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:	MR	First name:	ROGER		
Last name:	HANDLEY				
Company (optional):					
Unit:		House number:	1	House suffix:	
House name:					
Address 1:	PEEL CLOSE				
Address 2:	OVERTON ON DEE				
Address 3:					
Town:	WREXHAM				
County:	WREXHAM COUNTY BOROUGH				
Country:	WALES				
Postcode:	LL13 0FB				

2. Agent Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		House number:		House suffix:	
House name:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Country:					
Postcode:					

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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:

I wish to apply for permission to construct a shed within the Overton on Dee conservation area. The shed is to be used primarily for storage of garden tools and materials along with overspill storage from the existing single garage.
I have followed the guidelines for permitted development for outbuildings in Wales whilst planning the shed, but have been advised by Sarah Brett that as an Article 4 (2) Direction has been applied to the Overton on Dee conservation area I will need planning permission.

A plan of the shed is enclosed, along with dimensions. The proposed shed is to be built from timber with shiplap external cladding and will have a slate effect roof (slate composite in a dark-grey slate colour). The shed will sit on a concrete base with a French drain around it. Gutters will be fitted to feed water into a water butt.

As the shed will be within 2 meters of the boundary the height of the apex will be below 2.5 meters from the base of the shed.

I have enclosed a block plan with the site of the proposed shed drawn in pencil with hatched diagonal lines. The scale is 1.500

I have begun to remove or transplant various plants from the corner of the garden where the proposed shed is to be sited but no construction work has started.

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)	14/09/2025 see above			
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:	1	House suffix:	

House name:	
Address 1:	PEEL CLOSE
Address 2:	OVERTON ON DEE
Address 3:	
Town:	WREXHAM
County:	WREXHAM COUNTY BOROUGH
Postcode: (optional)	LL13 0FB

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:

8. Parking

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

If Yes, please describe:

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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:

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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: [redacted]

Or signed – Agent:

Date (DD/MM/YYYY): 05/10/2025

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: [redacted]

Or signed – Agent:

Date (DD/MM/YYYY): 2/11/25

(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).	☐

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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:	[redacted]
Or signed – Agent:	
Date (DD/MM/YYYY): (date cannot be pre-application)	05/10/2025

15. Applicant Contact Details

Telephone numbers:

Country code: [redacted] National number: [redacted] Extension number:

Country code: [redacted] Mobile number (optional): [redacted]

Email address (optional): [redacted]

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: