HOUSEHOLDER PLANNING ENQUIRY FORM

This form will enable us to decide if you need planning permission for alterations and/or extending your home and garden or carrying out other works under the Town and Country Planning Acts. Please complete all the relevant sections in this form. You may find it helpful to keep a copy for your own records.

This form should be returned to the Planning Department at the Council completed with any supporting information. For further planning advice or information and guidance then please contact the Planning Department directly.

The Council provides this service at a charge, the fee for this form is set out within the Council’s fees and charges. Cheques should be made payable to The Council or alternatively you can make a card payment through our Customer Services by telephone or in person at our Council Offices.

A Planning Officer will determine the need for planning permission and we will normally reply to your enquiry form within 10 working days. If further information is needed we will contact you as soon as possible. We are unable to process your form unless payment is received.

Please note: This form is only for householders wishing to alter or extend their property and is not for business use, advertisements or other minor developments.

This form enables the Council to give guidance on the need for planning permission and does not constitute an application for a Lawful Development Certificate for a proposed development under Section 191 of the Town & Country Planning Act 1990.

All customers should complete Sections 1 and 2 of this form as this relates to about you and your home and any planning history you may be aware of. You then only need to complete the relevant section that covers the proposed development/alterations you are carrying out. You do not need to complete any Section unrelated to your proposed development.

For office use
Reference No: ___________________________ Case Officer: ___________________________
All customers should complete Sections 1 and 2 of this form. You only need to complete the relevant section that covers the proposed development/alterations you are carrying out. You do not need to complete any Section unrelated to your proposed development.

**SECTIONS**

| SECTION 1: | ABOUT YOU AND YOUR HOME |
| SECTION 2: | PLANNING HISTORY |
| SECTION 3: | EXTENSION AND ALTERATIONS TO THE EXISTING DWELLING |
| SECTION 4: | ROOF ALTERATIONS, INCLUDING LOFT CONVERSIONS, ROOFLIGHTS AND OTHER ROOF ALTERATIONS (EXCLUDING SOLAR PANELS) |
| SECTION 5: | PORCHES |
| SECTION 6: | OUTBUILDINGS INCLUDING DETACHED GARAGES, GARDEN SHEDS, GREENHOUSES, PLAYHOUSES, SWIMMING OR OTHER POOLS AND DOMESTIC FUEL TANKS. |
| SECTION 7: | HARD SURFACING (NEW OR REPLACEMENT) |
| SECTION 8: | NEW ACCESS OR DROPPED KERB |
| SECTION 9: | WALLS, FENCES AND GATES |
| SECTION 10: | CHIMNEY, FLUE OR SOIL VENT PIPE |
| SECTION 11: | MICROWAVE ANTENNA (SATELLITE DISHES, AERIALS) |
| SECTION 12: | DOMESTIC MICROGENERATION (SOLAR PANELS / SOLAR THERMAL EQUIPMENT) |
SECTION 1 - About you and your home

1. Your Name and Address

Name: ........................................................................................................................................

Address: ....................................................................................................................................

...................................................................................................................................................

Postcode: .................................................................................................................................

Tel. No : .....................................................................................................................................

Email: ........................................................................................................................................

2. Address of Proposed Development

Address: ........................................................................................................................................

...................................................................................................................................................

Postcode: .....................................................................................................................................

3. The Property

Is it:

☐ Private  ☐ Council  ☐ Ex Council

Is it:

☐ Semi -Detached  ☐ Detached  ☐ Terraced* (inc. end terrace)

☐ Flat

Is it within a Conservation Area?  Is it a Listed Building?

☐ Yes  ☐ No  ☐ Don't Know  ☐ Yes  ☐ No  ☐ Don't Know

Guidance Notes

*1 ‘terrace house’ means a dwellinghouse situated in a row of three or more dwellinghouses.

*2 The term original house means the house as it was first built or as it stood on 1st July 1948 (if it was built before that date).

*3 ‘raised’ in relation to a platform means a platform with a height greater than 300mm – this includes decking.

*4 ‘principal’ wall or elevation is one which faces onto a highway.
**SECTION 2 – Planning History**

1. Have there been any extensions to your house since 1948, including dormer windows?
   - [ ] Yes
   - [ ] No

   **If YES,** what are the sizes of the existing extensions (external measurements and in metric)

   | Extension Type (e.g. porch) | Length | Width | Height
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>To ridge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Have there been any outbuildings erected since 1948?
   - [ ] Yes
   - [ ] No

   **If YES,** what are the sizes of the existing outbuildings (external measurements and in metric)

   | Outbuilding (e.g. garage) | Length | Width | Height
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>To ridge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If planning permission was granted for any of the above works including outbuildings, please provide the application number if known.

   Please describe to us below the nature of the proposed works before moving on to the relevant Section.

---

**Guidance Notes for sections**

*1  *‘terrace house’ means a dwellinghouse situated in a row of three or more dwellinghouses.
*2  *The term *original house* means the house as it was first built or as it stood on 1st July 1948 (if it was built before that date)
*3  *‘raised’ in relation to a platform means a platform with a height greater than 300mm – this includes decking.
*4  *‘principal’ wall or elevation is one which faces onto a highway.
1. Please specify the nature of the proposed building work (eg extension, garage, car port, conservatory, insertion of windows etc)

2. Where is the proposed development to be erected? (eg front, rear, side?)

3. Will the proposed extension face a road or footpath?

4. Will the proposal be ☐ Single Storey ☐ Two Storey?

5. Please give external dimensions of the proposed development, and sketch the proposal in Appendix 1.

6. Will the proposed development be built onto an existing extension to the original dwellinghouse? ☐ Yes ☐ No

7. Will the ridge height of the proposal exceed the highest part of the roof of the existing dwelling? ☐ Yes ☐ No

8. Will the eaves height of the proposal exceed the eaves height of the existing dwelling? ☐ Yes ☐ No

9. Please state the distance the dwelling will be from the boundary once extended.

10. Will more than 50% of the area of land around the original house (excluding the ground area of the original dwelling house) be covered by additions or other buildings? ☐ Yes ☐ No

11. Will the development include any cladding (stone, artificial stone, pebble dash, render, timber, plastic or tiles) to the exterior of the dwellinghouse? ☐ Yes ☐ No

12. Will the materials of construction match the original dwellinghouse? ☐ Yes ☐ No

13. Will the development include the construction or provision of a veranda, balcony or raised platform? ☐ Yes ☐ No

14. Will the development include the installation of a first floor side-facing window? ☐ Yes ☐ No If Yes, will the window as installed be….

☐ clear glazed? ☐ Obscure glazed? ☐ Opening? ☐ Non-opening?
SECTION 4 – Roof Alterations  
(not including solar panels)

1. Please specify the nature of the proposed building work (eg dormer window, roof light etc)

2. Where is the proposed development to be erected? (eg front, rear, side?)

3. Will the proposed extension face a road or footpath?  
   □ Yes  □ No

4. Please give external dimensions of the proposed development, and sketch the proposal in Appendix 1.

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>m</td>
<td>m</td>
<td>m</td>
</tr>
</tbody>
</table>

   If Dormer roof extension –

<table>
<thead>
<tr>
<th>Height (ridge)</th>
<th>Height (eaves) (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>m</td>
<td>m</td>
</tr>
</tbody>
</table>

   Distance between eaves and dormer (distance x) m

5. Will the proposed development be constructed less than 0.2m above the eaves height of the original roof?  
   □ Yes  □ No

6. Will the proposed development exceed the height of the highest part of the existing roof of the dwelling?  
   □ Yes  □ No

7. In the case of roof lights, velux windows etc, will the proposed project beyond the existing roof slope of the original^{2} dwelling?  
   □ Yes  □ No

   If Yes, please state amount in metres

   Projection above roof slope m

8. Will the development include the construction or provision of a veranda, balcony or raised^{3} platform?  
   □ Yes  □ No

9. Will the development include the installation of a window on a side facing roofslope?  
   □ Yes  □ No

   If Yes, will the window as installed be….  

   □ clear glazed?  □ Obscure glazed?  □ Opening?  □ Non-opening?
SECTION 5 – Porches
(The erection or construction of a porch outside any external door of a house)

1. Does the external floor area exceed 3m²?
   - Yes
   - No
   Length ______ m   Width ______ m
   Height ______ m

   (Please indicate the dimensions and sketch the proposal in Appendix 1).

2. Does any part of the porch come within 2 metres of a highway boundary (including a public footpath, or verge adjacent to a road)?
   - Yes
   - No

3. Does any part of the porch exceed 3 metres in height?
   - Yes
   - No

Please complete Appendix 1

SECTION 6 – Development within the curtilage of the dwellinghouse
(Provision of buildings, enclosures, swimming pools or oil or liquid petroleum gas containers)

1. Please specify the nature of the proposed building work (e.g. garage, swimming pool, summerhouse, LPG Tank etc)

2. Please give external dimensions of the proposed development, and sketch the proposal at Appendix 1.

   Length ______ m   Width ______ m
   If outbuilding –
   Height (ridge) ______ m   Height (eaves) ______ m
   If container -
   Volume ______ litres   Height ______ m

3. Will more than 50% of the area of land around the original house (excluding the ground area of the original ¾ dwelling house) be covered by outbuildings, swimming pool, containers or other buildings?
   - Yes
   - No

Continued on the next page
SECTION 6 – continued

4. Please state the distance the development will be from the boundary?
   □ Yes □ No

5. Will the building have more than one storey?
   □ Yes □ No

6. Will the development be positioned forward of a principal* wall of the original dwelling?
   □ Yes □ No

7. Will the development include the construction of a veranda, balcony or raised platform*?
   □ Yes □ No

Please complete Appendix 1

SECTION 7– Hard surfacing
(new or replacement)

1. Where is the hard surface to be laid? (front, side, rear)

2. Please state the materials to be used for the hard standing

3. Will the surface be made of porous materials? □ Yes □ No
   
   If Yes, Please include the specification of materials to be used in the surface.

   If No, will provision be made to direct run-off water from the hard standing to a permeable or porous area or surface within the garden area?

   □ Yes □ No

   If Yes, Please provide full details of the provision and show this on a plan including any specifications.

4. What will be the total area of hard standing, whether new or replacement?

   _______ m²

Please complete Appendix 1 with as much detail of the proposal. If possible please also submit manufacturers details with this form.
SECTION 8 – Formation of new access or dropped kerb

1. Please specify the name of the road where the new access or dropped kerb will adjoin.

2. Classification of Road (eg. A123)

SECTION 9 – Walls, Fences and Gates

1. Please specify the proposed development (eg. wall/fencing etc)

2. Is any part of the proposed development adjacent to a vehicular highway? (the highway includes the footpath)
   - Please tick Yes or No

3. Is the proposed development maintaining, improving or altering an existing boundary treatment?
   - Please tick Yes or No

4. If Yes, will the proposed exceed its former height?
   - Please tick Yes or No

5. Please give the dimensions (in metres) of the proposed development
   - Adjacent to the Highway – Height________m
   - Elsewhere – Height________m

Please complete Appendix 1

SECTION 10 - Chimney, Flue or Soil and vent pipe

1. What is the nature of the building work?

2. Where will the proposal be situated? (eg. Front/side elevation)

3. Will the proposed development exceed the highest part of the roof by 1m?
   - Please tick Yes or No

4. Will the proposed development be sited on a roof or wall facing a highway or footpath?
   - Please tick Yes or No

Please complete Appendix 1 and submit manufactures details if possible
1. What type of antenna is proposed? (eg satellite dish, aerial)

2. Including the proposed antenna, how many microwave antennas will there be on the house and in the garden in total?

3. Please state the dimensions of the proposal and draw in appendix 1.

   Length _______ m   Width _____________ m   Cubic Capacity _______ litres (if applicable)

4. Where will the proposal be located (eg chimney, roof, garden etc)

5. Will the proposed development be sited on a chimney, roof or wall facing a highway?
   □ Yes □ No

6. If sited on a roof without a chimney, will the highest part of the roof be exceeded in height?
   □ Yes □ No □ N/A

7. If sited on a roof with a chimney, will the highest part of the roof be exceeded in height?
   □ Yes □ No □ N/A

   If Yes, by how much _________________ m

8. Is the height of the building on which the proposed antenna will be positioned more than 15m in height?
   □ Yes □ No

   Please complete Appendix 1

---

**SECTION 12 – Domestic Microgeneration**

*(Solar Panels / Solar Thermal Equipment)*

1. Are you proposing to install, alter or replace solar photovoltaic's (PV) or solar thermal equipment on an existing wall, roof, house or building in the garden?
   □ Yes □ No

   If Yes, will the highest part of the roof (excluding the chimney) be exceeded?
   □ Yes □ No

   If Yes, please state the projection _________________ m

---

Continued on the next page
2. Will the proposed project beyond the existing roof slope of the original dwelling?
   - [ ] Yes
   - [ ] No

3. Are you proposing to install, alter or replace stand alone solar equipment, which stands in your garden?
   - [ ] Yes
   - [ ] No

   If Yes, will the stand alone solar equipment be within 5 metres of any boundary?
   - [ ] Yes
   - [ ] No

   If Yes, is there any other stand alone solar equipment in your garden?
   - [ ] Yes
   - [ ] No

4. Will the solar equipment be visible from any footpath or highway?
   - [ ] Yes
   - [ ] No

Heat Pumps

1. Is the proposal to install, alter or replace a ground source heat pump or a water source heat pump within your garden?
   - [ ] Yes
   - [ ] No

Heat or Power System Flues

1. Is the proposal to install, alter or replace a flue, forming part of a biomass heating system or a combined heat and power system on a house?
   - [ ] Yes
   - [ ] No

2. Will the flue exceed the highest part of the roof by more than 1m?
   - [ ] Yes
   - [ ] No

3. Will the flue be visible from a highway?
   - [ ] Yes
   - [ ] No

Please complete Appendix 1
APPENDIX 1

PLAN OF YOUR PROPOSAL

- We require a sketch plan of your proposal showing as much information as possible. You can also submit additional information such as elevation drawings, floor plans, site plan.
- You must include the proposed development, any other extensions or buildings within the boundary of the property, any roads and pathways next to the site,
- Please indicate the boundary of the property,
- Indicate any new or altered vehicular access to a highway,
- Please draw to a metric scale ie 1:100 or 1:200 OR show all dimensions in metres if not drawn to scale an example is shown below.
- Please include any additional information on separate sheets.

Please provide a sketch plan preferably to scale with all details shown like the one below.

---

Indicate road/footpath if adjoining any boundary of your garden

A Show distance between proposed outbuilding & the property boundaries.
B Show distance between proposed outbuilding & the existing dwelling.
C Show position & height of any proposed boundary fence/wall.
D Show distance between proposed extension & property boundaries.
E Show position & width of new or altered access.
F* Show position & species of any trees that may be affected.
Guidance Notes

*1 'terrace house' means a dwellinghouse situated in a row of three or more dwellinghouses.
*2 The term original house means the house as it was first built or as it stood on 1st July 1948 (if it was built before that date)
*3 'raised' in relation to a platform means a platform with a height greater than 300mm – this includes decking.
*4 'principal' wall or elevation is one which faces onto a highway.