

Planning & Building Control Householder Enquiry Form



Planning & Place Shaping
Rushcliffe Borough Council
Civic Centre
Pavilion Road
West Bridgford
Nottingham NG2 5FE
Tel: 0115 981 9911

For Office Use Only

Reference No.

/ / PREEN

Date Received:

THIS FORM MUST 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, installation of satellite dishes, solar panels, domestic wind turbines, formation of hard-standing and removal of structural walls, etc.

The regulations governing the need for planning permission and/or building regulations are quite varied and complicated and as a result this form may appear lengthy. You are only asked to provide information necessary to assess the need for planning and/or building regulations and if all the relevant questions are answered an assessment can be made without the need to request further information.

You do not need to complete all of the form, only answer the sections that refer to what you propose. You need only submit the necessary pages.

ALL enquiries MUST include the GENERAL INFORMATION and EXISTING PROPERTY DETAILS & HISTORY, pages 1 & 2, then complete:-

- SECTION 1** extension or alteration to a dwelling; **pages 3 & 4**
- SECTION 2** detached garages, outbuildings & containers etc; **page 5**
- SECTION 3** chimneys, flues and soil/vent pipes; **page 5**
- SECTION 4** loft conversions, dormer windows & roof lights; **page 6**
- SECTION 5** porches; **page 6**
- SECTION 6** fences, gates and walls; **page 7**
- SECTION 7** satellite dishes; **page 7**
- SECTION 8** hard-standing & dropped kerbs; **page 7**
- SECTION 9** solar panels, wind turbines & green energy **page 8**

The **planning** advice is given in good faith but does not constitute a formal decision on whether the proposed operations are lawful for **planning control purposes**. Should you require such a decision you are at liberty to submit an application for a Lawful Development Certificate, the forms for which can be obtained from the Borough Council

GENERAL INFORMATION (to be completed for ALL enquiries)

1 Applicant

Name _____

Address _____

Postcode _____ Telephone No. _____ e-mail _____

2 Agent (if any) to whom correspondence should be sent

Name _____

Address _____

Postcode _____ Telephone No. _____ e-mail _____

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 Enquiry details Please indicate which sections of the form you have completed

Section 1	<input type="checkbox"/>	Section 3	<input type="checkbox"/>	Section 5	<input type="checkbox"/>	Section 7	<input type="checkbox"/>	Section 9	<input type="checkbox"/>
Section 2	<input type="checkbox"/>	Section 4	<input type="checkbox"/>	Section 6	<input type="checkbox"/>	Section 8	<input type="checkbox"/>		

EXISTING PROPERTY DETAILS & HISTORY (to be completed for ALL enquiries)

- 1 Have there been any previous extensions to your property since 1948, including conservatories, garages, car ports, dormer windows, porches etc. If 'YES' please show them on the plan (including dimensions) at the end of this section YES NO
- 2 Are there any detached outbuildings in your garden, eg. garages, sheds, greenhouses, etc.? If 'YES', please show them on the plan (including dimensions) at the end of this section YES NO
- 3 Have the permitted development rights been removed from the property? YES NO NOT KNOWN
- 4 Is the property in a Conservation Area? YES NO NOT KNOWN
- 5 Is the property a listed building YES NO NOT KNOWN

6 What is the existing property constructed of ?

walls

roof

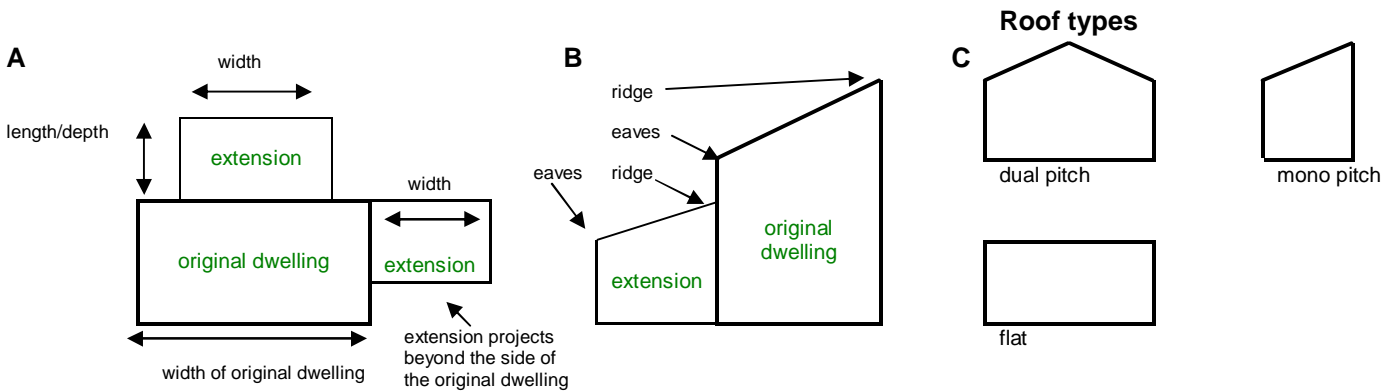
7 Are you intending to alter any fixed electrical wiring? YES NO

If 'YES' please provide details

Sketch 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. *Please use pen/ink rather than pencil in order that the plan can be photocopied clearly*

The following diagrams indicate measurements asked for, and terminology used, in the various sections of the form.



SECTION 1 Extensions or alterations to a dwelling

1 What type of dwelling is the property?

terraced	<input type="checkbox"/>	semi-detached	<input type="checkbox"/>
detached	<input type="checkbox"/>	other (specify)	<input type="text"/>

2 What are the **external** dimensions of the proposed extension? *see diagrams A & B above*

length/depth	<input type="text"/>	m	ridge height	<input type="text"/>	m
width	<input type="text"/>	m	eaves height	<input type="text"/>	m

3 (a) How many storeys will the extension be?

single storey	<input type="checkbox"/>
more than 1 storey	<input type="checkbox"/>

(b) Would the height of the extension exceed the highest part of the roof of the existing dwelling? YES NO

(c) Would the height of the eaves of the extension exceed the height of the eaves of the existing dwelling? YES NO

4 What is the **minimum** distance of the proposal to the nearest boundary?

distance	<input type="text"/>	m
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5 If the extension is on the rear of the property what is its minimum distance from the rear boundary? (the boundary opposite the rear elevation of the dwelling)

distance	<input type="text"/>	m
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6 Will the extension project beyond a wall forming a side elevation of the original dwelling? *see diagram A at the beginning of the form*

YES NO

If YES, what is the width of the original dwelling?

width	<input type="text"/>	m
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7 Will the proposal be extend beyond a wall which fronts a highway or footpath?

YES NO

If **YES** does this wall form either the principal or side elevation of the dwelling

<input type="checkbox"/>	principal
<input type="checkbox"/>	side
<input type="checkbox"/>	n/a

8 Will any part of the building/extension be within 3m of a public sewer? YES NO
 (Maps showing the location of sewers are available for inspection only in the Borough Public Protection Section of the Borough Council during normal office hours)

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

roof

walls

10 If the proposal is for a **conservatory** or a **covered way** what type of glazing will be used in the walls and door?

annealed laminated N/A
 toughened other (specify)

11 What is the **internal** floor area? internal floor area sqm

12 If the proposal is a **conservatory** does it form a separate room, ie., separated from the rest of the dwelling by doors or windows? YES NO N/A

13 Will any window or door opening in the existing dwelling be made any wider? YES NO N/A

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

15 Does the proposal consist of or include:-

- (i) a veranda YES NO
- (ii) a balcony YES NO
- (iii) a raised platform YES NO height m
- (iv) decking YES NO height m
- (v) cladding YES NO

16 Does any proposed extension include roof lights? YES NO depth mm

17 Other than dormer windows or roof lights, are you proposing to insert an upper floor window into an existing wall or roof slope that forms a side elevation to the property? YES NO

18 If 'YES' will this window be clear or obscure glazed clear obscure

19 Will any part of the window be opening? YES NO

20 If 'YES' how high above the internal floor level will the opening part be? mm

SECTION 2**Detached garages, outbuildings & containers (for domestic heating storage purposes) etc.**

1 In relation to the dwelling, where, within the curtilage will the structure be positioned?

front	<input type="checkbox"/>	rear	<input type="checkbox"/>	side	<input type="checkbox"/>
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2 Will any part of the proposal be situated on land forward of a wall forming the principal elevation of the dwelling?

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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3 How many storeys will the proposal have?

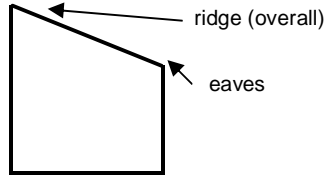
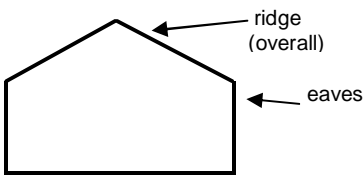
single storey	<input type="checkbox"/>
more than 1 storey	<input type="checkbox"/>

4 What sort of roof will the proposal have?

dual pitch	<input type="checkbox"/>
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mono pitch	<input type="checkbox"/>
------------	--------------------------

flat	<input type="checkbox"/>
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5 How high is the proposal? (measured from ground level)

eaves height	<input type="text"/>	m
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overall height	<input type="text"/>	m
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6 What is the minimum distance of the proposal from the nearest boundary?

distance	<input type="text"/>	m
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7 Does the proposal include:-

(i) a veranda YES NO

(ii) a balcony YES NO

(iii) a raised platform YES NO

(iv) decking YES NO

height	<input type="text"/>	m
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height	<input type="text"/>	m
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8 What is the capacity of any proposed oil or LPG container?

litres	<input type="text"/>	l
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SECTION 3**Chimneys, flues & soil/vent pipes (for flues for bio-mass or a combined heat & power system please answer the questions in Section 9)**

1 Will the proposal exceed the highest part of the existing roof by more than 1 metre? YES NO

2 Where on the property will the proposal be positioned?

front	<input type="checkbox"/>
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side	<input type="checkbox"/>
------	--------------------------

rear	<input type="checkbox"/>
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3 Will the proposal be installed on a wall or roof slope which fronts onto a highway?

<input type="checkbox"/> YES <input type="checkbox"/> NO
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SECTION 4 Loft conversions, dormer windows and roof lights

1 Is the proposal for a loft conversion? YES NO

2 Will the proposal include the installation of roof lights and/or dormer windows?
 roof lights dormers

3 Apart from any dormer windows will the roof be increased in volume YES NO

Provide dimensions of the part to be added and show on a sketch in the space at the beginning of the form.

length/depth m width m eaves height m ridge height m

4 Will any part of the proposal exceed the highest part of the existing roof? YES NO

5 Where on the property will the proposal be positioned? front side rear

6 Will the proposal be installed on a roof slope which fronts onto a highway? YES NO

7 Please provide the dimensions of ALL the proposed new dormer windows.

dormer one	dormer two	dormer three	dormer four
<input type="text"/> length <input type="text"/> m	<input type="text"/> length <input type="text"/> m	<input type="text"/> length <input type="text"/> m	<input type="text"/> length <input type="text"/> m
<input type="text"/> width <input type="text"/> m	<input type="text"/> width <input type="text"/> m	<input type="text"/> width <input type="text"/> m	<input type="text"/> width <input type="text"/> m
<input type="text"/> eaves height <input type="text"/> m	<input type="text"/> eaves height <input type="text"/> m	<input type="text"/> eaves height <input type="text"/> m	<input type="text"/> eaves height <input type="text"/> m
<input type="text"/> ridge height <input type="text"/> m	<input type="text"/> ridge height <input type="text"/> m	<input type="text"/> ridge height <input type="text"/> m	<input type="text"/> ridge height <input type="text"/> m

8 What is the depth of all proposed roof-lights?

depth = the measurement from the perpendicular of the roof slope

roof-light 1 mm roof-light 2 mm roof-light 3 mm roof-light 4 mm

SECTION 5 Porches

1 Will the floor area of the porch (measured **externally**) be **less** than 3sqm? YES NO

2 Please provide the external dimensions of the porch length m width m

3 Will the porch or canopy be less than 3m high when measured from ground level? YES NO

4 Please provide the height of the porch or canopy eaves m ridge m

5 Will the porch or canopy be more than 2m away from the boundary of the property? YES NO

6 If the porch is to be located on an existing entrance to the dwelling will the existing entrance door remain YES NO

7 What type of glazing will be used? annealed laminated toughened other (specify)

SECTION 6

Means of enclosure - walls, fences and gates etc.

1 Will the proposal be adjacent to, or fronting onto, a highway used by vehicular traffic (*note:- the footpath and any grass verge form part of the highway*)

 YES NO

2 What will be the **maximum** height of the proposal above ground level?

height	<input type="text"/>	m
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SECTION 7

Satellite Dishes

1 Are there any satellite dishes already positioned on the property?

 YES how many NO

If NO go to question 2

(a) How long are the **existing** satellite dishes?

 cm

2 How long is the **proposed** satellite dish?

 cm

3 Does the property have a chimney?

 YES NO

4 Will the satellite dish be positioned on a chimney?

 YES NO

If 'YES', will it protrude above the chimney?

 YES NO

5 Will the satellite dish be positioned on the roof of the dwelling?

 YES NO

6 Will the satellite dish be more than 60cm above the highest part of the ridge of the roof?

 YES NO

If 'YES', when positioned on the roof of the dwelling, will the satellite dish be higher than the chimney?

 YES NO

7 Will the satellite dish be installed on a wall or roof slope which fronts onto a highway?

 YES NO

If 'YES' will the satellite dish be visible from the highway?

 YES NO

SECTION 8

Hard-surfacing/Hard Standing & Dropped Kerbs (new or replacement)

Comprehensive guidance on the permeable surfacing of front gardens can be found on the internet:
www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens

1 Will a new vehicular crossing to the highway be required?

 YES NO

2 Do you intend to create a dropped kerb?

 YES NO

3 Is the area to be hard-surfaced at the front of the property?

 YES NO

4 How big is the area to be surfaced?

 sqm

5 (a) Will the materials used for the hard-surfacing be porous? (*see above web-link*)

 YES NO

(b) Will surface water run-off to a permeable or porous area within the boundaries of the property?

 YES NO

(c) Will surface water drain into the existing mains drainage?

 YES NO

SECTION 9 Solar panels, wind turbines & green energy etc.

1 What does the proposal consist of?

solar panels go to Q2

wind turbine go to Q13

flue for a biomass heating system go to Q20

ground source heat pump

flue for a combined heat & power system go to Q20

water source heat pump

If you are proposing either of these then no more questions need be answered

Solar Panels Enquiries for roof mounted solar panels MUST include a roof plan showing panel positions & indication of north/south direction

2 Where will the solar panels be positioned?

(a) on the walls of the dwelling go to q 3

(c) on the walls of a building within the curtilage of the dwelling go to q 3

(b) on the roof of the dwelling go to q 3

(d) stand-alone, detached from the dwelling go to q 7

3 What is the depth of the panel(s)?

mm

4 Will any part of the panel(s) be higher than highest part of the roof of the dwelling?

YES NO

5 Will the panel(s) be positioned on the front wall of the property?

YES NO

6 Will the panel(s) be visible from the highway?

YES NO

Only answer questions 7-11 if the proposed solar panels are stand-alone

7 As a result of the positioning of the panel(s) will there be more than one stand-alone panel within the curtilage of the dwelling?

YES NO

8 Will any part of a stand-alone panel(s) exceed 4m in height above ground level?

YES NO

9 Will any part of a stand-alone panel(s) be visible from a highway?

YES NO

10 What is the minimum distance of the stand-alone panel(s) from the nearest boundary?

m

11 Will the surface area of the stand-alone panel(s) exceed 9sqm?

YES NO

12 Will any dimensions of the array (including housing) exceed 3m?

YES NO

Wind Turbines

13 Will the wind turbine be positioned on the dwelling or stand alone?

dwelling stand-alone

14 Where on the property will the turbine be positioned?

front rear side

15 Will the turbine be positioned on an elevation that faces a highway?

YES NO

16 Will the turbine exceed the height of the highest part of the roof?

YES NO

17 What will be the maximum height of the turbine above ground level?

m

18 What is the minimum distance of the turbine from the nearest boundary?

m

19 Where, within the curtilage of the dwelling, will a stand alone turbine be positioned?

front rear side

Flue for biomass heating system or combined heat & power system

20 Will the height of the flue exceed the highest part of the roof by 1m or more?

YES NO

21 Where on the property will the flue be positioned?

front rear side

22 Will the flue be visible from a highway?

YES NO