PlanningPortal

This form is specifically designed to be printed and completed offline.
Please complete this form in block capitals using black ink to facilitate scanning.

You are advised to read the accompanying guidance notes and per-question help text.

If you would rather make this application online, you can do so on our website: https://www.planningportal.co.uk/apply

Application to determine if prior approval is required for a proposed: Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 14, Class J

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

www.huntsdc.gov.uk
Email: mail@huntsdc.gov.uk
Tel: 01480 388418

Planning Services, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN

Huntingdonshire DISTRICT COUNCIL

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.
Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.
If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:	MRS
First name:	LISA
Last name:	RENFREE
Company (optional):	RAMSEY TOWN COUNCIL
Unit:	
Number:	
Suffix:	
Building name:	RAMSEY TOWN COUNCIL
Address 1:	GREAT WHYTE
Address 2:	
Address 3:	
Town:	RAMSEY
County:	CAMBS
Country:	UK
Postcode:	PE26 1HG

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	
Unit:	
Number:	
Suffix:	
Building name:	
Address 1:	
Address 2:	
Address 3:	
Town:	
County:	
Country:	
Postcode:	

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Number:		Suffix:	
Building name:	RAMSEY TOWN COUNCIL				
Address 1:	GREAT WHYTE				
Address 2:	~~GA~~ RAMSEY				
Address 3:	CAMBS				
Address 4:					
Postcode:	PE26 1HG				

4. Eligibility

Where the solar photovoltaic equipment is to be installed:
- **On a pitched roof**, would any part of the solar photovoltaic equipment protrude more that 0.2 metres beyond the plane of the roof slope (when measured from the perpendicular with the external surface of the roof slope); or
- **On a flat roof**, would any part of the solar photovoltaic equipment be higher than 1 metre above the highest part of the roof (excluding any chimney).

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Would any part of the solar photovoltaic equipment come within 1 metre of the external edge of the roof?

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Would the total electrical generation capacity of all the equipment installed on the building under permitted development rights (previously and in this proposal) be no more than 50 kilowatts?

☐ Yes ☒ No

If you have answered yes above, you have stated that the proposals will not exceed the 50 kilowatt 'microgeneration' threshold that would require a prior approval application to be made. You should not continue with this application, but you should ensure all other eligibility criteria for the permitted development right are met before starting work.

Would the solar photovoltaic equipment be installed on any part of the roof of a building that is:
- a scheduled monument (or the site contains one);
- a listed building (or within the curtilage of a listed building).

☐ Yes ☒ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

5. Description of Proposed Works

Please describe the proposed development:

INSTALLATION OF SOLAR PV SYSTEM (4·6 KW SOLAR ARRAY)

ON TOWN COUNCIL OFFICE ROOF.

6. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal.
The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval will be required.
If sufficient information is not provided the Local Authority can either request it, or refuse the application.

All sections of this application completed in full, dated and signed. ☐

The correct fee ☐

A plan indicating the site and showing the proposed development. ☑

A plan drawn to an identified scale will assist the authority in assessing your development proposal.
Plans can be bought from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/buyaplanningmap ☐

7. Declaration

I/we hereby apply for a determination as to whether prior approval will be required as described in this form 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.

Signed [redacted]

Or signed - Agent:

Date (DD/MM/YYYY): 6/6/25 (date cannot be pre-application)

8. Applicant Contact Details

Telephone numbers

Country code: [redacted] National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address: [redacted]

9. Agent Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address: