

HOUSEHOLDER DEVELOPMENT
This form should only be used for enquiries
regarding domestic dwellings



South Holland District Council, Planning and Development Control, Council Offices,
Priory Road, Spalding, Lincs, PE11 2XE

THIS FORM SHOULD ONLY BE USED FOR ENQUIRIES REGARDING DOMESTIC DWELLINGS

If you are proposing to enlarge or alter your dwelling or erect a building within the curtilage of your dwelling, it is possible that planning permission and/or building regulations approval will be required. Proposals include extensions, porches, dormer windows, conservatories, garage, car ports, garden sheds, hardsurfacing, new walls and fences and removal of structural walls etc.

Complete and return this form to us at the above address. We will determine what approvals (if any) you must obtain before commencing work. If you have problems completing this form please contact the Duty Officer at the Planning Department on 01775 761161.

You are advised to keep a copy of our reply with your deeds or in a safe place. It may be important if you sell your property

DATA PROTECTION ACT 1998: The information on this form will be recorded on computer and also stored and processed as required. It is not a public document and will not be used as such.

SECTION ONE (to be completed by ALL applicants (please complete in BLOCK capitals))

1 Applicant/Agent

Name _____
Address _____
Postcode _____ Daytime phone No: _____
email _____ Fax No: _____

2 Full address of property to be altered or extended

3 Proposed works (eg. Insert window, remove structural wall, extension, garden shed etc)

4 Signed _____ **Name** _____
On behalf of _____ **Date** _____
(insert applicant's name if signed by agent)

5 Has development already commenced/been completed?

Yes No

Householder and Minor Works Enquiry Form Guidance Notes

Please read these notes before completing the form

In order for us to offer the correct advice it is essential that you answer all the relevant questions fully and accurately. Please read the notes below before completing the form.

All applicants must complete	Section One	
If you wish to build an extension, complete	Section Three	& Property History
If you wish to build a porch, complete	Section Two	
If you wish to erect a detached outbuilding within your curtilage (garages, sheds, greenhouses etc)	Section Three	& Property History
If you wish to erect a wall, fence or gate, complete	Section Five	
If you wish to convert your loft and/or insert windows in the roof, complete	Section Four and part of	& Property History Section Three
Container used for domestic heating purposes	Section Six	& Property History
Hard Surface (footpath or driveway), vehicular access or drop kerb	Section Seven	& Property History

Please give all dimensions required on the form in metres or square metres

- 1

Questions in the **Property History** section must be answered yes or no only. In the case of older properties it can sometimes be difficult to know if any extensions have been built since 1948. If you are unsure you may be able to obtain guidance by:

 - * Looking for areas of the property which may have been constructed in slightly different materials
 - * Comparing your property with others of the same type
 - * Ask your neighbours (if they have lived in the area longer than you).
 - * Seek guidance from a professional surveyor, architect or builder.

- 2

Sometimes, where properties are outside village boundaries and are sited away from main roads or have a name rather than a number, it can be difficult for us to pinpoint a location from the address alone. If you think this may be the case with your enquiry then please enclose a sketch or map clearly showing the location of your property in relation to well known landmarks such as churches or main roads.

- 3

The Council's reply will be based on the information you provide. If you alter the scheme then you will need to submit a revised form. If the information you provide is incorrect then the Council's reply is not valid and you may breach the planning law if you carry out the work. You can expect a written reply within 10 working days if all information provided is clear, precise and full. It may take longer if it is necessary to request further information.

CONVERSION TABLE

Feet	Metres	Feet	Metres	Feet	Metres	Feet	Metres
1	0.3	6	1.83	11	3.35	16	4.88
2	0.6	7	2.13	12	3.66	17	5.18
3	0.91	8	2.44	13	3.96	18	5.48
4	1.22	9	2.74	14	4.27	19	5.79
5	1.52	10	3.05	15	4.57	20	6.1

SECTION TWO Porches (please state measurements in METRES)**1** a) Please state the **external** dimensions of the porch (Note: Height is measured from ground level)

Total Height		Height to eaves		Length		Width	
	m		m		m		m

b) Please state the **internal** dimensions of the porch

Length		Width	
	m		m

2 Will the porch be further than 2m away from a highway boundary? (includes public footpaths) Yes No**3** Will the proposed porch be located on an existing entrance to the dwelling and is the entrance door to remain? Yes No**4** Will safety glazing be used in critical areas? Yes No**SECTION THREE Extensions or alterations to a dwelling or erection of an outbuilding**

Please complete this section and include a plan showing dimensions on the page at the back of this form

1 What type of dwelling is the property? (terraced, detached, semi-detached bungalow etc)**2** What are the external dimensions of the proposed building or extension?

Length		m	Ridge Height (pitched roof)		m
Width		m	Eaves Height (pitched roof)		m
Height (if flat roof)		m			

NOTE: height is measured from ground level

3 Will any part of the proposal exceed the highest part of the existing roof? Yes No**4** What is the internal floor area? sqm**5** Will the proposal be attached to your dwelling? Yes NoIf **NO** please specify the **minimum** distance of the proposal to the nearest boundary?

distance	
	m

6 What is the minimum distance of the proposal to the nearest boundary?

distance	
	m

7 Will the proposal be closer to the highway or footpath boundary than the existing property? Yes No**8** Will any part of the proposal project in front or side of any elevation or roof of the existing dwelling which fronts or faces the highway? Yes No**9** Will any part of the proposal be within 3m of a public sewer? Yes No**10** What materials will be used for the roof and walls? (e.g. brick.block.timber/concrete/glass etc)

Roof	
Walls	

11 If the extension is two storey, will any upper floor window located in a wall or roof slope that forms a side elevation be obscured glazing? Yes No**12** If the proposal is for a conservatory or a covered way, will safety glazing be used in critical areas? Yes No

- 13** If the proposal is a conservatory does it form a separate room, for example separated from the existing dwelling with doors or windows? Yes No
- 14** Will any window or door opening in the existing dwelling be made wider? Yes No
- 15** If the proposal is a carport will it be open on two or more sides? Yes No
- 16** Will a new vehicular access or crossing to the highway be required? Yes No

SECTION FOUR Loft conversions, dormer windows and roof lights/side elevation windows

- 1** Is the proposal a loft conversion? Yes No

- 1a** If **YES** will it include the installation of roof lights or dormer windows? (tick as appropriate)

Roof Lights **Dormer Windows**

- 2** If the extension is two storey, will any upper floor window located in a wall or roof slope that forms a side elevation be obscured glazing? Yes No

If your proposal includes dormer windows please answer questions 2 and 3. You should also answer questions 1 and 2 of SECTION THREE.

- 3** Will any part of the proposal exceed the highest part of the existing roof? Yes No
- 4** Will the proposal be situated on any roof slope that fronts a highway? Yes No

PROPERTY HISTORY

If you have completed either **Section Three** or **Four** you must complete this section. If you do not provide the information required below it will not be possible to give advice regarding the need for planning permission

- 1** Have there been any previous extensions to your property since 1948, including conservatories, garages, car ports, dormer windows, porches oil tanks, fences or walls etc? Yes No
- 2** Are there any detached outbuildings in your garden for example sheds, greenhouses etc? Yes No
- 3** Is there a garage within the curtilage of, but not attached to, the property (whether building at the same time as the dwelling or not)? Yes No

If you have answered YES to any of the questions in this section you should use the table below to give full details and sizes of the extension(s) and/or outbuildings. It may also be useful to include the information on a sketch plan on the page provided at the back of this form. Please give full details of sizes and dimensions including length, width and height (to eaves and ridge of pitched roof). State the minimum distances of any detached outbuilding from the resulting dwelling. An example has been given for guidance - all dimensions should be in metres.

Structure	Minimum distance from dwelling	Length	Width	Height (eaves/flat roof)	Height (Highest point of pitched roof)

SECTION FIVE Hard surface (footpath or driveway, vehicular access/drop kerb)

1 Is the proposal to create or widen a vehicular access or dropped kerb? Yes No

2 If hard surfacing is proposed (including replacment or existing hard surfacing) please indicate

a) will the surface area be located between the wall forming the principal elevation of the house and a highway, and Yes No

b) will the surface area exceed 5 square metres? Yes No

If yes to both a) and b) please provide details of surface material and means of surface drainage

Running a Business from Home

A formal letter should be submitted to the Planning Department detailing the following:

- * The use along with the rooms or buildings to be used
- * The number of employees
- * Estimated daily visitors including customers, deliveries and outworkers
- * Hours to be worked
- * Machinery and equipment to be used (excluding telephone, fax and computer)
- * any additional information you may wish to bring to our attention

PLAN OF PROPOSALS

In the space below please draw a diagram of your proposals. It is not essential that it is to scale as long as it is drawn in a clear legible manner and important dimensions are clearly stated. You should show any roads that are in front of or next to the property and the plan should show whether the ground is flat or sloping. If the ground is not flat it is important to show the different levels. Any proposed changes to the ground level should be indicated. Please use pen/ink.



Example Sketch Plan

- * It need not be to scale but important dimensions should be marked on;
- * All outbuildings and previous extensions should be shown
- * The position of all new proposed works should be shown
- * Any change in ground level should be shown

