

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. This form should only be used for enquiries regarding domestic dwellings.

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.

All enquiries must include the general information and existing property details and history (page 3-4), along with the Privacy Notice on the following page. You do not need to complete all of the rest of form, just the sections that are relevant to your proposal:

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- SECTION 1** extension or alteration to a dwelling; **pages 5 & 6**
  - SECTION 2** detached garages, outbuildings & containers etc.; **page 6**
  - SECTION 3** chimneys, flues and soil/vent pipes; **page 7**
  - SECTION 4** loft conversions, dormer windows & roof lights; **page 7**
  - SECTION 5** porches; **page 7**
  - SECTION 6** fences, gates and walls; **page 8**
  - SECTION 7** satellite dishes; **page 8**
  - SECTION 8** hard-standing & dropped kerbs; **page 8**
  - SECTION 9** solar panels, wind turbines & green energy **page 9**
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The completed form, along with any accompanying plans and documents, can be submitted via email to our general planning mailbox at [planningandgrowth@rushcliffe.gov.uk](mailto:planningandgrowth@rushcliffe.gov.uk), or via post addressed to Planning & Place Shaping, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.

A fee of £50.00 (VAT inclusive) is required for all enquiries. Where planning permission may be required, pre-application advice can also be offered without an additional fee, where the request is submitted at the same time as the Householder Enquiry Form. Payment can be made in the following ways:

- By cheque, payable to Rushcliffe Borough Council and addressed to Planning & Place Shaping, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG
  - Over the phone with our planning team on 0115 914 8560
  - Through our online communities payment form at [https://eserv.rushcliffe.gov.uk/formsmaster/public/showform.asp?fm\\_fid=299](https://eserv.rushcliffe.gov.uk/formsmaster/public/showform.asp?fm_fid=299)
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# General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016 / Data Protection Act 2018 to progress your request. We can only do this with your explicit consent.

I do give my consent

I do not give my consent

Additionally, the personal information you provide will be shared with the **East Midlands Building Consultancy** in connection with the above purpose, who will advise regarding Building Regulations.

Your personal data will be kept in accordance with the Council's retention policy and schedule, details of which can be found on the Council's website at [http://www.rushcliffe.gov.uk/retention\\_schedule/](http://www.rushcliffe.gov.uk/retention_schedule/)

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>.
- request that your personal data be corrected or completed.
- complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>).

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at:

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: [customerservices@rushcliffe.gov.uk](mailto:customerservices@rushcliffe.gov.uk)
- By Telephone: 0115 981 9911

## 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 e.g. insert window, remove structural wall, extension, garden shed etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

## 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, e.g. 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?

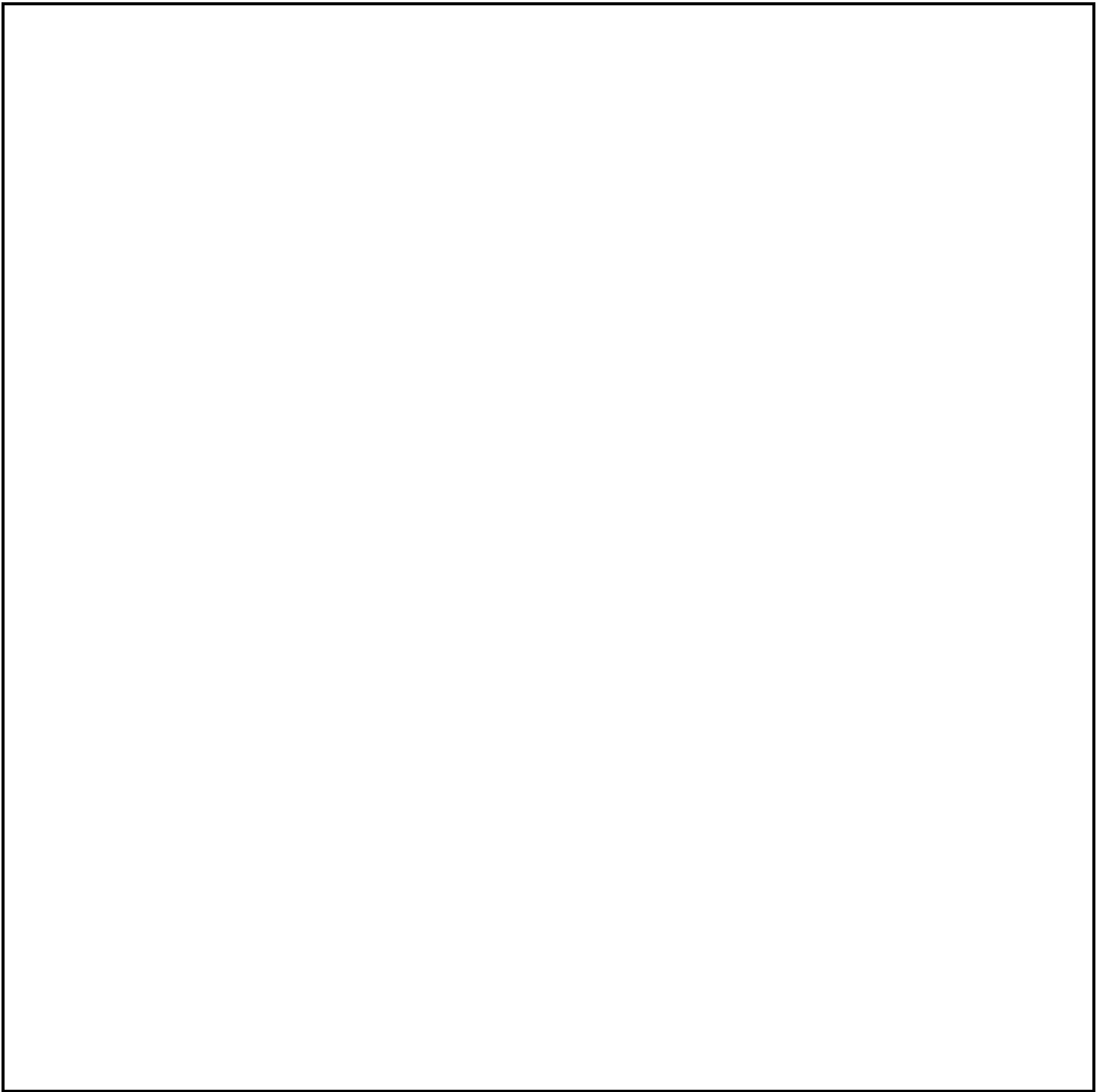
YES

NO

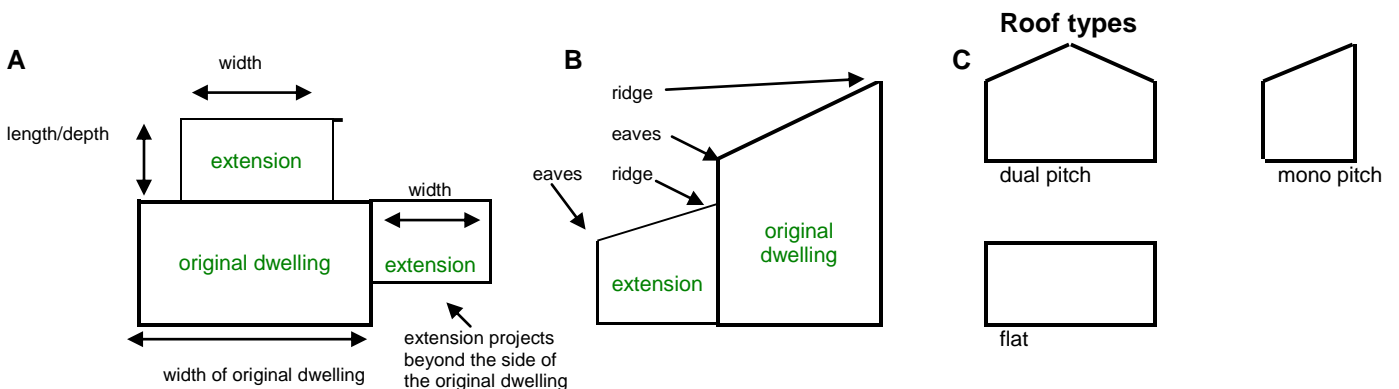
If 'YES' please provide details

## 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

semi detached

detached

other (specify)

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

length/depth  m

ridge height  m

width  m

eaves height  m

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

single storey

more than 1 storey

(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  m

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  m

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  m

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

principal

side

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? (e.g. 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, i.e. 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

(iv) decking  YES  NO

(v) cladding  YES  NO

16 Does any proposed extension include roof lights?  YES  NO

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

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?

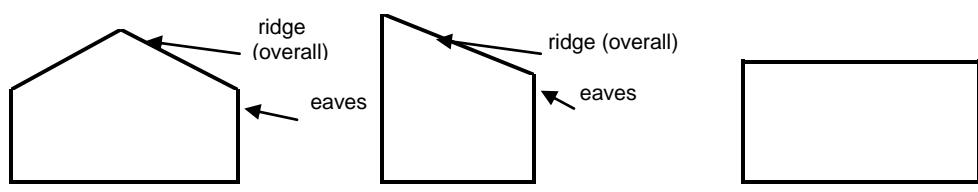
**SECTION 2 Detached garages, outbuildings & containers (for domestic heating storage purposes) etc.**

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

2 Will any part of the proposal be situated on land forward of a wall forming the principal elevation of the dwelling?

3 How many storeys will the proposal have?

4 What sort of roof will the proposal have?



5 How high is the proposal? (measured from ground level)

6 What is the minimum distance of the proposal from the nearest boundary?

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

8 What is the capacity of any proposed oil or LPG container?

### 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  side  rear
- 3 Will the proposal be installed on a wall or roof slope which fronts onto a highway?  YES  NO

### 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="checkbox"/> length <input type="checkbox"/> m	<input type="checkbox"/> length <input type="checkbox"/> m	<input type="checkbox"/> length <input type="checkbox"/> m	<input type="checkbox"/> length <input type="checkbox"/> m
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<input type="checkbox"/> ridge height <input type="checkbox"/> m	<input type="checkbox"/> ridge height <input type="checkbox"/> m	<input type="checkbox"/> ridge height <input type="checkbox"/> m	<input type="checkbox"/> ridge height <input type="checkbox"/> 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  m

## 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](http://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