

Office use

Case I.D.: -

Received: -

Do I need Planning Permission?

Householder Enquiry Form



Complete if you require advice on whether planning permission is required for extensions, outbuildings, or other alterations to your home (please note Craven District Council does not have responsibility for Planning within the Yorkshire Dales National Park). Complete using block capitals and black ink. We will endeavour respond within 10 working days. Verbal advice on the need for planning permission is not provided.

A fee is payable of £31.50 on submission of this form. Payment should be made by cheque (payable to 'Craven District Council') or electronically via 'Online payments' at www.cravencd.gov.uk. Cash payments cannot be accepted. Completed requests should be delivered to **Planning Services, Craven District Council, 1 Belle Vue Square, Broughton Road, SKIPTON, North Yorkshire, BD23 1FJ**, or emailed to planning@cravencd.gov.uk - Tel: 01756 700600

Why complete this form?

Establishing whether planning permission is required for a proposed development can be complex. Planning Legislation ordinarily allows homeowners to carry out certain development without planning permission (this is referred to as 'permitted development'). However, there are lots of different criteria to check to establish whether permission is required or not and the Planning Service can undertake this check for you.

If you do not wish to use this service there are a variety of free sources of advice available to help establish whether planning permission is required. In particular, the Planning Portal is the national governments gateway to planning information and includes an interactive house that can be used to help establish whether planning permission is required (<http://www.planningportal.gov.uk/>)

1. Contact Name and Address.

Title:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address & Postcode:	<input type="text"/>				
Telephone:	<input type="text"/>	Email Address:	<input type="text"/>		

2. Address of proposed works (if different to contact address).

Address & Postcode:	<input type="text"/>
---------------------	----------------------

3. The existing dwelling.

i. Type of dwelling:	Detached: <input type="checkbox"/>	Semi-detached: <input type="checkbox"/>	Terraced: <input type="checkbox"/>
	Other (specify): <input type="checkbox"/>		
ii. Is your property a Listed Building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
iii. Are there any outstanding planning permissions relating to the property that have not yet been implemented? If yes provide the application reference number and indicated if it is 'not yet started' or 'started, but not completed'.			

(Continue on a separate sheet if necessary)

iv. Are there any existing previous extensions to the original dwelling?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes complete section 3 vi. below.
v. Are there any existing outbuildings within the garden area?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes complete section 3 vi. below.
vi. If the answer to 3iv or 3v is yes provide a brief description of each of the existing extension(s) or outbuilding(s) and give the year erected (use an approximate date if not know). Ensure that all existing extensions and outbuildings are marked on your sketch plan. (Continue on a separate sheet if necessary)	

4. The proposed development.

i. Description of the proposal (E.g. Two storey rear extension and installation of solar panels on front south elevation of existing house).	
ii. What materials will be used for the external finish of the proposed development? (e.g. Natural coursed stone to the walls and slate to the roof). (Continue on a separate sheet if necessary).	
iii. Will materials be used to match the existing dwelling?	Yes <input type="checkbox"/> No <input type="checkbox"/>
iv. Is any development to take place outside the boundary to your lawful garden area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
v. Is the development taking place closer to a highway than the original house?	Yes <input type="checkbox"/> No <input type="checkbox"/>
vi. Does the development include a new or wider vehicular access onto highway?	Yes <input type="checkbox"/> No <input type="checkbox"/>
vii. Is a new hard surfaced proposed, or to be replaced, that is over 5 square metres in size on land between the front of the dwelling and the public highway? If yes, will the hard surface be made of porous materials or provision made to direct run off water to a permeable area to soakaway within the garden?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Important information about the advice you will receive?

The advice you will receive is an informal officer view on the need for planning permission. It will be based on the information and sketches that you provide, and other information available to the officer. Please note the advice is an opinion only it is not a formal binding decision of the Local Planning Authority. Should the development not be completed as specified in this submission then the advice given on the need for planning permission may no longer be applicable.

A formal binding decision on the need for permission can be obtained by applying for a 'Lawful Development Certificate' for a proposed use. These require accurate existing and proposed elevations and floor plans and other detailed information. Further information on how to submit an application for a Certificate of Lawful Development is available at www.cravenc.gov.uk.

Declaration

I have read and understood the above information about the advice that I will receive. I also understand that after submitting my enquiry and fee, should Planning Services require further information or clarification from me about a proposal that it is my responsibility to supply it and no refund will be given if I fail to supply the information requested.

Signed:

Date:

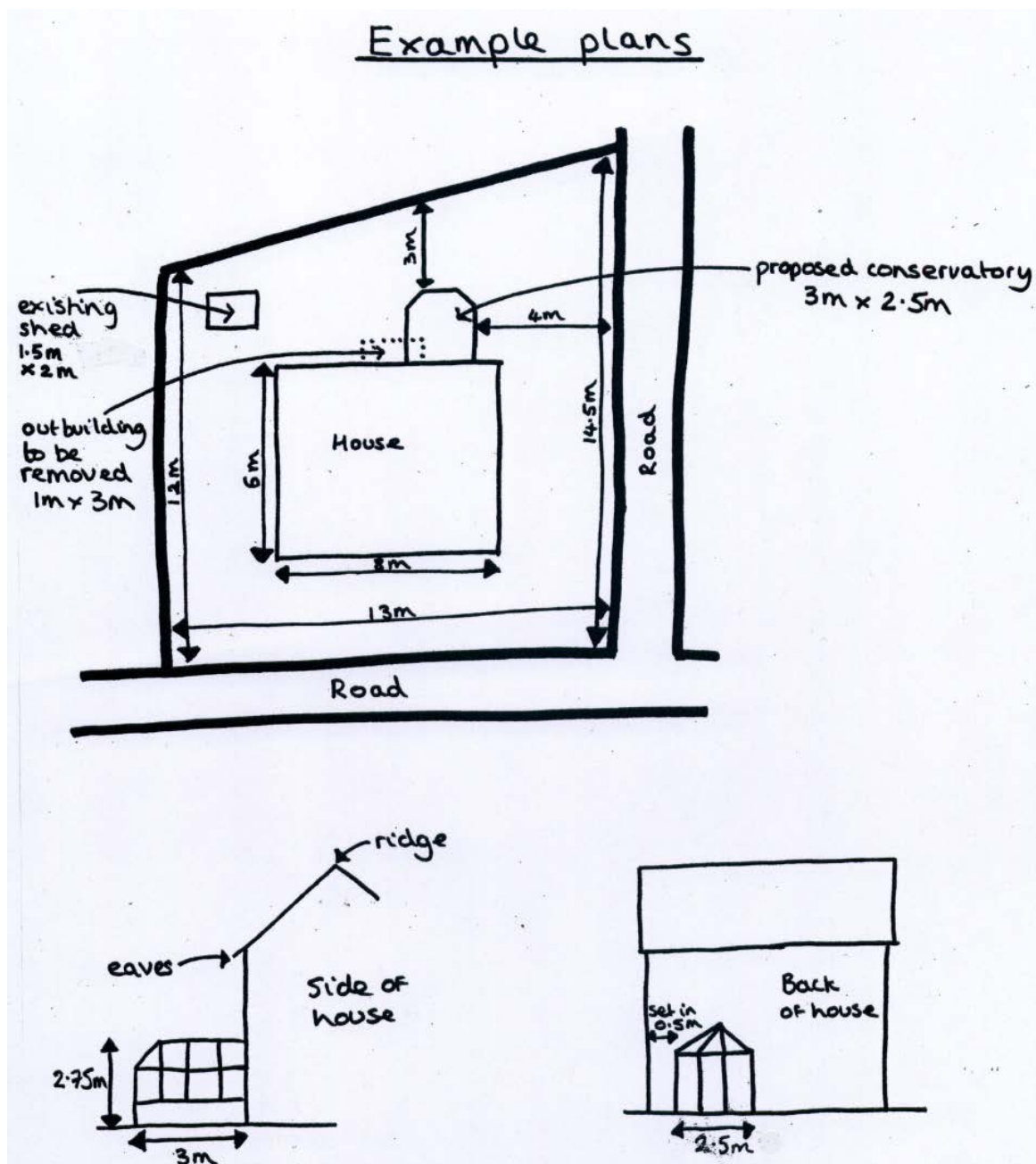
5. Sketch of the proposed development.

Checklist for Sketch of the proposed development.

The sketch that you draw will be used to establish whether planning permission is required, and it must include the following information:

- All dimensions specified in metric.
- Sketch floor plan that gives external dimensions of the original house, any existing extensions, and clearly indicates the position and size of the proposed development.
- Sketch block plan that gives external dimensions of the house and garden, any outbuildings within it, and the distances of the proposed development from the boundary. The plan should also indicate any roads or public rights of way that adjoin the property and indicate which is the front of the house.
- Sketch of all elevations (e.g. the available views from the sides, rear or front) of the proposed development. The elevations need to state the height of the proposed development and where attached to an existing house indicate the height in relation to the house.
- Any other alterations to the existing dwelling are indicated on the sketch plans or described.

Tick



Your Sketch (attach separately if preferred)

If you require this document in an alternative format or language please contact us.