



Application Number	
Date Logged	
Receipt No	Fee Received
Card	Other
KIRKLEES COUNCIL VALIDATION CHECKLIST	SUPPLY 1 COPY ONLY

Planning - PO Box 1720, Huddersfield, HD1 9EL
E-mail: planning.portal@kirklees.gov.uk Tel: 01484 414746

Application for Outline Planning Permission with all matters reserved

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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

Ms

First name

Leanne

Surname

Kilburn

Company Name

Address

Address line 1

39 Elm Court

Address line 2

Birkenshaw

Address line 3

Town/City

Bradford

County

Kirklees

Country

Postcode

BD11 2PF

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

07989174907

Secondary number

Fax number

Email address

melissaevans@evansarchitecturalservices.co.uk

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe the proposed development

Proposed 3 bed detached dwelling on land to the rear of no 39 Elm Court.

Has the work already been started without planning permission?

- ☐ Yes
☒ No

Site Area

What is the measurement of the site area? (numeric characters only).

437.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Extended garden area to the rear of no 39 and 41 Elm Court

Is the site currently vacant?

- ☐ Yes
☒ No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- ☐ Yes
☒ No

Land where contamination is suspected for all or part of the site

- ☐ Yes
☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

- ☐ Yes
☒ No

- ☒
☐

- ☒
☐
☐
☐
☐

17. Residential Units (Including Conversion)																		
Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☐ No																		
If Yes, please complete details of the changes in the tables below:																		
Proposed Housing								Existing Housing										
Market Housing		Not known	Number of Bedrooms					Total	Market Housing		Not known	Number of Bedrooms					Total	
			1	2	3	4+	Unknown					1	2	3	4+	Unknown		
Houses		☐						a	Houses		☐						a	
Flats/maisonettes		☐						b	Flats/maisonettes		☐						b	
Sheltered housing		☐						c	Sheltered housing		☐						c	
Bedsit/studios		☐						d	Bedsit/studios		☐						d	
Cluster flats		☐						e	Cluster flats		☐						e	
Other		☐						f	Other		☐						f	
Totals (a + b + c + d + e + f) =								A	Totals (a + b + c + d + e + f) =									F
Social, Affordable or Intermediate Rent		Not known	Number of Bedrooms					Total	Social, Affordable or Intermediate Rent		Not known	Number of Bedrooms					Total	
			1	2	3	4+	Unknown					1	2	3	4+	Unknown		
Houses		☐						a	Houses		☐						a	
Flats/maisonettes		☐						b	Flats/maisonettes		☐						b	
Sheltered housing		☐						c	Sheltered housing		☐						c	
Bedsit/studios		☐						d	Bedsit/studios		☐						d	
Cluster flats		☐						e	Cluster flats		☐						e	
Other		☐						f	Other		☐						f	
Totals (a + b + c + d + e + f) =								B	Totals (a + b + c + d + e + f) =									G
Affordable Home Ownership		Not known	Number of Bedrooms					Total	Affordable Home Ownership		Not known	Number of Bedrooms					Total	
			1	2	3	4+	Unknown					1	2	3	4+	Unknown		
Houses		☐						a	Houses		☐						a	
Flats/maisonettes		☐						b	Flats/maisonettes		☐						b	
Sheltered housing		☐						c	Sheltered housing		☐						c	
Bedsit/studios		☐						d	Bedsit/studios		☐						d	
Cluster flats		☐						e	Cluster flats		☐						e	
Other		☐						f	Other		☐						f	
Totals (a + b + c + d + e + f) =								C	Totals (a + b + c + d + e + f) =									H
Starter Homes		Not known	Number of Bedrooms					Total	Starter Homes		Not known	Number of Bedrooms					Total	
			1	2	3	4+	Unknown					1	2	3	4+	Unknown		
Houses		☐						a	Houses		☐						a	
Flats/maisonettes		☐						b	Flats/maisonettes		☐						b	
Bedsit/studios		☐						c	Bedsit/studios		☐						c	
Other		☐						d	Other		☐						d	
Totals (a + b + c + d) =								D	Totals (a + b + c + d) =									I
Self Build and Custom Build		Not known	Number of Bedrooms					Total	Self Build and Custom Build		Not known	Number of Bedrooms					Total	
			1	2	3	4+	Unknown					1	2	3	4+	Unknown		
Houses		☐						a	Houses		☐						a	
Flats/maisonettes		☐						b	Flats/maisonettes		☐						b	
Bedsit/studios		☐						c	Bedsit/studios		☐						c	
Other		☐						d	Other		☐						d	
Totals (a + b + c + d) =								E	Totals (a + b + c + d) =									J
Total proposed residential units (A + B + C + D + E) =									Total existing residential units (F + G + H + I + J) =									
TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):																		

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

☐ Yes

☒ No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

☐ Yes

☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

☐ Yes

☒ No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

☐ Yes

☒ No

Is the proposal for a waste management development?

☐ Yes

☒ No

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
☒ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
☒ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
☒ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
☐ Existing water course
☐ Soakaway
☒ Main sewer
☐ Pond/lake

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- ☐ Yes
☒ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Self-build and custom build development

Are you building more than nine houses?:

No

Is the total size over 0.5 hectares?:

No

Do all buildings meet the definition of self-build or custom housebuilding as set out in [section 1\(A1\) of the Self-build and Custom Housebuilding Act 2015](#)?:

Yes

Does your Local Planning Authority require applicants for self-build and custom-build development to evidence their eligibility?:

No

Please justify the reason why biodiversity net gain does not apply:

only building one house

Note: Please read the help text for further information why developments may be exempt or not in scope.

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

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.

24. 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:	Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

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
NOT KNOWN	Redacted	10/08/26
NOT KNOWN		10/08/26
NOT KNOWN		10/08/26
NOT KNOWN		10/08/26

Signed - Applicant:	Date (DD/MM/YYYY):
—	10/08/2026

Do any of the above statements apply?

☐ Yes

☒ No

☒

☐

☐

☒

☐

☒

☒

Declaration

I/We hereby apply for Outline planning permission: All matters reserved 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

melissa evans

Date

15/07/2026