



Knowsley Council

Website: www.knowsley.gov.uk/environment/planningandbuilding/

Directorate of Regeneration and Neighbourhoods
Housing, Planning and Building Control
PO Box 26
Archway Road
Huyton Knowsley
Merseyside L36 9FB

Tel: (0151) 443 2381

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

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

Miss

First name

Julie

Surname

Ryan

Company Name

Address

Address line 1

47Pottery Close

Address line 2

Whiston

Address line 3

Knowsley

Town/City

Merseyside

County

Country

United Kingdom

Postcode

L353RW

Are you an agent acting on behalf of the applicant?

- ☐ Yes
☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

Retrospective Planning - Following a recent visit from the Enforcement Officer regarding the garden outbuilding at my property, I am writing to provide context and confirm my intention to resolve the matter promptly.

I understand that the structure exceeds the permitted development height limit of 2.5 metres. I would like to emphasise that this was not a deliberate breach of planning of regulations.

Before proceeding with the installation, I sought clarification from the supplier on multiple occasions as to whether planning permission would be required. I was consistently advised that permission was not necessary, as the eaves height was below 2.5 metres. I relied on this professional advice in good faith. I now understand that if the building is within 2 metres of the boundary (which it is) that the requirement of 2.5 metres, applies to the overall height of the structure and not the eaves height. Therefore my outbuilding does not comply with permitted development limits.

Following the Enforcement Officer's visit, due to my neighbour complaining, I now fully understand the position and I am keen to regularise the situation. As advised by the Enforcement Officer and his management team, who did not forward any enforcement but advised me to submit a retrospective planning application.

I would like to reassure the Council that I am committed to complying with planning regulations and resolving this matter as quickly as possible. Please let me know if there is anything further I should provide in support of the application and I will ensure that any further information needed will be provided.

In support of the application , I would like to highlight the following:

The outbuilding is located within the rear garden and is not visible from the street or wider public viewpoints, resulting in no impact on the character or appearance of the area.

The structure is set well away from the main dwelling and neighbouring properties, reducing its visual presence and overall impact. The existing boundary fencing situated within my boundary reduces visibility further.

The outbuilding does not result in any loss of light, overshadowing or overbearing impact on neighbouring properties.

There is no overlooking or loss of privacy caused by the outbuilding.

The materials used are in keeping with a typical garden outbuilding and the surrounding area.

The outbuilding remains subordinate to the main dwelling and does not dominate the garden space.

The building is to be used as a hobby and rest room (given this is a distance from the property and I am disabled householder) for incidental domestic use, with no commercial activity or residential accommodation involved.

The structure has been installed in good faith based on professional advice, with no intentions to circumvent planning regulations.

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)

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)

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:

Roof

Existing materials and finishes:

Heavy Duty 19mm T &G Roof and Floor - Natural wood

Proposed materials and finishes:

SAME - Retrospective Planning

Type:

Walls

Existing materials and finishes:

FSC Certified Timber - 44mm interlocking logs - Natural Wood

Proposed materials and finishes:

SAME - Retrospective Planning

Type:

Windows

Existing materials and finishes:

Wooden framed double glazed windows and doors - Natural Wood and Double glazed (clear glass)

Proposed materials and finishes:

SAME - Retrospective Planning

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 *****

Reference

25/00177/UNBLD

Date (must be pre-application submission)

18/03/2026

Details of the pre-application advice received

Mr David Griffiths (Senior Planning Enforcement Officer) attended the site following a complaint from a neighbouring property. During the visit, on 17/03/26 he confirmed he was satisfied with the outbuilding in terms with its overall impact. In particular, he advised that the building was not overlooked, did not result in any loss of light and had no inverse impact on neighbouring privacy.

He noted that he would need to speak to his management at the office before providing final guidance, and in the meantime that he would advise not to make any alterations to the outbuilding.

Following these discussions, management advised that it would not be appropriate to pursue enforcement action. However, they confirmed that the outbuilding does require planning permission by virtue of its height above ground level. On the basis, I was advised to put in a retrospective planning application and he may issue an Enforcement Warning Notice to support gaining consent.

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?

- ☒ 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

Miss

First Name

Julie

Surname

Ryan

Declaration Date

09/04/2026

☒ 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

Julie Ryan

Date

15/04/2026