

DO I NEED TO MAKE A PLANNING APPLICATION ?



This form has been designed to help people who want to know if they are likely to need planning permission to carry out improvement works to their homes.

Please complete this form and hand it in or send it to the Planning Services at the address overleaf. We will aim to reply to your enquiry within 10 working days. Please leave a daytime telephone number or e-mail address so we can contact you if we need more information.

<p>1 Your name and contact address</p> <p>.....</p> <p>.....</p> <p>Postcode Daytime telephone number</p> <p>E-Mail address.....</p>

<p>2 Site address</p> <p>.....</p> <p>.....</p> <p>Postcode</p>
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Is your home detached / semi-detached / terraced* house or bungalow or a flat/maisonette*? (*Delete where not applicable)

<p>3 Please give a brief description of the proposed works</p> <p>.....</p> <p>.....</p> <p>It would help us if you could draw a sketch of your proposal in the space provided on the back of the form. Alternatively if you have already had plans prepared, please attach them to this form. Photographs are also useful if you have them.</p>

<p>4 New extensions and additions to your house and garden (including conservatories, balconies and verandahs, sheds garages etc)</p> <p>We need to know</p>	
i Where the extension/structure is to be built (front, side or back)	
ii All the external dimensions (height, width and length) in metres.	
iii How far it is from the boundaries in metres?	
iv Details of any other existing extensions, conservatories, garages, sheds and any other outbuildings in the garden and the distance they are from the house <u>and</u> the proposed extension/ building.	
v What it will be used for?	
vi Details of any road, cycleway or footpath to the side or back of your house.	

5 Adding a front porch? We need to know*	
i The ground area of the porch (measured externally)	
ii Its height	
iii How far it would be from the front boundary with the road or footpath?	

6 Putting up a Gate, wall or fence? We need to know	
i The proposed position of any new fence/gate or wall	
ii The proposed height in metres	
iii If it replaces an existing fence/gate or wall, please give the height of the original fence/gate or wall.	

The details we need to know should be shown on your sketch below. All dimensions should be in metric.