This form should only be used for enquiries regarding domestic dwellings

If you are proposing to enlarge or alter your dwelling or erect a building within the curtilage of your dwelling, it is possible that planning permission and/or building regulations approval will be required. Proposals include extensions, porches, dormer windows, conservatories, garages, car ports, garden sheds, new walls & fences, removal of structural walls, and vehicular access and drop kerbs etc.

Complete and return this form to us at the above address to determine exactly what approvals (if any) you must obtain before commencing work. If you have any problems in completing this form please contact an officer on (01623) 463077 or (01623) 463207.

If you have already applied for planning permission or building regulations consent for this proposal please indicate with X below and give the relevant reference number of the application

| Reference planning permission | Reference building regulations |

SECTION ONE (to be completed by ALL applicants) (Please complete in BLOCK capitals)

1. Applicant
   - Name
   - Address
   - Postcode
   - Daytime Telephone No.
   - e-mail
   - Fax No.

2. Agent (if any) to whom correspondence should be sent
   - Name
   - Address
   - Postcode
   - Daytime Telephone No.
   - e-mail
   - Fax No.

3. Full address of property to be altered or extended

4. Proposed Works (include all elements eg. Insert window, remove structural wall, extension, garden shed etc.)

5. Signed On behalf of
   - Name
   - Date

Insert applicants name if signed by agent
**SECTION TWO**  
Porches

1. Will the floor area of the porch (measured externally) be less than 3 sq. metres?  
   - YES  
   - NO

   Please state the external dimensions of the porch:  
   - length: __ m  
   - width: __ m

2. Will all of the porch be less than 3 m high when measured from ground level?  
   - YES  
   - NO

3. Will the porch be further than 2 m away from a highway boundary (including a public footpath)?  
   - YES  
   - NO

4. Will the proposed porch be located on an existing entrance to the dwelling and is the entrance door to remain?  
   - YES  
   - NO

5. Will the glazing in windows within 800 mm of floor level in doors and adjacent windows up to 1500 mm high above floor level, be to BS6206?  
   - YES  
   - NO

**SECTION THREE**  
Extensions or alterations to a dwelling or erection of an outbuilding – this section also includes conservatories, carports & covered ways

If you propose to extend or alter your property or build a detached building such as a garage etc. within your curtilage you should answer the following questions. You should also include a plan (showing dimensions) in the space provided on the back page of the form.

1. What type of dwelling is the property? (please X)  
   - Terraced  
   - Semi-detached  
   - Detached  
   - Other (specify)

2. What are the external dimensions of the proposed building or extension?  
   - length: __ m  
   - ridge height (if pitched roof): __ m  
   - width: __ m  
   - eaves height (if pitched roof): __ m  
   - height (if flat roof): __ m  
   (NB height is measured from ground level)

3. What is the internal floor area?  
   - Internal floor area: __ sqm

4. Will your proposals involve any electrical installation, or alterations to an existing electrical supply? (see guidance attached)  
   - YES  
   - NO

   If yes, please provide details

5. Will the proposal be attached to your dwelling?  
   - YES  
   - NO

   If NO please specify the minimum distance of the proposal to the nearest boundary:  
   - distance: __ m

6. What is the minimum distance of the proposal to the nearest boundary?  
   - distance: __ m

7. Will the proposal be closer to a highway or footpath boundary than the existing property?  
   - YES  
   - NO

   If YES please specify the distance to the highway or footpath boundary:  
   - distance: __ m
8. Will any part of the building/extension be within 3m of a public sewer?  
   - YES  
   - NO

9. What materials will be used for the roof and walls of the proposal? (eg. brick/block/timber/concrete/tiles/glass etc)
   - **Roof**  
   - **Walls**

10a. If the proposal is for a **conservatory** or a **covered way** will the glazing to the walls and door be to BS6206?  
   - YES  
   - NO  
   - N/A

10b. If the proposal is a **conservatory** does it form a separate room, ie., separate from the rest of the dwelling with doors and windows  
   - YES  
   - NO  
   - N/A

10c. Will any window or door opening in the existing dwelling be made any wider?  
   - YES  
   - NO  
   - N/A

11. If the proposal is a **carport** will it be open on two or more sides?  
   - YES  
   - NO  
   - N/A

12. Will a new vehicular crossing to the highway be required?  
   - YES  
   - NO

### SECTION FOUR

**Loft conversions, dormer windows, roof extension and roof lights**

1. Is the proposal for a loft conversion?  
   - YES  
   - NO

1a. If **YES** will it include the installation of roof lights or dormer windows? (please X)  
   - Roof Lights  
   - Dormer Windows

If your proposal includes roof extensions or dormer windows please answer question 2 and 3. You should also answer questions 1 and 2 of SECTION THREE.

2. Will any part of the proposal exceed the highest part of the existing roof?  
   - YES  
   - NO

3. Will the proposal be situated on any roof slope that fronts a highway?  
   - YES  
   - NO

Please show on sketch plan.

### PROPERTY HISTORY

If you have completed either **SECTION THREE** or **SECTION FOUR** you must complete this section. **Without the answers to these questions it will not be possible to give advice regarding the need for planning permission.**

1. Have there been any previous extensions to the property since 1948, including conservatories, garages, car ports, dormer windows, porches etc.  
   - YES  
   - NO

2. Are there any detached outbuildings in your garden, eg. sheds, greenhouses, etc?  
   - YES  
   - NO

3. Is there a garage within the curtilage of, but not attached to, the property (whether built at the same time as the dwelling or not?)  
   - YES  
   - NO
If you have answered **YES** to any of the questions 1, 2 or 3 in this section you should use the following table to give full details and sizes of the extension(s) and/or outbuildings. It may also be useful to include the information on a sketch plan in the space provided on the back page of this form. Please give full details of sizes and dimensions including length, width and height (to eaves and ridge if pitched roof). State the minimum distance of any detached outbuilding from the resulting dwelling. An example has been given for guidance – all dimensions should be in metres.

<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>MINIMUM DISTANCE FROM DWELLING</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>HEIGHT (EAVES/FLAT ROOF)</th>
<th>HEIGHT (HIGHEST POINT OF PITCHED ROOF)</th>
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<tr>
<td>Single garage</td>
<td>3.5m</td>
<td>5m</td>
<td>3m</td>
<td>2.5m</td>
<td>3.5m</td>
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**SECTION FIVE**  
Means of enclosure – walls, fences and gates etc.

If your proposal includes the erection of a wall, fence, gate or other means of enclosure please answer the following questions. You should also include a sketch showing the location of the wall etc. In the space provided on the back page of the form.

1. Will the proposal be adjacent to, or fronting onto a highway/footpath?  
   - YES  
   - NO

2. What will be the *maximum* height of the proposal above ground level?  
   - Height  
   - m

**SECTION SIX**  
Satellite Dishes and Antennas

1. Are there any satellite dishes and/or antennas currently present on the building?  
   - YES  
   - NO

2. Will the proposed satellite dish or antenna be located on a chimney stack?  
   - YES  
   - NO

2a. If yes, will the proposed dish or antenna protrude above the highest part of the roof of the property by more than 60cm, or the highest part of the chimney, whichever is the lower?  
   - YES  
   - NO

3. If the property has a chimney stack, will the dish or antenna protrude above the highest part of the chimney?  
   - YES  
   - NO

3a. If the property does not have a chimney stack, will the dish or antenna protrude above the highest part of the roof of the property?  
   - YES  
   - NO

4. Please give details of the diameter, depth and volume of the proposed dish or antenna.
   - Diameter  
   - m
   - Depth  
   - m
   - Volume  
   - cbm

**SECTION SEVEN**  
Vehicular Access/Drop Kerb

1. Is it proposed to create or widen a vehicle access or dropped kerb?  
   - YES  
   - NO
PLAN OF PROPOSALS

Whilst it may help to draw any plans to scale it is not essential as long as they are drawn in a clear legible manner and important dimensions are clearly stated. You should show any roads that are in front of/next to the property and the plan should also show whether the ground is flat or sloping. If the ground is not flat it is important to show the difference in levels. Any proposed changes to the ground levels should be indicated. Please use pen/ink rather than pencil in order that the plan can be photocopied clearly.

This is an example of the type of sketch that would be useful.
• It need not be to scale but important dimensions should be marked on;
• All outbuildings and previous extensions should be shown;
• The position of all new proposed works should be shown;
• Any change in ground level should be shown.
<table>
<thead>
<tr>
<th>BUILDING REGULATION APPROVAL REQUIRED?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>COMMENTS</strong></td>
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**OTHER NOTES**

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FOR OFFICIAL USE ONLY

ASSESSMENT NOTES

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Comments

Signed

Date