



Do I need to submit an application? - Enquiry Form

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DISTRICT COUNCIL 01993 861420

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This form is for use by members of the public who wish to enquire whether work they wish to undertake require applications under the Building Regulations or the Town and Country Planning Acts. The information provided will be examined and the enquirer will be informed, in writing

Please note that in addition to the information you provide, a visit to the property is likely to be necessary before we can give you an answer. If any information you have provided is found to be inaccurate or incomplete, the council reserves the right to reconsider the need for permission, consent or approval.

Enquirer Name and Address		
Name:	Address:	
	Postcode:	
Tel No:	email:	Are you the owner, intended owner or Agent?:

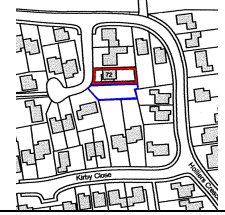
Site Address for proposal
Address:
Postcode:
Location description (if required)

What is the Existing Building (Please tick one)			
Detached?		Semi Detached	
Terraced?		a Flat?	
How many storeys does the existing building have?			

Description of the proposed work

Existing Building

To help us identify your property or the area of land about which you are enquiring, please provide a separate Site Plan showing the location of the property or land in relation to the road and surrounding properties.



If there have been any planning permissions or consents granted for the property that have not yet been implemented or built, please give the application number/s :

Is any building on the site Listed?	Yes	No	When was the existing dwelling or existing buildings built? :	Approx Year	

Existing Extensions

Have there been any extensions since the dwelling was built?
(Include any detached buildings, roof extensions, dormer windows, bay windows etc)

Yes No

If yes, please give a brief description with all external measurements:

Length		
Width		
Height		
Eaves Height		

New extensions / Additions / Outbuildings to your house and garden (Includes Conservatories, Balconies , Verandas, Decking, Sheds, Garages, Greenhouses, Carports etc)

What do you wish to build, construct or add? :	
Position (front, side, rear)	
Is the ground level or sloping?	
Maximum external measurements in metres	
External width (in metres)	(width)
External length in (in metres)	(depth, length)
External Height (in metres). Measurements should be taken:	
From ground (soil) level to eaves	(Height to eaves)
From ground (soil) level to ridge	(Height to ridge)
From ground (soil) level to top of a flat roof	(Height to top of flat roof)

Type of materials to be used? (including any cladding such as stone, artificial stone, pebble dash, render, timber etc)	
What will the proposal be used for?	
If you are laying Decking : Please provide height from ground (soil) level to raised surface	(Height)
If you are erecting an outbuilding, how far is it from any wall of the dwellinghouse?	(Distance)

Proposed Porch		
We need to know:		
The ground area of the porch measured externally (in metres)	(width)	(Depth/Length)
Its height from ground (soil) level to ridge/top (in metres)	(Height)	

Erecting a gate, wall or fence?		
We need to know:		
The proposed position of any new fence/gate or wall	(Please draw on plan)	
The proposed height (in metres)	(Height)	
If it replaces an existing fence/gate or wall, please give the height of the original fence/gate or wall	(Height of existing)	

Loft conversions / Dormer windows		
We need to know :		
The size of any proposed Dormer	(approx dimensions)	
Drawings to scale. These will help us calculate the volume of your proposal and will be helpful with other questions which need to be answered such as:	Please show with measurements on plan at the end of this form	
Will any part of the proposal be higher than the existing roofline?	Yes	No
Will the proposed addition face the highway?	Yes	No
Will any proposed windows be on a side elevation?	Yes	No
The exact measured location of any proposed rooflights and how far they protrude from the roofline.	Please show with measurements on plan at the end of this form	
If windows are to be placed on a side elevation, what height will the sill be from internal floor?	(Height)	

Vehicular Access (If required, please also complete 'Hardstanding' details at a later section)		
We need to know:		
Will the new access be on a 'Classified road'?	Yes	No
Will there be any retaining walls?	Yes	No

Satellite Dishes		
We need to know:		
What is the diameter of the dish?	Yes	No
Including the new dish, how many dishes will there be on the property?		
Will the dish be wall/ground mounted or attached to a roof or chimney?	Yes	No

Microwave antennae		
We need to know:		
How many antennae are proposed?	(Number proposed)	
Will there be any retaining walls?	Yes	No

Domestic Heating container (Oil tanks etc)		
We need to know:		
What will be stored in the container?	(Number proposed)	
What is the capacity of the container in litres?	Yes	No
Where will the container be sited?	Please show with measurements on plan at the end of this form	

Chimney, Flue or Soil Vent Pipe		
We need to know:		
How high will the highest part be?	(Height)	
Will it exceed the highest part of the roof?	Yes	No
If yes, by how much?	(Height)	
Will it be seen from any Highway?	Yes	No

Hardstandings		
Please provide a sketch to show the position of the hardstanding	Please show with measurements on plan at the end of this form	
Please provide maximum measurements of the area	Width	Depth/Length
What materials will be used in the construction of the hardstanding?	(Height)	
Is this a replacement of an existing hardstanding as a whole or in part?	Yes	No

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Installation of Domestic Microgeneration Equipment

If SOLAR equipment is to be installed on the roof, we need to know :		
The proposed position/location of the equipment	Please show with measurements on plan at the end of this form	
Would the equipment be visible from a Highway?	Yes	No
The thickness/depth of the solar equipment?		
Would the panel be located higher than the existing roof?	Yes	No

Installation of Domestic Microgeneration Equipment (part 2)

If SOLAR equipment is to be 'stand alone', we need to know :		
How many 'stand alone' solar units do you propose?	(number of units)	
Please provide the maximum height at which any of the units will be placed?	(Max. Height)	
How far from any property boundary will they be placed?	(metres)	
What is the surface area of each unit?	(Area)	
Is the proposal for a ground source heat pump?		
Is the proposal for a water source heat pump?		
Is the proposal for a biomass heating system?		
Is the proposal for a combined heat and power system?		

IMPORTANT INFORMATION – DO I NEED BUILDING REGULATIONS APPROVAL?

The following questions relate to the need or otherwise for Building Regulations Approval. The questions asked specifically relate to Building Regulations and may be similar to those already completed on this form. However, it will help us deal with your enquiry more speedily if you answer them

Exempt Domestic Buildings

The following buildings and extensions may be erected without obtaining Building Regulations Approval:

Greenhouse or Conservatory – A Greenhouse or Conservatory built at ground level with a floor area of not more than 30m² provided that glazing at low level or in doors and side windows, must be carried out in safety glass as recommended by the manufacturer or supplier.

(A Conservatory or Porch must be separated from the main building by suitable doors, windows or walls. Normally a porch should only cover an external door and not windows of rooms).

Small detached building	- A small detached single storey buildings such as garages, sheds and greenhouses which contain no sleeping accommodation and which are: a) not more than 30m ² in floor area and built of substantially non-combustible materials if the building is less than 1m from the boundary, or b) not more than 15m ² in floor area
Carport	- A carport open on at least 2 sides, the floor area of which does not exceed 30m ²

Small Detached Building		
Are you erecting a small detached building? (i.e. detached private garages, domestic greenhouses, garden sheds, carports, etc less than 30m ²)	Yes	No
Floor area (m ²)	(m ²)	
What will the distance be from the building to the nearest boundary of the property?	(Distance in metres)	
Is there any sleeping accommodation in the building?	Yes	No
Is it to be constructed of non-combustible materials?	Yes	No

What type of extension?		
Conservatory / Greenhouse?		
Floor area (m ²)	(m ²)	
Has the extension a translucent roof?	Yes	No
Is the glazing safety glass?	Yes	No
Are the walls mainly glass or plastic material?	Yes	No
Is the building separated from the house by an external quality door or windows or walls?	Yes	No
Porch?		
Floor area (m ²)	(m ²)	
Does the porch cover a window or flue outlet?	Yes	No
Is the porch separated form the house by an external quality door?	Yes	No
Has the dwelling a ramped/stepped or level access/threshold?	Yes	No
If yes, will this remain?	Yes	No
Carport?		
Floor area (m ²)	(m ²)	

Other Alterations

Are any other alterations proposed for the existing dwelling? (i.e. Replacement windows/doors, re-roofing, central heating systems, structural openings)	Yes	No
If yes, please give details:		
Will there be any demolition of walls/buildings?	Yes	No
If yes, please give a brief description: Floor area (m ²) – Height of Building (m) -		
Are you carrying out any electrical work? (i.e. new or extended circuits in a kitchen, bathroom, conservatory, garage, shed)	Yes	No
If yes, please give details:		
Will the proposed building contain any toilet accommodation?	Yes	No

Example Sketch Plan

