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Transaction reference no.

Payment Code: 9230

Domestic development enquiry form No.1

Additions to dwellings



Please read the accompanying guidance notes before completing this form
Please note a fee of £45 is payable for this service

1. Would the development involve the construction of, or an addition to, an outbuilding which is wholly detached from the existing dwellinghouse? Yes No

If the answer to question 1 was YES you have the wrong form and need to complete - Domestic Development Enquiry Form 2 – Garden Structures.

2. Name _____

3. Home _____ Mobile No _____

4. Email _____

5. Address of Proposed Development: _____

Postcode _____

6. Your address: (only if different from Proposed Development:) _____

Postcode _____

7. Please identify the type of dwelling to which this enquiry relates by ticking the appropriate box

- Detached Semi Terraced Flat * Masonette * Static caravan / Mobile homes *
 Barn (or other) conversion * **Please refer to note 17**

8.. Please provide a brief description of the proposed development below

9. Please tick 5 the appropriate box below

If your enquiry concerns more than 1 proposal you must complete a separate form for each

Extension (including conservatories)

Please go to question 10

Porch (including porch canopies)

Please answer questions 32 & 33

Roof alteration

(including dormer windows) and section 3

Please answer questions 29-32

Installation, replacement or alteration

Of a chimney, flue, or soil and vent pipe

Please go to question 38

Solar panels

Please go to question 42

Balcony / verandah

See note 20

10. Would the development be erected within the principal domestic enclosure within which the dwelling stands?

Yes No

If the answer to question 10 was NO, please see note 10

Section 1 – EXTENSIONS

11. Please state the intended function of the development (e.g: bedroom)

12. Has the dwelling been extended in the past? (although you may not have added an extension, a previous owner may have done so, in which case, tick YES.)

Yes No

If the answer to question 12 was YES, please complete the table below

	DESCRIPTION of Extension	External LENGTH	External WIDTH	HEIGHT TO RIDGE or highest point of roof	HEIGHT TO EAVES or lowest point of roof
A					
B					
C					
D					

13. Are there any existing outbuildings within the curtilage of the existing dwelling?

Yes No

If the answer to question 13 was YES, please complete the table below

	DESCRIPTION of Outbuilding / Garden Structure	External LENGTH	External WIDTH	HEIGHT TO RIDGE or highest point of roof	HEIGHT TO EAVES or lowest point of roof
A					
B					
C					
D					

14. Do you intend to erect any other outbuildings or extensions before building the extension described at Q10?

Yes No

If the answer to question 14 was YES, please refer to note 19

15. Would the development be attached to a previous extension to the original dwellinghouse which was built after 1st July 1948?

Yes No

16. Would any part of the proposed development extend beyond a wall of the original dwellinghouse which fronts a highway?

Yes No

If the answer to question 16 was YES, please go to question 19

17. Would the development extend beyond a wall which forms the side elevation of the original dwellinghouse?

Yes No

If the answer to question 17 was NO, please go to question 18

18. Please state in metres the width of the original dwellinghouse
(Please refer to the Explanation of Terms before answering this question)

19. Upon completion, would the enlarged part of the dwellinghouse have more than one storey?
(If you intend to board out the roof space, create an access to it [other than via a ceiling hatch] and insert an opening in a wall or roof to light this space, tick YES)

Yes NO

If the answer to question 19 was NO, please go to question 20

20. Would the angle of roof pitch of the enlarged part of the dwellinghouse be the same as the angle of roof pitch of the original dwellinghouse?

Yes No

21. Would the development extend beyond a wall which forms the principal elevation of the original dwellinghouse?

Yes No

If the answer to question 21 was YES, please go to question 24

22. Would the development extend beyond a wall which forms the rear elevation of the original dwellinghouse? Yes No
If the answer to question 22 was NO, please go to question 24
23. Please state the distance in metres between the external wall of the extension and the opposing boundary Yes No
24. Would the proposed development come within 2 metres of any boundary of the curtilage? Yes No
25. Would the development involve the insertion of a window in a wall or roofslope forming the side elevation of the dwellinghouse? Yes No
 (If this work has already been undertaken in preparation for the proposed **development** tick YES)
26. Would the proposal involve the movement of earth on a sloping site to create a level surface upon which the development would be built? Yes No
 (If preparatory ground works to alter the original levels of a sloping site have already been undertaken in preparation for the proposed development answer YES)
If the answer to question 26 was NO, please go to question 28
27. Would the proposal require the erection of a retaining wall or similar structure Yes No
28. Would the height of the eaves of the development exceed the height of the eaves of the existing dwellinghouse? Yes No
29. Would the proposed development exceed the height of the highest part of the roof of the existing dwellinghouse? Yes No
30. Beyond which wall(s) or roofslope(s) would the extension project?
 Principal Elevation (Front) Side Rear
31. Would the materials used in any exterior work differ in type, size, colour and texture from those facing the exterior of the existing dwelling? Yes No
If the answer to question 31 was YES, please provide details in the box below

32. Please state the dimensions of the proposed **development** below
 ALL measurements must be stated accurately in METRES and based on EXTERNAL dimensions)
(Please refer to the Explanation of Terms before completing this question)

LENGTH	<input type="text"/>	Metres	WIDTH	<input type="text"/>	Metres
HEIGHT to RIDGE (or highest point of roof)	<input type="text"/>	Metres	HEIGHT to EAVES (or lowest point of roof)	<input type="text"/>	Metres

Section 2 - PORCHES

Please complete this section ONLY if you are proposing to add a porch to an external door

33. Would any part of the structure be within 2 metres of any boundary of the curtilage of the dwellinghouse with a highway? Yes No

Section 3 - ROOF ALTERATIONS

Please complete the following section overleaf **ONLY** if you are proposing an addition to the roof of DOMESTIC DEVELOPMENT ENQUIRY FORM No.1 Additions to Dwellings PAGE 3 of 4
 16-04-2013 the dwellinghouse

34. Would the works involve the installation of a rooflight? Yes No
35. Would the proposed alteration protrude more than 150mm beyond the plane of the slope of the original roof? Yes No
36. Would the addition or alteration to the roof of the existing dwellinghouse result in works extending beyond the external surface of any existing roof slope which forms the **principal elevation** of the dwellinghouse and fronts a **highway**? Yes No

37. Have there been any previous additions to the roof? (although you may not have added an addition to the roof, a previous owner may have done so, in which case, tick YES.) Yes No

If the answer to question 37 was YES, please complete the following table, describing each previous addition separately. If the answer was No please go to Section 6.

(It would assist us if you could cross reference your answer to a photograph or sketch)

	DESCRIPTION of Outbuilding / Garden Structure	External LENGTH	External WIDTH	HEIGHT TO RIDGE or highest point of roof	HEIGHT TO EAVES or lowest point of roof (unless proposed addition would have a flat roof)
A					
B					
C					
D					

Section 4 - Chimney, flue soil or vent pipes

Please tick 5 the appropriate boxes below

38. The proposed works would involve the

installation replacement or alteration of a chimney flue or soil and vent pipe

39. As a result of the proposed works, would the height of the chimney, flue or soil and vent pipe exceed the highest part of the roof by 1 metre or more?

Yes No

40. Would the chimney, flue or soil and vent pipe be installed on a wall or roof slope which fronts a highway?

Yes No

If the answer to question 40 was NO, please go to Section 6

41. Would the chimney, flue or soil and vent pipe be installed on a wall or roof slope which forms either the principal elevation or side elevation of the dwellinghouse?

Yes No

Section 5 - Solar panel

(Photo voltaics or Solar Thermal Equipment)

42. Would the solar panel protrude more than 200mm beyond the plane of the slope of the original roof?

Yes No

43. Would the solar panel be higher than the highest part of the existing roof?

Yes No

Section 6

Declaration - By signing this form, I confirm that to the best of my knowledge the answers I have given are correct I understand that any advice I receive in response to this enquiry will only constitute an officer opinion which is not legally binding upon the Local Planning Authority.

Signed

Date

Please include: **£45.00 Fee. Location plan** clearly outlining in the site in red to ensure we are responding on the correct site. **Sketch plan** (a birds eye view) showing position of development relative to the existing dwelling, boundaries and any highway(s). In the case of additions to a roof, photographs of each existing roof slope should be provided. Please post your completed form (together with any fee, plans, photographs or other relevant information, etc) to : **The Development Control Team, Planning Services, Malvern Hills District Council, The Council House, Avenue Road, Malvern, WR14 3AF.**

We will endeavour to respond to your enquiry within 10 working days

Guidance notes

For completing

Domestic development enquiry form

No.1 additions to dwellings

Please retain this page for your reference

1. Please complete the attached form if you want an opinion whether planning permission is required for an ADDITION to a dwellinghouse including an extension, porch, roof alteration, chimney, flue, soil and vent pipe, solar panel.
2. There is now a £45 (flat rate) charge for this service. If your enquiry concerns more than one development proposal you must complete a separate form for each. To pay the fee (by credit or Debit card) please call the Worcestershire Hub on 01684 862151. Please write the transaction reference number (if known) in the right hand box at the top of the first page of your completed form.
3. You should be aware that the response you will receive to this enquiry will not constitute a formal determination under Section 192 of the Town and Country Planning Act 1990 (As amended). This means that the response to this enquiry will only constitute an officer opinion which is not legally binding upon the Local Planning Authority. If you require such a legal determination, you should apply for a Certificate of Lawfulness of Proposed Development. There is a fee for making such an application and the appropriate forms and fee details are available to download from our website www.malvern hills.gov.uk or from the Customer Service Centre based in Malvern Library, Graham Road, Malvern – 01684 862151.
4. With regard to domestic development, the requirement for planning permission is determined by a number of factors including –
 - x The position of the proposed development relative to the existing dwelling, boundaries of its domestic curtilage and highway;
 - x Its external dimensions;
 - x The cumulative area covered by pre-existing extensions and outbuildings within the garden of the property, even if they were built at the same time as the original dwelling;
 - x Whether permitted development rights have been removed by a condition on a previous planning permission or by a local Direction;
 - x If the property is situated within a designated Conservation Area or an Area of Outstanding Natural Beauty, this may also have a bearing upon whether or not planning permission is required.
5. The merits of the proposal do not determine the need for planning permission. The merits of the proposal are only relevant if it is determined that planning permission is required.
6. If you receive confirmation that planning permission is required, this should not be taken as a view on the acceptability of the proposal. A non binding opinion on the planning merits of your proposal can be provided for a further payment of £45.
7. If your enquiry concerns more than one proposal, please complete a separate form for each. Further copies of this form can be downloaded from our website www.malvern hills.gov.uk or obtained from our Customer Service Centre, based at Malvern Library, Graham Road, Malvern.
8. If the proposed development involves works to trees, or their removal, please contact the Council's Landscape Officer on 01684 862407 for advice before proceeding with any works.
9. If you receive a response offering an opinion that planning permission is not required for the proposed development, this does not remove the requirement to obtain the permission of the Local Planning Authority where such works would affect trees which are the subject of a Tree Preservation Order or which enjoy the same protection in law by reason of being located within a designated Conservation Area. If in doubt, please contact 01684 862407.
10. If the proposed development lies outside the curtilage of the dwellinghouse (in whole or in part) you will require planning permission for a change of use of the land in addition to permission for the development proposed. Guidance Notes for completing Domestic Development Enquiry Form No.1 – Additions to Dwellings 16-04—2013
11. Please note that your accurate completion of this form will have a bearing upon the opinion regarding the need for planning permission provided by the planning officer. Accordingly, where you are asked to provide dimensions or verify distances, please ensure these are accurate and not guesstimates. Unless advised otherwise, please answer the questions in the order they appear on the form.

12. In order to assist you, the terms highlighted in bold italic text on the form, are explained overleaf. If you need further assistance please call 01684 862151 and ask to speak to the Duty Planning Officer.
13. The development may require approval under Building Regulations legislation regardless of whether or not Planning Permission is required. Please check with the South Worcestershire Building Control Team on 01684 862223 or by e-mail to building.control@malvernhills.gov.uk before proceeding. The development may also require the consent of other individuals or organisations regardless of whether or not planning permission is required. If you do not own the property upon which you intend to undertake the proposed development, (in whole or in part) it is your responsibility to notify the owner and you will require their permission before you proceed. Even if you own the property, you should check your deeds for any restrictive covenants imposed on the property which may still be in force.
14. The regulations which determine the need for planning permission can change over time and you should always obtain up to date advice. Similarly, the advice contained in any response to your enquiry is based upon the circumstances which exist at that moment in time.
15. If the dwelling is a listed building, in its own right or a curtilage listed building, you will require planning permission for the erection of an outbuilding, regardless of whether or not listed building consent is also required.
16. If the building is listed in its own right or a curtilage listed building, you will require Listed Building Consent, regardless of whether or not planning permission is also required.
17. There are Nopermitted development rights to extend flats, maisonettes or static caravans / mobile homes, therefore any extensions to these types of residential accommodation will require planning permission. Other alterations, to flats and maisonettes (such as replacement windows) may also require planning permission.
18. Free advice on the requirement for planning permission is available at: www.planningportal.gov.uk/england/public/tools/house/ and in the booklet entitled Permitted Development for Householders – Technical Guidance - which is free to download in PDF format via the following link [http:// www.planningportal.gov.uk/uploads/100806_PDforhouseholders_TechnicalGuidance.pdf](http://www.planningportal.gov.uk/uploads/100806_PDforhouseholders_TechnicalGuidance.pdf)
19. If you proceed to erect any other outbuildings or extensions before building the extension described at Q9 on the attached form, this could affect the need for planning permission and you should advise us accordingly.
20. Balconies and verandahs will always require planning permission. Please include a sketch plan (a birds eye view) showing the position of the development relative to the existing dwelling, boundaries and any highway(s). In the case of additions to a roof, photographs of each existing roof slope should be provided. Please post your completed form (together with any plans, photographs or other relevant information, etc) to : The Development Control Team, Planning Services, Malvern Hills District Council, The Council House, Avenue Road, Malvern, WR14 3AF We will endeavour to respond to your enquiry within 10 working days

Please include a sketch plan (a birds eye view) showing the position of the development relative to the existing dwelling, boundaries and any highway(s). In the case of additions to a roof, photographs of each existing roof slope should be provided.

Please post your completed form (together with any plans, photographs or other relevant information, etc) to:

**The Development Control Team, Planning Services, Malvern Hills District Council,
The Council House, Avenue Road, Malvern, WR14 3AF
We will endeavour to respond to your enquiry within 10 working days**

Explanation of terms used in form 1

These are not statutory definitions and should not be treated as such

LENGTH - In the case of an extension to a dwelling, the external measurement taken from the point at which the extension is attached to the external wall or roof of the dwelling to the furthest extremity of that extension from that point.

WIDTH - In the case of an extension to a dwelling, the external measurement taken from one side of the extension to the other. In the case of an original dwelling, which is a semi detached or terraced property; the distance from the middle of the party wall to the external face of the opposing wall. In the case of a detached property, usually the distance across the principal elevation of the original dwellinghouse.

FRONT - The side that is forward or prominent, usually the wall of the dwelling which fronts a highway. In the case of dwellings on corner plots with two road frontages, the elevation usually containing the front door.

SIDE - In the case of a dwelling in a row of other properties fronting a highway, the walls which face the neighbouring properties to either side.

REAR - Usually the wall of the dwelling which lies on the opposite side to that facing the highway and usually opening out onto the private rear garden.

ORIGINAL DWELLINGHOUSE - The house as it was first built, or for a dwelling built before 1st July 1948, as it stood on that date.

CURTILAGE - The original principal domestic enclosure within which the dwelling stands, excluding adjoining parcels of land, irrespective of whether or not they are in the same ownership. **HIGHWAY** - Includes a carriageway, foot-way, public footpath or any way over which the public have the right to pass or re-pass.

GROUND LEVEL - The level of the ground immediately next to the proposed development.

HEIGHT - Is the height measured from **GROUND LEVEL**

DEVELOPMENT - For the purposes of this form, any extension, outbuilding, roof addition or other structure, irrespective of the materials or method used in its construction.

TERRACED DWELLING - A dwellinghouse situated in a row of three or more dwellinghouses, used or designed for use as a single dwelling, where – it shares a party wall with, or has a main wall adjoining the main wall of the dwellinghouse on either side, or if it is at the end of a row, it shares a party wall with or has a main wall adjoining the main wall of a dwellinghouse attached to it.

EAVES - The overhang at the lower edge of a roof; the underside of a roof that extends beyond the external walls of a building; the lowest edge of a sloping roof.

PRINCIPAL ELEVATION - In most cases the principal elevation will be that part of the dwellinghouse which faces (directly or at an angle) the main highway serving the house (the main highway will be the one that sets the postcode for the dwellinghouse concerned) It will usually contain the main architectural features such as main bay windows or a porch serving the main entrance to the dwellinghouse. In the case of dwellings on corner plots with two road frontages, the elevation usually containing the front door.

VERANDA - A verandah or veranda is a roofed opened gallery. It is also described as an open pillared gallery, generally roofed, built around a central structure. It is usually partly enclosed by a railing and frequently extends across the front and sides of the structure along the outside of a building.

BALCONY - a platform projecting from the wall of a building and surrounded by a balustrade or railing or parapet An outdoor space that protrudes from a building

HABITABLE ROOM – A room used principally for habitation such as a lounge or bedroom but not including a bathroom.

If you require this document in large print, Braille, on tape, or in a language other than English, please call the Customer Contact Centre on 01684 862151

اگر آپ یہ جانکاری کسی اور شکل میں چاہتے ہیں تو براہ کرم مرکز برائے خدمت خریداران [Customer Service Centre] سے 01684 862151 پر رابطہ قائم کریں

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Niniejsze informacje w innej postaci, zamówić można w Centrum Obsługi Klientów [Customer S C] pod nr tel. 01684 862151

This document is also available in large print upon request