

**Application for a new planning permission to replace an extant planning permission,  
in order to extend the time limit for implementation**  
Town and Country Planning Act 1990

**Application for a replacement of associated listed building and/or conservation area  
consents in order to extend the time limit for implementation**  
Planning (Listed Building and Conservation Areas) Act 1990

**When should this form be used?**

This form should be used to make an application for a new planning permission to replace an extant planning permission, where the applicant is seeking to extend the time limit for implementation. It should also be used where an extant listed building consent or conservation area consent is associated with the planning permission, and the applicant wishes to extend the time limit for implementation for that consent also.

Planning permissions are granted subject to time limits for implementation, which are set out in a planning condition. This condition will specify that the development must be begun before a certain date. Under s. 91 of the Town and Country Planning Act 1990, there is a default time limit of three years for a full planning permission. Section 92 deals with time limits for outline permissions, where there is a default time limit of three years for submission of reserved matters, and a further two years for implementation following final approval of the last of the reserved matters. The local planning authority has discretion to impose different time limits, if there are good planning reasons for doing so. If an application made on this form is granted, the result will be a new planning permission/consent with a new time limit or limits. The original permission will continue to exist whatever the outcome of this application.

It is not possible to use this procedure in the following circumstances:

- where the development has already commenced
- where the permission or consent has already expired at the time of application
- where the permission/consent was granted after 1 October 2010

In these cases, a new application would have to be made. It is also not possible to use this procedure solely to extend the time limit for submission of reserved matters.

Applicants would have to seek a replacement for the outline permission itself, which if successful would create new time limits for the submission of reserved matters and for subsequent implementation.

It is often helpful to discuss your proposal before you send in your application and to seek pre-application advice from your local planning authority. For details please visit [www.haringey.gov.uk/pre-application\\_planning\\_advice\\_services](http://www.haringey.gov.uk/pre-application_planning_advice_services)

## Guidance on Completing the Application Form

### 1. Applicant Name and Address

Please enter the Applicant Details.

### 2. Agent Name and Address

Please enter the Agent Details.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

### 3. Site Address Details

Please enter the full postal address of the site.

If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

### 4. Pre-application Advice

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

### 5. Eligibility

It is only possible to apply to replace a planning permission in order to extend the time limit for implementation if the permission is extant at the time of this application, was extant on 1 October 2010, and if the development has not already commenced. For outline planning permissions, it is not possible to apply to extend the time limits for the submission of reserved matters where the scheme has already commenced.

You can only apply to replace a listed building or conservation area consent in order to extend the time limit for implementation if the consent is extant at the time of this application, was extant on 1 October 2010, and if it is associated with a planning permission which you are also applying to replace.

You cannot apply to replace planning permissions or consents in order to extend the time limits for implementation if they have already expired. In those cases a new application would be needed.

An outline permission is extant if either:

- The time limit for submission of reserved matters has not yet expired; or

- Reserved matters applications were all submitted in accordance with the time limit for submission of reserved matters, and the time limit for commencement has not yet expired.

## 6. Description of Your Proposal

Please describe the development or works as shown on the original decision letter.

The original application type will be one of the following:

- Householder planning application
- Householder and conservation area consent
- Householder and listed building consent
- Full planning application
- Outline application some matters reserved
- Outline application all matters reserved
- Full and conservation area
- Full and listed building
- Full and advertisement

The statutory definitions for major development and householder appear in article 1(2) of the Town and Country Planning (General Development Procedure) Order 1995 (SI 1995/419) as amended (GDPO). These are as follows:

**Major development** is defined as:

“development involving any one or more of the following:

- a. the winning and working of minerals or the use of land for mineral-working deposits;
- b. waste development;
- c. the provision of dwellinghouses:
  - i. where the number of dwellinghouses to be provided is 10 or more; or
  - ii. the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);
- d. the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- e. development carried out on a site having an area of 1 hectare or more.”

**A Householder application** is:

- a. an application for planning permission for development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, or
- b. an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development, but does not include—
  - i. an application for change of use, or
  - ii. an application to change the number of dwellings in a building

If you are also seeking as part of this application to replace an associated listed building consent or conservation area consent, please also provide describe these developments, as shown on the original decision letter(s).

## 7. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

## 8. Ownership Certificates

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Article 7 of the *Town and Country Planning (General Development Procedure) Order 1995*.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

- **Certificate A - Sole Ownership**

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates (i.e. the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases).

If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Therefore, in this circumstance, the applicant should complete certificate B, C or D (see details below).

- **Certificate B - Shared Ownership (All other owners known)**

Certificate B should be completed if the applicant is not the sole owner but knows the names and addresses of all the other owners (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).

The Notice to Owners (Notice 1) must also be completed and sent to all known owners. A copy of the notice must also be sent with the application to the local authority.

- **Certificate C - Shared Ownership (Some other owners known)**

Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners.

The Notice to Owners (Notice 1) must be completed and sent to all known owners.

Where the owner is unknown the Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper.

A copy of the notice must also be sent with the application to the local authority.

- **Certificate D - Shared Ownership (All other owners unknown)**

Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners.

The Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper.

A copy of the notice must also be sent with the application to the local authority.

## 9. Agricultural Holdings

All full planning applications must include the appropriate agricultural holdings certificate to be considered by the local authority.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

If the land to which the application relates forms an agricultural holding or part of an agricultural holding as defined by the *Agricultural Holdings Act 1986* and comprises land subject to an Agricultural Tenancy all agricultural tenants must be notified prior to the submission of an application.

You must either

- confirm that none of the land to which the application relates is, or is part of, an agricultural holding, or
- give notice to all tenants on the agricultural holding using the Notice to Agricultural Tenants ([Notice 1](#)). A copy of the notice must also be sent with the application to the local authority.

## 10. Planning Application Requirements

Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly may result in your application being returned as invalid.

## 11. Declaration

Please sign and date your application.

## 12. Applicant Contact Details

Please provide contact information for the applicant.

## 13. Agent Contact Details

Please provide contact information for the agent.

## 14. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

## Planning Application Requirements Checklist

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications. It may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

You can use the tick boxes on the checklist to confirm the information you are providing with your application.

### National Planning Application Requirements

- A Completed Planning Application Form (3 copies to be supplied unless the application is submitted electronically)
- The appropriate fee
- All supporting information that was submitted with the original application - *please refer to guidance notes for the application type submitted originally to check what is required to be resubmitted with this application – these can be found on the Haringey website [www.haringey.gov.uk/forms\\_fees](http://www.haringey.gov.uk/forms_fees)*

### Community Infrastructure Levy – Mayor of London

Haringey Council are now a collecting authority for the Mayor of London's Community Infrastructure Levy (CIL). More information on this and what developments are liable for CIL, please see the Haringey website at: [www.haringey.gov.uk/cil](http://www.haringey.gov.uk/cil)

All planning applications must provide sufficient information to allow the council to determine whether the development is liable to pay the Mayoral CIL and if so to calculate it accurately from the floor areas provided, ***please note your application may be invalid if the information below is now submitted.***

- Determining whether a CIL is liable form – this can be found on the forms and fees page of the Haringey website at [www.haringey.gov.uk/forms\\_fees](http://www.haringey.gov.uk/forms_fees)
- A plan or drawing showing (in orange) any chargeable development and the gross internal area (GIA) in square metres on each plan (e.g. if a development includes more than one storey please include GIA measurements of chargeable development for each storey)

Applicant's should be aware that it is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the [Community Infrastructure Levy](#)

[Regulations \(2010\) as amended](#). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

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