Llywodraeth Cymru
Welsh Government

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

Town and Country Planning Act 1990

If printed, please complete using BLOCK CAPITALS and BLACK ink.

1. Applicant Name and Address

Title:		First name:	Sally
Last name:	Singleton		
Company (optional):			
Unit:		House number:	6
House suffix:			
House name:			
Address 1:	Heol y Ffynon		
Address 2:	Cimla		
Address 3:			
Town:	Neath		
County:	Neath Port Talbot		
Country:	UK		
Postcode:	SA11 3YU		

2. Agent Name and Address

Title:	Mr	First name:	Gary
Last name:	Seymour		
Company (optional):	Gary Seymour Drawing Services		
Unit:		House number:	10
House suffix:			
House name:			
Address 1:	Wellfield		
Address 2:	Melincourt		
Address 3:			
Town:	Neath		
County:	Neath Port Talbot		
Country:	UK		
Postcode:	SA11 4AU		

OGL © Crown copyright 2025, Welsh Government, WG51394
Mae'r ddogfen hon ar gael yn Gymraeg hefyd / This document is also available in Welsh
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg / We welcome correspondence and telephone calls in Welsh

3. Description of Proposed Works

Please describe the proposed works:

Replacement garden room

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 Details

Please provide the full postal address of the application site.

Unit: | House number: 6 | House suffix:

House name:

Address 1: Heol y Ffynon

Address 2: Cimla

Address 3:

Town: Neath

County: Neath Port Talbot

Postcode: (optional) SA11 3YU

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".

Easting: | Northing:

Description:

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

Is a new or altered vehicle or 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 ☑

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

Description:

6. Pre-application Advice

Has pre-application advice been sought from the local planning 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:

---

7. Biodiversity and Geological Conservation

Does your proposal involve:

(i) demolition of a building? Yes ☐ No ☑

(ii) alterations or enlargement to your roof? Yes ☐ No ☑

(iii) the loss of any trees or hedges? Yes ☐ No ☑

If you have answered YES to any of the above questions, you may be required to submit a biodiversity survey to your local planning authority with your application form.

Your local planning authority will be able to advise you further.

8. Parking

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

If Yes, please describe:

9. Authority Employee/Member

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.

Do any of these statements apply to you? Yes ☐ No ☑

If Yes, please provide details of the name, relationship and role:

10. Trees and Hedges

Are there any trees or hedges on the site or adjoining the proposed site that would be affected by the development proposal? Yes ☐ No ☑

If you have answered YES, you may need to provide a survey before your application can be validated. Your local planning authority can advise on whether a survey is required. All tree surveys should accord with BS5837.

11. Ownership Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

Certificate of Ownership – Certificate A
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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.

Signed – Applicant:	
Or signed – Agent:	[redacted]
Date (DD/MM/YYYY):	05/05/2025

Certificate of Ownership – Certificate B
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 (*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 this application relates.

Name of Owner	Address	Date Notice Served

Signed – Applicant:	
Or signed – Agent:	
Date (DD/MM/YYYY):	

Certificate of Ownership – Certificate C
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/the applicant has been unable to do so.

The steps taken were:

Name of Owner	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):

11. Ownership Certificates (continued)

Certificate of Ownership – Certificate D
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 (*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 to which this application relates, but I have/the applicant has been unable to do so.

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. Agricultural Holdings

Agricultural Holding Certificate
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural Land Declaration – You Must Complete Either A or B.

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

Signed – Applicant:

Or signed – Agent: [redacted]

Date (DD/MM/YYYY): 05/05/2025

(B) 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:

Name of Tenant	Address	Date Notice Served

Signed – Applicant:

Or signed – Agent:

Date (DD/MM/YYYY):

13. Planning Application Requirements – Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Applications for planning permission in Wales must be accompanied by certain additional supporting documents if they exceed certain thresholds. For detailed information please refer to Welsh Government Circular WGC 002/2012. 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 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 a design and access statement where proposed work falls within a World Heritage Site. ✓

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

The correct fee. ✓

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D – as applicable). ✓

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings). ✓

---

14. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed – Applicant:	
Or signed – Agent:	[redacted]
Date (DD/MM/YYYY): (date cannot be pre-application)	05/05/2025

15. Applicant Contact Details

Telephone numbers:

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

16. Agent Contact Details

Telephone numbers:

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

17. 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*)

Agent ☐ Applicant ☑ Other (if different from the agent/applicant's details) ☐

If Other has been selected, please provide:

Contact name: Telephone number:

Email address: