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Transaction reference no.

Payment Code: 9230

Domestic development enquiry form No.2 Garden Structures



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

1. Is your property a listed building? Yes No
(If yes, if the garden structure is within the curtilage of a listed building, planning permission would be required)

**If the answer to question 1 was YES you have the wrong form and need to complete -
Domestic Development Enquiry Form 1 – Additions to Dwellings.**

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 16**

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

9. Would the development be constructed within the principal domestic enclosure within which the dwelling stands? Yes No

If the answer to question 9 was NO, please see note 10

10. Please tick 5 the appropriate box below

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

- | | |
|---|---|
| Detached outbuildings | <input type="checkbox"/> Please go to question 11 |
| Enclosures or pools | <input type="checkbox"/> Please go to question 11 |
| Oil or lpg container for domestic heating | <input type="checkbox"/> Please go to question 11 |
| Raised platforms / decking | <input type="checkbox"/> Please go to question 26 |
| Walls, fences & other means of enclosure | <input type="checkbox"/> Please go to question 28 |
| Hard surfaces | <input type="checkbox"/> Please go to question 31 |

11. 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 11 was NO, please go to question 13

12. Would the proposal require the erection of a retaining wall or similar structure? Yes

13. Please state the intended function of the development (eg: garage) 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

Outbuildings

15. Would the building have a dual pitched roof? Yes No

16. Upon completion, would the building 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

17. Would any part of the **development** be situated on land forward of a wall forming the principal elevation of the **original dwellinghouse**?

18. Would any part of the **development** be situated on land between a wall forming a side elevation of the dwellinghouse and the boundary of the **curtilage**? Yes No

19. Would the proposed development come within 2 metres (6ft 7in) of the boundary of the **curtilage**? Yes No

20. Are there any existing free standing structures within the curtilage of the dwelling?
If the answer to question 20 was YES, please complete the table below Yes No

	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	More than 20 metres from dwelling	
						Yes	No
A							
B							
C							
D							

21. Would the proposed development be situated more than 20 metres from the nearest wall of the dwellinghouse? Yes No

22. 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.
If the answer to question 22 was YES, please complete the table below Yes No

	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					

23. Do you intend to erect any other outbuildings or extensions before building the extension described at Q10 Yes No

If the answer to question 23 was YES, please go to question 19

24. Would the development involve the siting of an container used for domestic heating purposes for the storage of oil or liquid petroleum gas (LPG)? Yes No

If the answer to question 24 was NO, please go to Page 4 of this form

25. Would the capacity of the container exceed 3500 litres? Yes No

Raised platforms / decking

26. Would the development involve the construction or provision of a deck / raised platform? Yes NO

27. Would the platform exceed 300mm (1ft) in height at any point when measured from the existing ground level? Yes No

Please go to Page 4 of this form

Walls, gates fences and other means of enclosure

28. Would the gate, fence, or wall enclose land between the dwelling and a public highway used by vehicular traffic exceed 1 metre above ground level measured at any point? Yes No

29. Is there an existing intervening feature such as a hedge between the proposed fence and Public highway which would be retained after the gate, fence or wall Yes No

30. Would the height of any gate, fence, wall or other means of enclosure erected or constructed exceed two metres above ground level measured at any point? Yes No

Please go to Page 4 of this form

Hard surfaces

31. Would the hard surface be situated on land between a wall forming the principal elevation of the dwellinghouse and a highway? Yes No

If the answer to question 31 was NO Please go to Page 4 of this form

32. Would the area of ground covered by the hard surface, (or the area of existing hard surface to be replaced) exceed 5 square metres? Yes No

If the answer to question 32 was NO Please go to Page 4 of this form

33. Would the proposed development include measures to intercept surface water within the curtilage of the dwellinghouse which the resultant hard surface is intended to serve? Yes No

34. Would the proposed development exceed the height of the highest part of the roof of the existing dwellinghouse? Yes No

35.In the box overleaf, please describe the materials which would be used to create the hard surface

Please include a sketch plan (a birds eye view) showing the position of the development relative to the existing dwelling, other outbuildings, boundaries and any highway(s)

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 the site in red to ensure we are responding on the correct site. **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
or email to planningregistration@malvern hills.gov.uk together with confirmation of your payment details.**

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

Guidance notes

For completing

Domestic development enquiry form

No.2 Garden structures

Please retain this page for your reference

1. Please complete this form if you want an opinion whether planning permission is required for - detached outbuildings, enclosures, pools, oil or LPG tanks, walls and fences, hard surfaces, raised platforms and decking.
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. Each enquiry incurs a separate **£45** charge which is payable in advance. 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 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 Whether the development is within the curtilage of a listed building;
 - x If the property is situated within a designated Conservation Area or an Area of Outstanding Natural Beauty (AONB) this will 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.
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@malvern hills.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. There are no permitted development rights to carry out development within the curtilage of flats, maisonettes or static caravans / mobile homes; therefore any such development within the curtilage of these types of residential accommodation will require planning permission.
17. 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 www.planningportal.gov.uk/uploads/100806_PDforhouseholders_TechnicalGuidance.pdf
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)

Please post your completed form (together with any additional 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
or email to planningregistration@malvern hills.gov.uk together with confirmation of your payment details.**

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

Explanation of terms used in form 2

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

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 opening out onto the private rear garden.

ORIGINAL DWELINGHOUSE - 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 (taken from the highest point, if the ground is uneven.) This will be the level of natural ground and would not include any addition laid on top of the natural ground such as a patio.

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.

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.

RAISED PLATFORM - A raised platform is any platform with a height greater than 300mm.

DWELINGHOUSE - Does not include buildings containing one or more flats or a single flat contained within a building

EXISTING – means a building as it existed immediately before any permitted development is undertaken. The existing dwellinghouse will include previous development to the house, whether undertaken as permitted development or as development resulting from a planning permission from the local authority.

OUTBUILDING – any structure, regardless of what it is made from, which usually has a roof such as a garage, shed, greenhouse, summerhouse etc.

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

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如果您需要本份資訊以另一種版本呈現, 請聯繫 [Customer Service Centre] 顧客服務中心, 電話: 01684 862151

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