

Planning Application Form

Welcome to the County online application form

Completing Your Form

Please ensure you have all the information you need to complete your form online. When filling out this form please provide as much information as possible.

* All fields that have a red asterisk should be filled in. If you cannot complete the field, as the question is not applicable please state N/A.

There are a maximum of 13 steps to complete our online form.

Please always use the provided 'Next' and 'Previous' buttons to navigate the form.

Attaching Documents

Supporting documents and plans can be attached to your online submission. These can be attached on completion of the form. Documents should be in either word, pdf, jpg or bmp format.

Help Text

Should you need assistance when answering any questions please use the help text which is identified as a question mark ? alternatively please contact the planning office on 0116 265 7043.

Click on the following link to get further help on how to fill out the form.

[Help Notes](#). (this link opens in a new window)

Payment

Planning application fees can either be paid online using a Visa Card, Mastercard, Debit Card or Commercial Cards.

If you do not feel comfortable paying online you can complete the form, attach any additional information and then submit a cheque to the planning office.

Confirmation

Once you have submitted your application with a valid email address you will receive an electronic confirmation of receipt and you will be given a unique reference number. Someone from the planning group will then contact you regarding the validation and registration of your permission.

Tracking your Application

Once you have received your application number you can track the progress of your application through the [County planning search facility](#). (this link opens in a new window)

Applicant Details

Please fill in as much information as possible.

If you can not fill a mandatory field, due to the type of address, please type N/A.

Title

Forename *

N/A

Surname *

N/A

Company Name

LEICESTERSHIRE COUNTY COUNCIL,
COMMUNITY SERVICES

House or Flat number or
name *

N/A

Building Name (if
applicable)

COUNTY HALL

Street Name *

LEICESTER ROAD

Village or Area (if

GLENFIELD

applicable)	
Post Town *	LEICESTER
Post Code *	LE3 8RE
Email Address	plove@leics.gov.uk
Telephone Number	Work
Area Code	0116
Number	57376
Does the applicant have an agent to whom all correspondence will be sent? *	Yes

Agent Details

Please fill in as much information as possible.

If you can not fill a mandatory field, due to the type of address, please type N/A.

Title	
Forename *	N/A
Surname *	N/A
Company Name	LEICESTERSHIRE COUNTY COUNCIL, RESOURCES DEPT
House or Flat number or name *	N/A
Building Name (if applicable)	COUNTY HALL
Street Name *	LEICESTER ROAD
Village or Area (if applicable)	GLENFIELD
Post Town *	LEICESTER
Post Code *	LE3 8RE
Email Address	chillcoat@leics.gov.uk
Telephone Number	Work
Area Code	0116
Number	2656824

Site Details

Describe or give an address for the location of the site *	16, HINCKLEY ROAD,LEICESTER FOREST EAST, LEICESTER. LE3 3FF
What is the application for? Please give brief details. *	PROPOSED REPLACEMENT OF EXISTING LIBRARY WITH NEW FACILITY, TOGETHER WITH TWO FIRST FLOOR FLATS....TO LET
What is the Applicant's interest in the land? *	Lessee
Does the applicant own or control any of the adjoining land? *	No
Total application area. *	851

Total application area measurement unit *	SqM
Does the application involve any of the following? (Tick one or more)	Change of use, Erection of New Building, Demolition

Site Details

What type of application is this?	Outline Permission
What is the current use of the land/building? e.g.residential, industrial etc. Include all uses if more than one. If the site is vacant, say so, and also state its previous use and when that ceased. *	EXISTING LIBRARY...LEASED NEWSAGENTS SHOP./PARKING AREA.
Does the proposal affect a Public Right of Way? (if 'yes' show on plan) *	No
Does the proposal affect any trees? *	Yes
Please list all external materials to be used, stating make and type	EXTERNAL WALLS IN FACING BRICKWORK WITH INFILL RENDER PANELS, ROOFING IN PRE COLOURED ALUMINIUM SHEET WITH RAISED SEAM PROFILE...ALL TO APPROVAL
Drainage	
How will surface water be dealt with? *	TO EXISTING STORM DRAIN
How will foul sewage be dealt with? *	TO EXISTING FOUL DRAIN
Access	
Does the proposal involve: a new vehicular access? *	Yes
a new pedestrian access? *	Yes
an altered vehicular access? *	No
an altered pedestrian access? *	No
Does this development	

involve anything other
than houses or house
extensions? *

Yes

Further Information for Non-Residential Development

What
is the
proposed
main
use(s)
of the
development?
*

LIBRARY

Please
describe
fully
the
operations
and
any
machinery
involved

COUNTY LIBRARY SERVICES.....REFERENCE/MEETING FACILITY/STORAG
RESIDENTIAL FLATS AT FIRST FLOOR

Does
the
proposal
form
part of
a
larger
scheme?

No

If 'yes'
please
give
details

Does
the
proposal
relate
to an
existing
use on
the
site or
elsewhere?

Yes

If 'yes'
please
give
details

REPLACEMENT OF EXISTING LIBRARY

How
many

staff
are
employed
on site 1
at
present?
*

How
many
staff
will be
employed
in total 2
after
the
development?
*

What
arrangements
will be
made
for
parking
and
servicing? REFER TO DRAWING No.812731.S01
(Please
show
on
your
plan
(s)) *

How many vehicles (including employee cars) will visit the site during a normal working day?

Light Vans

Existing	1	After Development	1
----------	---	----------------------	---

Cars

Existing	1	After Development	2
----------	---	----------------------	---

Lorries

Existing	N/A	After Development	N/A
----------	-----	----------------------	-----

What
are the
proposed
hours
of
use? *

MONDAY.09.30..12.30....14.00...17.00 TUES...CLOSED,
WED..09.30....12.30.....14.00...19.00.THUR...09.30...12.30.....14.00....19.00.....FRI....1.

Does

the proposal involve the use or storage of hazardous materials?

No

If 'yes' please give details

Is a hazardous substances consent required?

No

Floorspace on the application site (Please show on Plan(s))

Industrial (sq.m.)

Existing	N/A	After Development	N/A
----------	-----	-------------------	-----

Warehouse/Storage (sq.m.)

Existing	51	After Development	6
----------	----	-------------------	---

Office (sq.m.)

Existing	N/A	After Development	14
----------	-----	-------------------	----

Shopping (sq.m.)

Existing	69	After Development	N/A
----------	----	-------------------	-----

Other (sq.m.)

Existing	210	After Development	450
----------	-----	-------------------	-----

N/A 5169N/A210

N/A614N/A450

Does the development involve the winning and working of mineral?

No

*

Does this development involve

the
processing,
treatment
or
disposal No
of
waste?
*

Does
the
development
involve
the
drilling No
of
exploratory
boreholes?
*

Agriculture, Horticulture and Forestry Development

What is the size of the holding? (show each area separately on your Plan(s))

Area of land
owned/occupied
(hectares)

Area of land rented on
full agricultural
tenancy/tenancies
(hectares)

Area of land currently let
to other parties
(hectares)

Area of land held/rented
on a temporary basis
(hectares)

Are there any existing
agricultural buildings
available for use? No
If 'yes' please give
details

Are any new agricultural
buildings proposed? No
If 'yes' please give
details

Identify the type and
location of any existing
residential

accommodation

Have any previous applications been submitted for residential accommodation or agricultural buildings?
If 'yes' please give details

No

Has any land, building(s) or residential accommodation been disposed of within the last 10 years?
If 'yes' please give details

No

Is the holding intended to provide part-time or full-time employment?

What will the main employment of the proposed occupier(s) of the residential accommodation?

Who will occupy the proposed dwelling?

Do any non-agricultural activities take place on any land or in any buildings?
If 'yes' please give details

No

Mineral Development

What type of mineral is to be extracted? *

What is the estimated quantity to be extracted each year (tonnes)? *

State the method, direction and estimated rate of working (state if your information is included within a supporting document)

State the proposals for dealing with overburden and soils.

State the proposed restoration and aftercare (state if your information is included within a supporting document)

What is the estimated maximum depth of the excavations for any surface working? *

What is the total size of the proposed extraction area? (hectares/SqM)

Has a geological survey been undertaken on the land (if yes, please provide details in an attached document)?

No

Does this development involve the processing, treatment or disposal of waste?

No

Waste Development

What type of waste operation is to be undertaken? (Please tick more than one)

What type of waste is to be imported?

State the approximate annual throughput of waste?

Into	Out
the	of
site	the
	site

Please provide a working statement for your proposal giving as much information as possible (state if your information is included within a supporting document)

What type of material is proposed to be tipped?

State the approximate annual quantity of material proposed to be tipped

State the method, direction and estimated rate of working

State the proposals for restoration of the land after tipping and proposed after use

State the siting and results of any boreholes taken on the land

Does the site hold a valid waste management licence?

No

Drilling of Exploratory Boreholes

State the siting and number of boreholes and indicate them on a plan

State the purpose of the boreholes

State the expected duration of drilling operations *

State the expected hours of drilling operations *

Give full details of plant, buildings and machinery and any other operations involved, including on-site accommodation

Certificate of Ownership

(Town and County Planning (General Development Procedure) Order 1995; Article 7).

I certify that:

*

Can you give appropriate notice to ALL the other owners.

I certify that:

Name

On behalf of

I certify that:

1. The required notice had been given to all persons who were owners of the land 21 days before the date of this application.

Owner Name

MRS HILL c/o...JOHN PHILLIPS, APB
CHARTERED SURVEYORS

House or Flat number or
name *

13

Building Name (if
applicable)

N/A

Street Name *

DE MONTFORT STREET

Village or Area (if
applicable)

N/A

Post Town *

LEICESTER

Post Code *

LE1 7GE

Date Noticed Served

24 Aug 2007

2. None of the land to which the application relates constitutes or forms part of an agricultural holding.

Name

N.KING

On behalf of

LEICESTERSHIRE COUNTY COUNCIL

I certify that:

1. The applicant cannot issue either Certificate A or B with this application.

2. The required notice has been given to those persons specified below who were owners of the building 21 days before the date of this application.

Owner Name

Date Notice Served

3. All reasonable steps have been taken to find out the details of other owners, but have been unsuccessful. Please provide details about the steps taken:

4. Name of the publication that the notice has been published in and the date of publication:

I certify that:

1. The applicant cannot issue either Certificate A or B with this application.

2. All reasonable steps have been taken to find out the details of other owners, but have been unsuccessful. Please provide details about the steps taken:

3. Name of the publication that the notice has been published in and the date of publication:

4. None of the land relating to this application constitutes or forms part of an agricultural holding.

Name

On behalf of

I certify the information
provided to be correct *

Yes

Certified Date *

24 Aug 2007

Agricultural Holdings Certificate

I certify that:

*

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

I certify the information

Yes

provided to be correct *

Certified Date *

24 Aug 2007

Attachments and Fees

Please list the drawings and plans submitted with this application.

SITE PLAN DRG 812731/S01, GROUND AND FIRST FLOOR PLAN DRG 812731/S02, ELEVATIONS DRG S03

Please utilise the upload facility provided below to attach documentation to this application (as listed above).

Warning - If you are using a dial-up connection, uploading large documents may take a few minutes.

Due to the constraints of many email service providers please do not try and upload documents more than 2mb in total. If you have a requirement to submit larger documents, please contact Planning Control on 0116 2657043 for assistance.

Document Upload

[planning application for lfe.doc](#)

[s01 - site plan.pdf](#)

[s02 - ground & first floor plan.pdf](#)

[s03 - elevations.pdf](#)

Please use the [fee calculator](#) provided to work out the fee you owe for this particular application. Please enter the resultant amount into the fee field below.

Fee * £ 265.00

Please get Fee Category (A1 - A13b) from the Fee Calculator link above.

Fee Category * 2[a].[i]

If you wish to receive a notification that your form has been submitted successfully, please enter your email address.

Personal

Email Address chillcoat@leics.gov.uk

Date 24/08/2007

Do you wish to make an online payment? * No

Please send a cheque for the above fee amount. Cheque should be made payable to 'Leicestershire County Council'.

Please state the Form Reference Number (shown when the form is submitted) and the Applicants Name on the back of the cheque.

Your cheque should be sent to Planning Group, Community Services, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8TD.

Submission of the form will take you to a payment screen.