



**Planning & Building Control  
HOUSEHOLDER AND MINOR WORK ENQUIRY FORM**

DC REF:	
BC REF:	

**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, garage, car ports, garden sheds, hardsurfacing, new walls and fences and removal of structural walls etc.

Complete and return this form to us at the above address. We will determine what approvals (if any) you must obtain before commencing work. If you have any problems completing this form please contact an officer on (01909) 533184 or (01909) 533491

You are advised to keep a copy of our reply with your deeds or in a safe place. It may be important if you sell your property.

DATA PROTECTION ACT 1998: The information on this form will be recorded on computer and also stored and processed as required. It is not a public document and will not be used as such.

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

**1 Applicant/Agent**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_ Daytime Telephone No \_\_\_\_\_  
e-mail \_\_\_\_\_ Fax No \_\_\_\_\_

**2 Full address of property to be altered or extended**

\_\_\_\_\_  
\_\_\_\_\_  
Council Owned Property Yes / No (please delete as appropriate)

**3 Proposed works (eg. Insert window, remove structural wall, extension, garden shed etc)**

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

**4** Signed \_\_\_\_\_ Name \_\_\_\_\_

On behalf of \_\_\_\_\_ Date \_\_\_\_\_  
(Insert applicants name if signed by agent)

Has development already commenced/completed

Yes / No

**SECTION TWO**

**Porches**

1	a) Please state the <b>external</b> dimensions of the porch (Note. Height is measured from ground level)						
	Total Height	m	Height to Eaves	m	Length	m	Width
	b) Please state the <b>internal</b> dimensions of the porch						
	Length	m	Width	m			

2	Will the porch be further than 2m away from a highway boundary (includes public footpaths)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Will the proposed porch be located on an existing entrance to the dwelling and is the entrance door to remain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Will safety glazing be used in critical areas? (please x)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SECTION THREE**

**Extension or alterations to a dwelling or erection of an outbuilding**

Please complete this section and include a plan (showing dimensions) on the page provide at the back of this form)

1	What type of dwelling is the property? (terraced, detached, semi-detached, bungalow etc)	_____										
2	What are the external dimensions of the proposed building or extension?											
	<table border="1"> <tr> <td>Length</td> <td>m</td> </tr> <tr> <td>Width</td> <td>m</td> </tr> <tr> <td>Height (if flat roof)</td> <td>m</td> </tr> </table>	Length	m	Width	m	Height (if flat roof)	m	<table border="1"> <tr> <td>Ridge height (if pitched roof)</td> <td>m</td> </tr> <tr> <td>Eaves height (if pitched roof)</td> <td>m</td> </tr> </table>	Ridge height (if pitched roof)	m	Eaves height (if pitched roof)	m
Length	m											
Width	m											
Height (if flat roof)	m											
Ridge height (if pitched roof)	m											
Eaves height (if pitched roof)	m											
	(Note. Height is measured from ground level)											
3	Will any part of the proposal exceed the highest part of the existing roof?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
4	What is the <b>internal</b> floor area?	Internal floor area _____ sqm										
5	Will the proposal be attached to your dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
	If <b>NO</b> please specify the <b>minimum</b> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
8	Will any part of the proposal project in front or side of any elevation or roof of the dwelling which fronts/faces a highway?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
9	Will any part of the building/extension be within 3m of a public sewer?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
10	What materials will be used for the roof and walls of the proposal? (eg. brick/block/timber/concrete/polycarbonate/glass etc)											
	Roof	_____										
	Walls	_____										

- 11 If the extension is two-storey, will any upper floor window located in a wall or roof slope forming a side elevation be obscured glazed? (please x)  Yes  No
- 12 If the proposal is for a conservatory or a covered way will safety glazing be used in critical areas? (please x)  Yes  No
- 13 If the proposal is a conservatory does it form a separate room, ie., separated from the rest of the dwelling with doors or windows?  Yes  No
- 14 Will any window or door opening in the existing dwelling be made any wider?  Yes  No
- 15 If the proposal is a carport will it be open on two or more sides?  Yes  No
- 16 Will a new vehicular crossing to the highway be required?  Yes  No

**SECTION FOUR** Loft Conversions, Dormer Windows and Roof Lights/Windows in side elevations

- 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  Dormers

- 2 If the extension is two-storey, will any upper floor window located in a wall or roof slope forming a side elevation be obscured glazed? (please x)  Yes  No

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

- 3 Will any part of the proposal exceed the highest part of the existing roof?  Yes  No
- 4 Will the proposal be situated on any roof slope that fronts a highway?  Yes  No

**PROPERTY HISTORY**

If you have completed either **Section Three** or **Section Four** you must complete this section. If you do not provide the information in questions 1, 2 and 3 it will not be possible to give advice regarding the need for planning permission.

- 1 Have there been any previous extensions to your property since 1948, including conservatories, garages, car ports, dormer windows, porches, oil tanks 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 building at the same time as the dwelling or not)  Yes  No

If you have answered YES to any of the questions in this section you should use the table below 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 on the page provided at the back 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.

STRUCTURE	Minimum Distance From Dwelling	Length	Width	Height (Eaves/Flat Roof)	Height (Highest Point of Pitched Roof)

**SECTION FIVE** Means of enclosure – walls, fences and gates etc

If your proposal includes the erection of a wall, fence, gates 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 this 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** Containers Used for Domestic Heating Purposes (eg Oil Storage Tanks)

1 Please state the capacity of the container  (Litres)

1a Please provide dimensions including length, width and height (including base)

<b>Length</b>	<input type="text"/> m	<b>Width</b>	<input type="text"/> m	<b>Height</b>	<input type="text"/> m
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**SECTION SEVEN** Hard surface (i.e. footpath or driveway, vehicular access/drop kerb

1 Is it proposed to create or widen a vehicle access or dropped kerb?  Yes  No

2 If hard surfacing is proposed (including replacement or existing hard surfacing) please indicate

a) will the surface area be located between the wall forming principal elevation of the dwelling house and a highway?, and  Yes  No

b) will the surface area exceed 5 square metres?  Yes  No

Please provide details of surface material and means of surface drainage

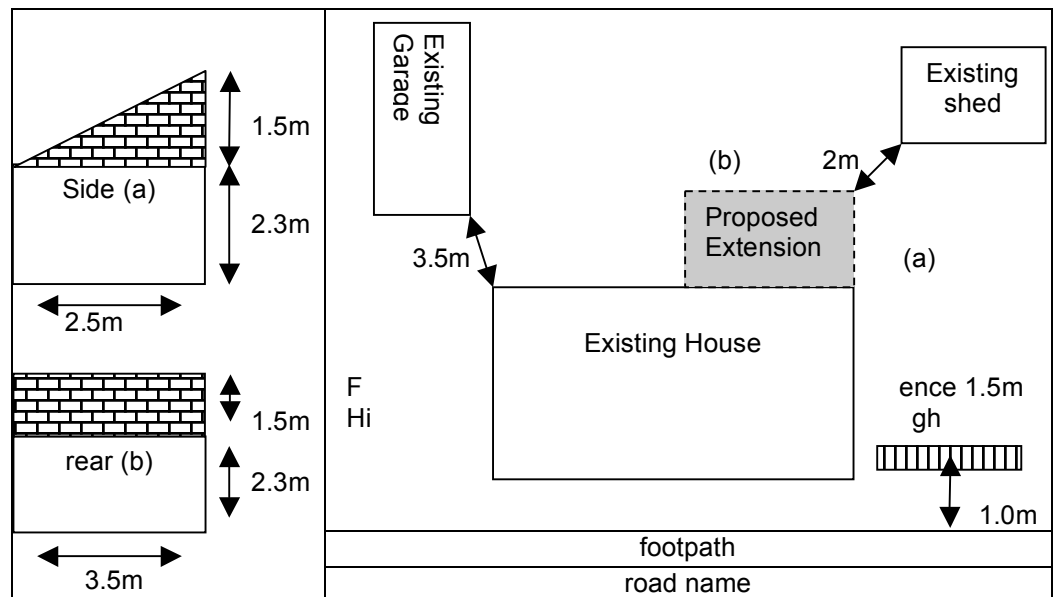
For Office Use	
DC Decision _____	BC Decision _____
Comments _____	Comments _____
Officer: _____ Date _____	Officer: _____ Date _____

## PLAN OF PROPOSALS

In the space below please draw a diagram of your proposals. It is not essential that it is to scale as long as it is 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 level should be indicated. Please use pen/ink.

### Example Sketch Plan

- 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.



# Householder and Minor Works Enquiry Form

## Guidance Notes

### Please read these notes before completing the form

In order that we can offer the correct advice it is essential that you answer all the relevant questions fully and accurately. Please read the notes below before completing the form.

• All applicants must complete:	<b>Section One</b>	
• If you wish to building an extension complete:	<b>Section Three</b>	<b>&amp; Property History</b>
• If you wish to build a porch complete:	<b>Section Two</b>	
• If you wish to erect a detached outbuilding (e.g. a garage, greenhouse or shed) within your curtilage complete:	<b>Section Three</b>	<b>&amp; Property History</b>
• If you wish to erect a wall or a fence or a gate complete:	<b>Section Five</b>	
• If you propose to convert your loft and/or insert windows in the roof complete:	<b>Section Four</b> <b>part</b> <b>Section Three</b>	<b>&amp; Property History</b>
• Container Used for Domestic Heating Purposes	<b>Section Six</b>	<b>&amp; Property History</b>
• Hard surface (ie footpath or driveway), vehicular access/drop kerb	<b>Section Seven</b>	<b>&amp; Property History</b>

**Please give all dimensions required on the form in metres or square metres**

**1** Questions in the **Property History** section must be answered Yes or No only. In the case of older properties it can sometime be difficult to know if any extension has been built since 1948 and if you are unsure you may be able to obtain guidance by:

- Looking for areas of the property which may be constructed in slightly different materials
- Comparing your property with others of the same type;
- Ask your neighbours (if they have lived in the area for longer than you);
- Seek guidance from a professional surveyor, architect or builder.

**2** Sometimes, where properties are outside village boundaries and are sited away from main roads or have a name rather than a number, it can be difficult for us to pinpoint a location from the address alone. If you think this may be the case with your enquiry, then please enclose a sketch or map clearly showing the location of your property in relation to well know landmarks (eg a main road or a church)

**3** The Council's reply will be based on the information you provide. If you alter the scheme then you will need to submit a revised form. If the information you provide is incorrect then the Council's reply is not valid, and you may breach the planning law if you carry out the work. You can expect a written reply within 10 workings days if all information provided is clear, precise and in full. It may take longer if it is necessary to request further information.

### CONVERSION TABLE

ft → m		ft → m		ft→ m		ft → m		ft→ m	
1ft	0.30m	4ft	1.22m	7ft	2.13m	10ft	3.05m	13ft	3.96m
2ft	0.60m	5ft	1.52m	8ft	2.44m	11ft	3.35m	14ft	4.27m
3ft	0.91m	6ft	1.83m	9ft	2.74m	12ft	3.66m	15ft	4.57m