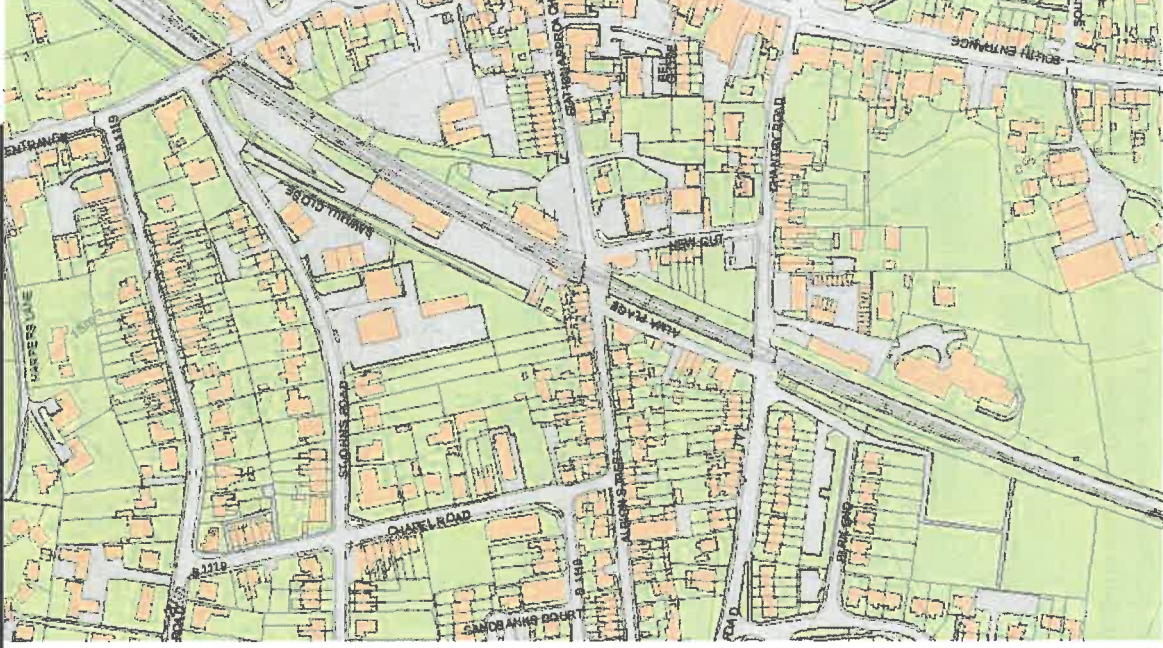
The terrace is directly adjacent to Saxmundham railway station and was built in the mid-19th century, by the same builder, to provide housing for railway employees working at Saxmundham railway station. It is understood the terrace was built prior to the railway station which was completed in the late 1850s. The terrace also predates the 'old' police station which is opposite.

[Type text]

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Map showing location within Saxmundham



Street scene

The dwelling part of the property forms part of a street scene based on a terrace of 8 all built at the same time, in the same design by the same builder. It was built in the Mid C19 and comprises white brick; with black Suffolk pantile roof with 4 gault brick ridge stacks and sash type windows. It fronts directly onto the pavement from the wooden front door.

The outbuilding which this statement relates to is not visible from a road or public footpath and is built of red brick and a Suffolk pan tile roof. It has three access doors made of wood and painted in white gloss paint and one small non opening window, the frame of which is also painted white gloss.

[Type text]

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

The immediate area around the building has a mixture of similar age properties such as Saxmundham Railway Station and those in Alma Place, however there are some that appear to have been built much later such as the 1960s/70s style 'new' police station' (now closed) opposite the Railway Station.

Front Elevation

The main dwelling is 2 storeys which have one wooden sash window per storey and a basement which has a non-opening small window. The terraces wooden front entrance doors are alternatively set right and left of the downstairs window and all have been replaced over time.

The terrace has cast iron rainwater guttering.

A fall in ground level requires that the front entrance door is approached by two steps directly onto the pavement. Outside of the front of the property the tarmac road has double yellow lines on both sides. The terrace is opposite the old police station.

There are no changes being made to the front elevation.

The image below shows the front elevation/exterior of nos 11A and 15 Albion Street (number 11A being on the right and number 15 being at the left of the picture)



[Type text]

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Rear Elevation

Directly opposite the kitchen at the rear of the property is a single storey red brick outhouse with a Suffolk pan tile roof, the same as the house.

This photo shows the outbuilding from the rear of my property.



[Type text]

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

This photo shows the rear of the outbuilding.



The entry to the garden of 11A is on the right-hand side of this photo/the outhouse and is enclosed by fencing. There are no changes being made to the garden.

[Type text]

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

This photo shows the rear elevation of the outbuildings of both 11A and 15 Albion Street from the garden of 11A.



Community context

Saxmundham is a historic market town which has a mixture of old properties with new housing developments being built within the last few years towards the A12, Saxmundham bypass and on the Leiston road. The town is popular with tourists to the area and has a population of approx. 4000 permanent inhabitants.

The front of the terrace makes a good contribution to the history of the town, and when comparing with very old photos is unchanged since it was originally built other than replacement door and windows and some properties having satellite dishes.

The terrace, including no 11A, forms part of the Saxmundham conservation area and is mentioned in the Conservation area appraisal document for Saxmundham which is on the East Suffolk.gov website.

The terrace is directly adjacent to Saxmundham railway station and was built in the mid 19th century to house railway employees. It is understood that the terrace were

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

built prior to the railway station which was completed in the late 1850s. It also predates the old police station which is opposite.

The property sits in the middle of a small terrace of 8 dwellings comprising nos 1 to 15. There is an archway between no 7 and 9 that provides a right of access way to the rear of numbers 7,9,11,11A and 15.

The whole terrace is white brick built with black Suffolk pantile roofs and sash type windows.

Assessment of significance

The dwelling is historic by its nature and age. It is a grade two listed building in a conservation area.

The exterior is unchanged since it was originally built other than replacement door and windows

It contributes positively to the sense of the place that sets Saxmundham as a historic market town.

The outbuilding is not visible at all from the street/highway or public footpath.

Design concept

The overall aim is to improve and preserve the outbuilding without downgrading its significance to the locale. Particular attention will be given to the choice of materials used.

Exterior of the property

There are no changes to be made to the front or rear elevation of the main property, the only change will be to the outbuilding used for storage.

Interior of the property

There are no changes to the interior of either the main dwelling or the outbuilding.

[Type text]

Heritage and Design and Access Statement

11A ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Impact on the heritage asset

None of the work to be carried out, will have a detrimental effect to the interior or exterior, character or setting of the property. In-fact it could be that by painting the outbuilding brings it more inline visually with the other outhouses that have been overpainted in the past. There is no visual impact to the exterior of the main house from the front or rear elevations.



AP035474

if you would rather make this application online, you can do so on our website:
<https://www.planningportal.co.uk/apply>

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of their obligations in regards to the processing of your application. Please refer to their website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



EASTSUFFOLK
COUNCIL

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR	First name:	JACOB
Last name:	CLUTTERBUCK		
Company (optional):			
Unit:	House number:	38	House suffix:
House name:			
Address 1:	HERON ROAD		
Address 2:			
Address 3:			
Town:	SAXMUNDHAM		
County:	SUFFOLK		
Country:			
Postcode:	IP17 1YT		

2. Agent Name and Address

Title:	MR	First name:	GLENN
Last name:	KING		
Company (optional):			
Unit:	House number:	155	House suffix:
House name:			
Address 1:	CARR AVENUE		
Address 2:			
Address 3:			
Town:	LEISTON		
County:	SUFFOLK		
Country:			
Postcode:	IP16 4AT		

3. Description of Proposed Works

Please describe the proposed works:

PORCH EXTENSION TO FRONT OF DWELLING

Has the work already started? Yes No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed? Yes No

If Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

6. 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. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much possible:

Officer name:

Reference:

Date (DD MM YYYY):

(must be pre-application submission)

Details of the pre-application advice received:

5. Pedestrian and Vehicle Access, Roads and Rights of Way

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, extinguishments 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 the reference number(s) of the plan(s)/drawing(s):

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? Yes No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? Yes No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements? Yes No

If Yes, please describe:

9. Authority Employee / 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 following statements apply to you and/or agent? Yes No

With respect to the authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	RED BRICKWORK (PLINTH WALLS)	<input type="checkbox"/>	<input type="checkbox"/>
Roof	RED CLAY PLAIN TILES	<input type="checkbox"/>	<input type="checkbox"/>
Windows	(N/A)	<input type="checkbox"/>	<input type="checkbox"/>
Doors	(N/A)	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)		<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

Vehicle access and hard-standing		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (please specify)		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? Yes No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

1/2500 SCALE LOCATION PLAN, 1/200 SCALE BLOCK PLAN

DRAWINGS 20210402/01A, 2B, 3, & 4B/4C

11. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

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 - Applicant:

Or signed - Agent: [REDACTED]

Date (DD/MM/YYYY):

26/04/2021

CERTIFICATE

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

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent: [REDACTED]

Date (DD/MM/YYYY):

[REDACTED]

11. Ownership Certificates and Agricultural Land Declaration (continued)

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14
CERTIFICATE OF OWNERSHIP - CERTIFICATE C

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:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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 (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form:

The original and 3 copies* of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies* of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building:


The correct fee:

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

13. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Signed - Applicant: 

Date (DD/MM/YYYY):

6/04/2021

(date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code: 

Extension number:

Country code: 

National number: 01728 832213

Extension number:

Country code: 

Mobile number (optional): 07885 916676

Country code: 

Fax number (optional):

Email address (optional): 

Email address (optional): 

16. 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? (Please select only one)

If Other has been selected, please provide:

Contact name: 

Agent

Applicant

Other (if different from the agent/applicant's details)

Telephone number: 

Email address: 



Produced 19 Jun 2017 from the Ordnance Survey MasterMap (topography) Database and incorporating surveyed revision available at this date.

The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.



N
38, Heron Rd, Saxmundham
IP17 1YT

1:1250

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 Order Licence Reference: O11135377
 Centre coordinates: 637891 263273





Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990

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.

1. Site Address

Number	10
Suffix	
Property name	
Address line 1	Manor Gardens
Address line 2	
Address line 3	
Town/city	Saxmundham
Postcode	IP17 1ET

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

Easting (x)	639117
Northing (y)	262923

Description

2. Applicant Details

Title	
First name	Mark & Kayleigh
Surname	Stubbs
Company name	
Address line 1	10, Manor Gardens
Address line 2	
Address line 3	
Town/city	Saxmundham
Country	

2. Applicant Details

Postcode	IP17 1ET
Are you an agent acting on behalf of the applicant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Primary number	
Secondary number	
Fax number	
Email address	

3. Agent Details

Title	Mrs
First name	Zoe
Surname	Reeve-Jones
Company name	Let's Design Architecture
Address line 1	Bumblebee Barn
Address line 2	Mill Road
Address line 3	Battisford
Town/city	Stowmarket
Country	United Kingdom
Postcode	IP14 2LT
Primary number	
Secondary number	
Fax number	
Email	

4. Description of Proposed Works

Please describe the proposed works:

Proposed replacement side extension to form open plan kitchen/dining area. Layout alterations to form first floor master bedroom suite and minor changes to fenestration. Replacement front porch. Cladding to exterior walls. Proposed single garage.

Has the work already been started without consent?

Yes No

5. 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):

Walls	
Description of existing materials and finishes (optional):	Red brickwork and red tile cladding

5. Materials

Description of proposed materials and finishes: Red brickwork piers to remain with pale green or stone / cream light coloured cladding throughout

Roof

Description of existing materials and finishes (optional): Black 1970's pan tiles

Description of proposed materials and finishes: Dark coloured (black or brown) pan tiles to replace existing (as matching like-for-like would not be possible)

Windows

Description of existing materials and finishes (optional): White upvc

Description of proposed materials and finishes: White upvc

Doors

Description of existing materials and finishes (optional): White upvc

Description of proposed materials and finishes: White upvc

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

LDA-248-01
LDA-248-02D

6. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? Yes No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Boundary hedgerows

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? Yes No

7. Pedestrian and Vehicle Access, Roads and Rights of Way

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

8. Parking

Will the proposed works affect existing car parking arrangements? Yes No

If Yes, please describe:

Addition of garage will provide 1no. covered parking bay and 2no. parking bays remain on front driveway (garage would create additional parking)

9. 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?

- The agent
 The applicant
 Other person

10. Pre-application Advice

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

Yes No

11. 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

12. Ownership Certificates and Agricultural Land Declaration

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**

* '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(6) 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

Mrs

First name

Zoe

Surname

Reeve-Jones

Declaration date
(DD/MM/YYYY)

29/04/2021

Declaration made

13. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Date (cannot be pre-application)

29/04/2021