



STAFFORDSHIRE
moorlands
 DISTRICT COUNCIL
 ACHIEVING • EXCELLENCE

Staffordshire Moorlands District Council
 Moorlands House, Stockwell Street, Leek
 Staffordshire Moorlands, ST13 6HQ
 Telephone: 0845 605 3013
www.staffsmoorlands.gov.uk

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

Mr

First name

Ian

Surname

Anderson

Company Name

Address

Address line 1

Willow Cottage

Address line 2

Cloudside

Address line 3

Town/City

Congleton

County

Staffordshire

Country

GB

Postcode

CW12 3QQ

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

We propose to demolish an old, failing and now structurally unsound hardwood conservatory with pitched polycarbonate roof. And replace it with a thermally efficient, flat roofed, hardwood orangery with roof lantern.

New stonework, windows, and door details will match the existing house to give a continuous look. Rainwater will be drawn away from the roof via hoppers and downpipes into existing soak-aways on either side. We will also replace existing footings to comply with current regulations.

The use of the space will not change, but will become a much more usable space that will enhance our living environment and give a much more aesthetic appearance to complement the existing house, unlike the existing conservatory.

Externally we propose the removal of a 1m high garden wall which will in part be replaced by steps leading to the driveway. Stonework from the removed walls will be utilised in creating the steps where possible. A mound of earth and rubble that has been grassed over to give the impression of a grassy hill (prior to us owning the property), will be removed to level out the garden and extend the drive. All this is intended to improve the visual aesthetic of the house and provide better access.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Type:

Walls

Existing materials and finishes:

The dwarf wall that the existing conservatory sits on comprises a combination of local, pink grit stone and uses both stone and concrete lintels and sills

Proposed materials and finishes:

The proposed replacement dwarf wall will be of local grit stone and concrete lintels and sills. It will be built to match the existing colour and bonding of the house.

Type:

Windows

Existing materials and finishes:

The existing conservatory is dark stained hardwood doors and window frames, with brass ironmongery. This has long passed its life expectancy and now leaks, with the sills and bottoms of the frames being completely rotten in places despite multiple patch repair jobs over the years.

Proposed materials and finishes:

Our aim is for the new Orangery (supplied by Midland Conservatories) to blend seamlessly with the existing house. It will consist of a hardwood frame, windows, and doors made from sustainable Red Grandis and rot resistant Akoya. It will be manufactured to match the doors and window details of the existing house. All glass will be Pilkington K soft coat low-e, 24mm (4/16/4) double-glazed toughened safety glass. Featuring warm edge spacer bar and argon-filled for increased insulation (1.2 u-value). All windows and doors will incorporate multi-locking system for added security. Frame, windows and doors will be finished in a modern Teknos paint in Pebble Grey to match existing windows and doors. The ironmongery will also match the existing doors and windows of the house. Finished in black

Type:

Roof

Existing materials and finishes:

The existing conservatory roof is a pitched hardwood frame infilled with ribbed polycarbonate sheet.

Proposed materials and finishes:

We propose to incorporate a thermally efficient, insulated flat roof (500mm thick) finished in grey fibreglass to mimic lead profiling on the edges. The roof will have a fall-off into two aluminium rainwater hoppers and downpipes, running into existing soak-aways below. Facia boards will be finished in Pebble Grey Teknos paint to match existing windows and doors. A 2.65m sq pitched aluminium lantern will sit centrally on the roof. It will feature low-e coating and argon filled for increased insulation (1.2 u-value), and have a PAS24 security rating as standard. Finished in Anthracite Grey - Supplied by Korniche

Type:

Vehicle access and hard standing

Existing materials and finishes:

The existing tarmac driveway will be widened to provide additional parking space and a 1m high gritstone wall surrounding the existing conservatory will be altered and repositioned.

Proposed materials and finishes:

Additional hardstanding on the driveway will be finished in tarmac to match the existing. Decorative garden walls between the drive and front garden will be repositioned and will repurpose existing stone. The grass of the front garden will slope down to meet a new, lower wall than the existing.

Type:

Lighting

Existing materials and finishes:

One pendant light and two wall lights

Proposed materials and finishes:

Flush fitting downlight in white to match existing in the kitchen and utility rooms. We will also retain the existing wall lights.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Willow Cottage Existing Plans A2.pdf
Willow Cottage Proposed Plans A2.pdf
Willow Cottage Landscaping A3.pdf
Willow Cottage Planning and Design Statement.pdf
Willow Cottage Heritage Statement.pdf

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

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

Willow Cottage Landscaping A3.pdf

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

If Yes, please describe:

We are proposing a degree of re-landscaping which will involve moving existing walls that surround the conservatory and moving them further away from the house to provide more, usable space around the new Orangery. This will enhance the view of the the house, improve accessibility to and from the house, and provide additional parking within our boundary.

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 *****

Surgery Appointment

Date (must be pre-application submission)

01/07/2026

Details of the pre-application advice received

We discussed the orientation and location of the proposed Orangery...

In terms of the orientation, our concerns were that we propose the french doors face the road and wondered if this would be an issue. Ben advised that the orientation is not necessarily a consideration when looking at planning approval. In fact an application made by previous owners was approved with the same orientation as we now propose. Note that application lapsed prior to us owning the property.

In terms of location, Ben raised concerns that these structures are normally to the rear of a property and not to the front, and that planning officers give careful consideration to this element of the application. We discussed further that the Orangery will be situated in the exact location of the existing conservatory that we propose to replace, and that the planning application by the previous owners for a single story extension in this location, was approved.

We discussed the proposed flat roof and lantern, which Ben thought may not be in keeping with the house or the local area, and asked if we would be prepared to make tweaks to the proposed design if it was thought necessary. We spoke of our neighbours (Mill House) having a modern flat roof and that this must have set a precedent for future development, so we hoped that changes wouldn't be required.

We discussed moving some garden walls that surround the existing conservatory so that we would have more space around the Orangery. Ben said that changes to hard standing would be considered permitted development and wouldn't need to appear in the application. However we will be making reference to this in the application as we feel it gives a better overall picture of our proposed development and helps to illustrate the benefit of our proposal.

In discussing the moving of the walls we also mentioned the undulating garden and the fact we wanted to level the garden area more in line with the drive. Ben thought this would be considered engineering works, but we explained that the levelling out would be the removal of a mound of rubble that exists from previous developments prior to us owning the property, and that this had been grassed over giving the effect of a grassy hill. So we would essentially be removing earth and rubble that sits on top of the natural level of the land, and would not be digging down below this level.

We followed up our discussion by sending Ben an illustration of our proposed design, and a photograph of our neighbours property showing the view from the road and clearly showing their flat roof, in the hope that this would allay any concerns he had regarding the proposed Orangery not been in keeping.

Ben replied to our email, stating "Thank you for the illustrations, they are helpful. I think that with consideration for what is already in place on that gable (the pavilion style conservatory) your orangery proposal as detailed and designed could be considered favourably."

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?

E.g. All the land is owned by a single individual

- ☐ Yes
- ☒ No

Is the land owned by multiple individuals, or has agricultural tenants where the details of all individuals are known by the Applicant?

E.g. The land is owned by 2 people and the applicant can provide details of those owners.

- ☒ Yes
- ☐ No

Certificate Of Ownership - Certificate B

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; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* "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**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant: ***** REDACTED ***** House name: Willow Cottage Number: Suffix: Address line 1: Cloudside Address Line 2: Town/City: Congleton Postcode: CW12 3QQ Date notice served (DD/MM/YYYY): 01/07/2026 Person Family Name:
--

Person Role

- ☒ The Applicant
- ☐ The Agent

Title

Mr

First Name

Ian

Surname

Anderson

Declaration Date

02/07/2026

☒ 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

Ian Anderson

Date

12/07/2026

Amendments Summary

My ref: SMD/2026/0327

The following changes have been made as requested by the SMD Planning Support Team request in letter dated 08/07/2026.

1. Ownership B Certificate issue date updated.
2. Location Plan and Site Plan updated to show ONLY the domestic curtilage outlined in red
3. 2x new documents added to replace the previous Landscaping drawing. These show existing and proposed site levels (Labelled plans)
 - Willow Cottage Existing Walls and landscaping A1.pdf
 - Willow Cottage Proposed Walls and landscaping A1.pdf
4. These new drawings also detail changes in garden walls and include elevations that illustrate changes to wall heights.