

Office use

Case I.D.: -

Received: -

## Do I need Planning Permission?

### General Enquiry Form

(for extensions, outbuildings, or other alterations to dwellings use the Householder Enquiry Form).



**Complete if you require advice on whether planning permission is required for a proposed development (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](http://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](mailto:planning@cravencd.gov.uk) - Tel: 01756 700600

### **Why complete this form?**

Establishing whether planning permission is required for a proposed development can be complex. For example, Planning Legislation allows certain development to be undertaken without planning permission (this is referred to as 'permitted development'). 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 helpful advice 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"/>
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### **3. Existing permissions.**

- i. 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)

#### 4. The proposed development.

- i. Description of the proposal (E.g. Rear extension to existing commercial premises, or installation of roller shutters to front elevation).
- 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).

#### 5. Plans of the proposed development.

Attach to this form plan drawings of the proposed development and a site location plan. Plans for proposed changes of use of land and buildings (i.e. where no physical development is proposed) will need to explain the existing use and proposed use of land and buildings. For change of use proposals it may not be necessary to provide all of the information below providing the details are sufficiently clear.

##### **Checklist for plans of the proposed development.**

Plans drawn to a recognised metric scale will help the Council to provide you with the most accurate response. However sketches will be accepted providing the following information is provided:

- All dimensions specified in metric.
- Floor plans that provide external dimensions of both the proposal and any existing development.
- Block plan that clearly indicates the position and size of the proposed development, any existing development, 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.
- Elevations (e.g. the available views from the sides, rear or front) of the proposed development including stated dimensions.

Tick

#### 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 usually require accurate existing and proposed elevations and floor plans and other detailed information. Further information on how to submit a Certificate of Lawful Development application is available at [www.cravendc.gov.uk](http://www.cravendc.gov.uk).

Should Planning Services require further information or clarification it is your responsibility to supply it and no refund will be given if the requested information is not forthcoming. Very occasionally, after assessing the information provided, it may not be possible to provide an informal view on the need for planning permission and an application for a Certificate of Lawful Development will be requested. As work will have already been undertaken the fee paid will not be refunded, but a response will be provided to explain the detailed information necessary to accompany the Certificate of Lawful Development application to allow a formal decision to be reached.

#### Declaration

I have read and understood the above information about the advice that I will receive.

Signed:

Date:

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