



Householder Enquiry Form

Do I need planning permission?

All applicants must complete Sections 1 – 3 along with categories relevant to the proposal.

If the relevant categories are not filled out it will create delays with the application. We also recommend you provide as much supporting information as possible.

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I certify that the below information is accurate and the application fee has been paid in full:

Signed: _____

Date: _____

Section 1 – General information

A Applicant Details:

Name:

Address:

Postcode:

Daytime telephone:

Email*:

B Agent Details (if applicable):

Name:

Address:

Postcode:

Daytime telephone:

Email*:

*if you provide your email address, you agree to us using this as a primary form of communication

C The Proposal:

Address of the proposed development (if different from 1A):

Description of development:

D Have permitted development rights been removed from the property? YES NO Not known

E Is the property in a Conservation Area? YES NO Not known

F Is the property a listed building? YES NO Not known

G What is the existing property constructed of? Walls:
Roof:

Section 2 - General Data Protection Regulations (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 <https://www.rushcliffe.gov.uk/privacy-notice-and-policy/>

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.

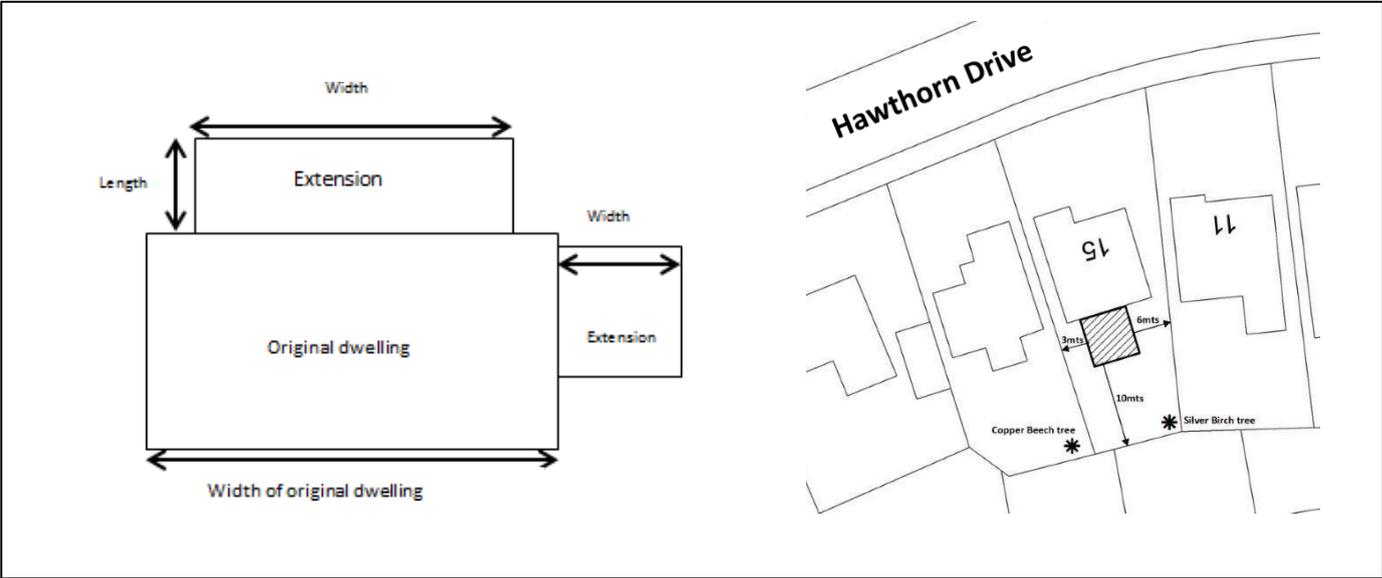
Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

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

Section 3 - Plan of Proposal

The plan of the proposal should clearly show the existing property and the proposal in relation to the neighbouring properties. The distances from the boundaries should be marked along with any other constraints (such as trees, roads and public footpaths). Please note, if the proposal may affect a tree, please see our website for information on how to enquire about trees. For further information, visit our website at: <https://www.rushcliffe.gov.uk/about-us/about-the-council/fees-and-charges/pre-planning-application/>



Section 4 – Extensions

A What are the external dimensions of the proposed extension?

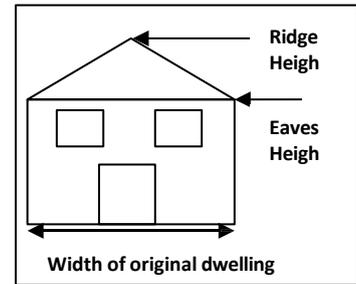
Length Metres

Width Metres

Eaves from ground level Metres

Ridge from ground level Metres

Length from the rear of the original house Metres



B Will any part of the works be higher than the ridge of the existing dwelling? YES NO

C Will the proposed extension be higher than the eaves of the existing dwelling? YES NO

D Where will the proposal be positioned on the house? Front Side Rear

E What is the width of the original* property? Metres

F Has the property previously been extended? YES NO

G Is the proposed extension: Single Storey Two Storey First Floor extension

H What is the **minimum** distance from the nearest site boundary to the proposed extension? Meters

I What materials will be used for the proposal? Walls:

Roof:

J Does the proposal involve the creation of a verandah, balcony or raised platform? YES NO

* 'Original' - means a building as it existed on 1 July 1948 where it was built before that date, and as it was built when built after that date
(DCLG – Permitted development for householders - Technical guidance 2010).

Section 5 – Outbuildings (including sheds, garages and annexes)

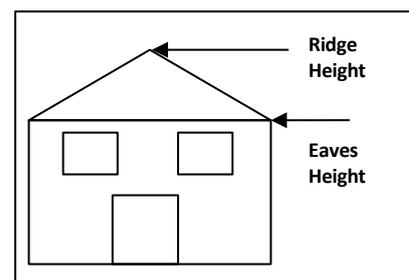
A What are the external dimensions for the proposed outbuilding?

Length Metres

Width Metres

Eaves Metres

Ridge Metres



- B** Where is the proposed outbuilding located (in relation to the existing property?) Front Side Rear
- C** Will the outbuilding cover more than 50% of the garden area? YES NO
- D** Will the proposed outbuilding have more than one storey? YES NO
- E** What is the **minimum** distance from the nearest site boundary to the proposed outbuilding? Meters
- F** Is the proposal for a container/ storage will it be for storage of oil or LPG for domestic heating purposes? YES NO
- If yes, what is the capacity of the container? Litres

Section 6 - Porches

- A** Please provide the external dimensions of the proposed porch:
- Length Metres
- Width Metres
- Eaves Metres
- Ridge Metres
- B** Will the proposed porch be within 2 metres from the highway? YES NO

Section 7 – Fences, Gates and Walls (and other means of enclosure)

- A** What will the maximum height of the proposal be above ground level (including the height of posts and pillars)? Height: m
- B** Does the proposal require the demolition of an existing boundary? YES NO
- If yes please state the current height: Height: m
- C** Will the proposed enclosure be attached the dwelling? YES NO

Section 8 – Windows (including replacement)

- A** Will the proposed windows be obscurely glazed? YES NO
- B** Will the proposed windows project further forward than the original windows/wall? YES NO
- D** Will any window or door opening to the existing dwelling be created or made wider? YES NO N/A

Section 9 – Loft conversions, dormer windows and rooflights

A Will any part of the proposed be higher than the highest part of the existing roof? YES NO

B If the proposal includes an extension to the roof, how much will the proposed extension increase the volume of the roof? Cubic metres

Please provide the dimensions of the proposed extension:

Length Metres

Width Metres

Eaves Metres

Ridge Metres

C Where on the property will the proposal be positioned? Front Side Rear

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

E If the proposed window is a **dormer window**, please provide:

Length Metres

Width Metres

Eaves Metres

Ridge Metres

F If the proposal includes **roof lights**, what is the proposed depth? mm

Section 10 – Chimneys, Flues, Soil and Vent Pipes

A Will the proposals height exceed the highest part of the roof by more than 1 metre? YES NO

B Will it be installed on a roof slope which:

1. Fronts a highway YES NO

2. Is at the front of the property YES NO

Section 11 – Driveways, Dropped Kerbs and Hardstanding Surfaces

A Please name the road the proposed access relates to: _____

B Is the proposed to create or widen a vehicle access or dropped kerb? YES NO

C If hardsurface is proposed, will the surface area :

1. Be located between the house and the highway? YES NO
2. Exceed 5 square metres? YES NO

Please provide details of surface materials and drainage:

Section 12 – Satellite Dishes and Aerials

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

If yes, how many? Existing: _____ Proposed: _____

B If you are proposing a satellite dish, what will the length be? _____ metres

Section 13 – Solar panels and Energy Generating Equipment

Solar panels

A Where will the equipment be installed? _____

B Will the equipment protrude more than 200mm from the wall or roof plane or exceed the highest part of the roof (excluding the chimney stack)? YES NO

C Will it be installed on a roof slope which:

1. Is visible from a highway? YES NO
2. Is on the side of the building? YES NO

Flue for a biomass or combined heat and power system

A If the flue is to be positioned on the dwelling, will it:

1. Be visible from the highway? YES NO
2. Be positioned on the side elevation of the dwelling? YES NO

B Will the flue exceed the highest part of the roof by 1m or more? YES NO