



FOR ASSISTANCE IN COMPLETING THIS FORM CONTACT

Economy and Environment
Planning Service
Number One Riverside
Smith St
Rochdale
OL16 1XU

Phone : 01706 924305 . **EMAIL :** development.control@rochdale.gov.uk . **WEB :** www.rochdale.gov.uk

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

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

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

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

Number	4
Suffix	
Property Name	
Address Line 1	St Paul Close
Address Line 2	
Address Line 3	Rochdale
Town/city	Heywood
Postcode	OL10 3FZ

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

Easting (x)	383801	Northing (y)	410586
Description			

Applicant Details

Name/Company

Title

Mr

First name

William

Surname

McClymont

Company Name

Address

Address line 1

4 St Paul Close

Address line 2

Address line 3

Town/City

Heywood

County

Rochdale

Country

United Kingdom

Postcode

OL10 3FZ

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

The proposed work involved converting the garage into an entranceway, creating a more practical access point into the house as well as an internal utility room. We have not extended the exterior of the house in any way, instead we have just relocated the front door to where the garage door used to be.

The work was carried out under the assumption that planning had already been handled, based on information provided by our original builder. We discovered later that no application had actually been submitted. As soon as we became aware, we took steps to correct this and applied for certificate of lawful development which was rejected, so we had been advised by Sam Jueng at Rochdale Council to retrospectively apply for householder planning to ensure full compliance.

Has the work already been started without consent?

☒ Yes

☐ No

If Yes, please state when the development or work was started (date must be pre-application submission)

02/10/2024

Has the work already been completed without consent?

☒ Yes

☐ No

If Yes, please state when the development or work was completed (date must be pre-application submission)

05/12/2024

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)

Type:

Walls

Existing materials and finishes:

bricks

Proposed materials and finishes:

same brick type as originally used

Type:

Windows

Existing materials and finishes:

PVC anthracite framed doubled glazed windows

Proposed materials and finishes:

PVC anthracite framed doubled glazed windows

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

☐ Yes

☒ No

Trees and Hedges

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

☐ Yes

☒ No

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

☐ Yes

☒ No

Pedestrian and Vehicle Access, Roads and Rights of Way

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

☐ Yes

☒ 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

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
- ☒ No

Biodiversity net gain

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

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

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

- ☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply
- *A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.
- ## Site Visit
- Can the site be seen from a public road, public footpath, bridleway or other public land?
- ☒ 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
- ## 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
- ***** REDACTED *****
- First Name
- ***** REDACTED *****
- Surname
- ***** REDACTED *****
- Planning Portal Reference: PP-14726064

24/00608/CPL

Date (must be pre-application submission)

07/01/2026

Details of the pre-application advice received

"As discussed, permitted development rights for the development on St Pauls Close were removed when the original planning permission was granted. As a result, any alterations or extensions to dwellings within the site would require planning permission.

It is for this reason that a Lawful Development Certificate (LDC) cannot be granted for the host property and the proposed works would require prior approval from the local planning authority.

I noted that the proposal has already been carried out, however, given the minor nature of the works, there would be no concern with the proposal should it be considered under a householder application. As such, I would advise you to apply for retrospective planning permission at your earliest convenience.

You may wish to submit a householder application via the Planning Portal. Please also find the fee list in the following link: [Fees for Planning Applications in England](#). For the nature of the proposed works, you would be charged a reduced fee of £262 as a householder application. To ensure the validation officer is aware of this arrangement, please can you attach this email as part of your submission.

We will look to make a decision on the current LDC as soon as we can.

I hope this is of assistance, however, should you have any further questions or concerns please do not hesitate to get in touch."

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

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

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
- ☒ No

Ownership Certificates and Agricultural Land Declaration

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

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

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

E.g. All the land is owned by a single individual

☒ Yes

☐ No

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

☐ Yes

☒ No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

**** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

☒ The Applicant

☐ The Agent

Title

Mr

First Name

William

Surname

McClymont

Declaration Date

08/05/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

William McClymont

Date

08/06/2026

Amendments Summary

I have added a pre existing and an existing site plan as requested. it should be noted that the work carried out did not alter the site plan in any way and the building footprint has not changed.