



Planning & Building Control
**HOUSEHOLDER & MINOR WORKS
 ENQUIRY FORM**

Development Control
 Town Hall, Derby Road, Long Eaton NG10 1HU
 Tel: 0115 907 2240
 Fax: 0115 907 2267
 Email: planning@erewash.gov.uk
 Web: www.erewash.gov.uk

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, new walls & fences, removal of structural walls, and vehicular access and dropped kerbs etc.

Complete and return this form to us at the above address for our view on what approvals (if any) you must obtain before commencing work. If you have any problems completing this form please contact an officer on 0115 907 2240. For a formal determination of the need for planning permission you should make an application for a Lawful Development Certificate for a proposed use or development.

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.

Planning Permission

Building Regulations

Reference

Reference

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

1 Applicant	Name		
	Address		
	Postcode	Daytime Tel No.	
	E-mail	Fax No.	
	2 Agent (if any) to whom correspondence should be sent		
2 Agent (if any) to whom correspondence should be sent	Name		
	Address		
	Postcode	Daytime Tel No.	
	E-mail	Fax No.	
	3 Full address of property to be altered / extended		
4 What type of dwelling is the property?		Terraced/Semi-Detached/Detached/Other (Flat / Apartment / Bedsit) (Please delete as appropriate)	
5 Proposed Works (include all elements e.g. Insert window, remove structural wall, extension, garden shed etc.)			
6 Signed	<input type="text"/>	Name	<input type="text"/>
	On behalf of	<input type="text"/>	Date

Insert applicants name if signed by agent

NOTE When completing any part of this form dimensions must only be given in m or m²

SECTION TWO Porches

- 1** Will the floor area of the porch (measured **externally**) be **less** than 3sq. metres? Yes No
 Please state the **external** dimensions of the porch

Length	_____	m
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Width	_____	m
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- 2** Will all of the porch be less than 3m high when measured from ground level? Yes No
- 3** Will the porch be within 2m of a highway boundary (includes public footpaths) Yes No
- 4** Will the proposed porch be located on an existing entrance to the dwelling and is the entrance door to remain? Yes No
- 5** Will the glazing in windows within 800mm of floor level in doors and adjacent windows up to 1500mm high above floor level be to BS6206? Yes No

**SECTION THREE Extension / alterations to a dwelling or erection of an outbuilding
 This included conservatories, carports & covered ways**

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

- 1** Is the extension / proposal

Single-storey	<input type="checkbox"/>	Two-storey or First floor extension	<input type="checkbox"/>
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- 2** Where will the proposal be positioned on the property?

Front	<input type="checkbox"/>	Side	<input type="checkbox"/>	Rear	<input type="checkbox"/>
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If SIDE extension will the width be greater than half the width of the original house? Yes No
If REAR extension
 How far will the extension project from the rear wall of the ORIGINAL house?

Distance	_____	m
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 How far will the extension be from the rear boundary line?

Distance	_____	m
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- 3** Will the extension/proposal be within 2m of ANY boundary? Yes No
- 4** Will the extension/proposal result in more than half the residential curtilage (garden area) being covered by buildings? (excluding floor area of original dwelling) Yes No
- 5** Will the proposal be attached to your dwelling? Yes No
 If **NO** please specify the minimum distance of the building from the dwelling

Distance	_____	m
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- 6** What are the external dimensions of the proposed building / extension?

Length	_____	m
Width	_____	m
Height (if flat roof)	_____	m

Ridge height (if pitched roof)	_____	m
Eaves (if pitched roof)	_____	m

 (NB: Height is measured from ground level)
- 7** Has the property **previously** been extended? Yes No
If yes, please give dimensions

Length	_____	m
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Width	_____	m
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 Please show any previous extensions on plan on last page of this form
- 8** Will the proposal be closer to a highway or footpath boundary than the existing property? Yes No

9 What is the internal floor area?

Internal floor area	m
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10 Does the proposal involve any of the following?
 A veranda, balcony or raised platform Yes No
 Any form of cladding, i.e. Pebble dash / render Yes No
If yes, please provide details

11 Is a new chimney, flue or soil and vent pipe proposed? Yes No
If yes,
 Will its height exceed the highest part of the roof by 1m? Yes No
 Will it be installed on a roof slope fronting a highway? Yes No

12 Will your proposals involve any electrical installation or alterations to an existing electrical supply? Yes No
If yes, please provide details

13 Will any part of the building / extension be within 3m of a drain or public sewer? Yes No

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

Roof	
Walls	

15 If the proposal is for a **conservatory** or a **covered way** will the glazing to the walls and door be to BS6206? Yes No N/A

15b If the proposal is a **conservatory** does it form a separate room, i.e. will a door or window remain between the existing dwelling and conservatory? Yes No N/A

15c Will any window or door opening to the existing dwelling be created or made any wider? Yes No N/A

16 If the proposal is a **carport** will it be open on two or more sides? Yes No N/A

17 Is a container for the storage of oil or LPG for domestic heating purposes proposed? Yes No
If yes, what is the capacity of the container in litres?

litres

SECTION FOUR | Loft Conversions, Dormer Windows and Roof Lights

1 Is the proposal for a loft conversion? Yes No
 If YES will it include the installation of roof lights or dormer windows? (please x)

Roof lights		Dormers	
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2 Will any part of the proposal exceed the highest part of the existing roof? Yes No

3 Will the proposal be situated on any roof slope that fronts a highway? Yes No

4 Please provide:
 External dimensions of proposed roof addition
 External dimensions of and previous additions to the original roof

Length	Width	Height
m	m	m
m	m	m

- 5** Does the proposal involve any of the following?
 A veranda, balcony or raised platform Yes No
 Installation, alteration or replacement of a chimney, flue or soil and vent pipe? Yes No
If yes, please complete Question 11 in Section 3
- 6** Will the enlargement be within 20cm of the eaves of the existing dwelling? Yes No
 Please show on sketch plan

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

If your proposal includes the erection of a wall, fence, gate 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 the 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
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SECTION SIX Satellite Dishes and Antennas

- 1** Are there any satellite dishes and/or antennas currently present on the building? Yes No
If YES, Please give details of the diameter, depth and volume of each existing dish or antenna.

	Diameter	Depth	Volume
	m	m	m ³
	m	m	m ³
	m	m	m ³

- 2** Will the proposed satellite dish or antenna be located on a chimney stack? Yes No
- 2a** If yes, will the proposed dish or antenna protrude above the highest part of the chimney? Yes No
- 3** If the property has a chimney stack, will the dish or antenna protrude above the highest part of the chimney or 60cm whichever is the lower? Yes No
- 3a** If the property does not have a chimney stack, will the dish or antenna protrude above the highest part of the roof of the property? Yes No

- 4** Please give details of the diameter, depth and volume of the **proposed** dish or antenna.
- | | Diameter | Depth | Volume |
|--|----------|-------|----------------|
| | m | m | m ³ |

SECTION SEVEN Hard surface (i.e. footpath or driveway), vehicular access/dropped 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 of existing hard surfacing) please indicate**
- a) Will the surface area be located between the house and a highway?, and Yes No
- b) Will the surface area exceed 5 square metres? Yes No
- If yes to **both** a) and b) above please provide details of surface material and means of surface water drainage

SECTION EIGHT Installation of Energy Generating Equipment

1 SOLAR PANELS

Will the equipment be installed on the wall or roof of the existing dwelling or building within its curtilage? Yes No

1a If YES

Will the equipment protrude more than 200mm from the wall or roof plane? Yes No

Will the highest part of the equipment be higher than the highest point of the roof (excluding the chimney stack)? Yes No

Is the equipment positioned on a wall or roof slope on the front or side of the building that is visible from the highway? Yes No

1b If NO

How many stand alone solar units will there be?

Please give dimensions (Width, Depth, Height) of each unit

	Width	Depth	Height
	m	m	m
	m	m	m

How high will the **TOTAL** unit stand from ground level?

Will the equipment be visible from the highway? Yes No

Will the equipment be positioned within 5m of the boundary? Yes No

2 FLUE FOR A BIOMASS OR COMBINED HEAT AND POWER SYSTEM

Is the flue to be positioned on the dwelling? Yes No

Will the flue exceed the highest part of the roof by 1m or more? Yes No

Will the flue be on the front or side elevation and be visible from the highway? Yes No

3 INSTALLATION OF OTHER ENERGY GENERATING EQUIPMENT

Please specify

Please provide dimensions and siting

For Office Use

BUILDING REGULATION APPROVAL REQUIRED? *Please circle* YES NO

COMMENTS

Signed _____ Date _____

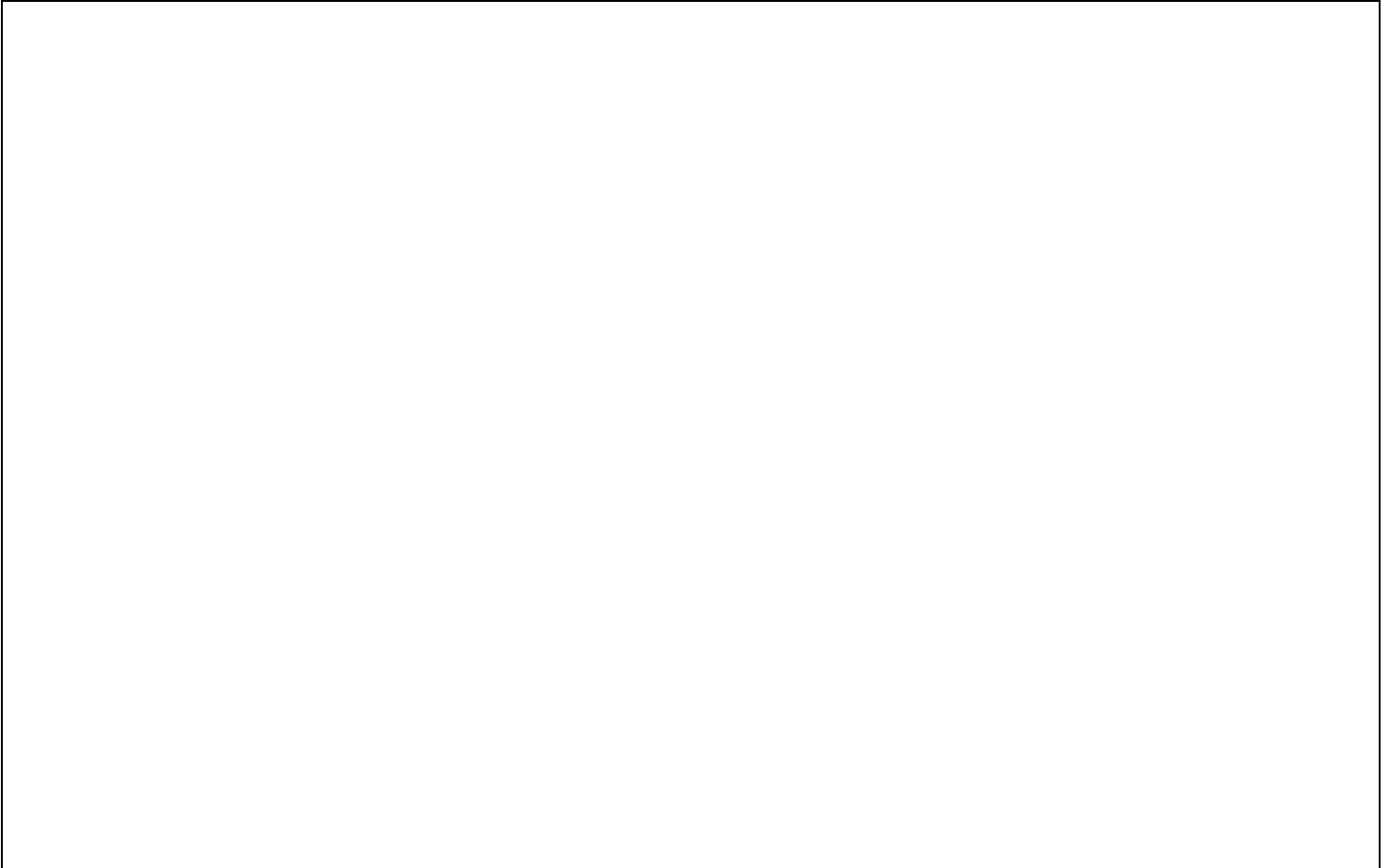
PLANNING PERMISSION REQUIRED? *Please circle* YES NO

COMMENTS

Signed _____ Date _____

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. If the ground is not flat it is important to show the difference in levels. Any proposed changes to the ground levels should be indicated. Please use pen/ink rather than pencil in order that the plan can be photocopied clearly.



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.

