

How to complete this form

- The address to which a reply is required should be written in 1(a).
- 1(c) is the address to which the work/alterations relate.
- In section 2 mark what type of work you intend to carry out. If there is not enough space to specify any “other” type of work, please use the box below:

Other work: _____ _____ _____
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- In section 3, please specify external dimensions for planning.
- In section 4 – “type of roof”, a mono pitch roof has a single slope, a dual pitch roof has two roof slopes leading to a ridge. A roof is generally considered flat if the slope is less than 10 degrees.
- If you intend to have a new roof covering on your property, please state existing and proposed material. Note that insulation and ventilation may also be required and you would be advised on this should an application be required. If insulation is already provided, please confirm type and thickness, in additional comments box below.
- For section 5, please mark the relevant property type.
- In section 6, please give all dimensions and position. A photograph indicating the position may be useful, if you cannot clearly show its position on the sketch plan.
- If you wish to give additional information in support of your enquiry, please use the box below.
- Please note that if you require a formal decision for planning purposes, an application for a Certificate of Lawfulness (under Section 192 of the Town & Country Planning Act 1990) should be submitted. In this instance detailed plans and a fee are required.
- If you require any further advice on completing this form, please contact Planning on telephone number 01623 457388 or send an E-mail to planning.admin@ashfield.gov.uk

This questionnaire can be completed by anyone who wishes to obtain advice on whether a proposed householder development might require formal planning permission. Please answer all relevant questions so we can give you our best advice. When completed please send to: **Ashfield District Council, Council Offices, Urban Road, Kirkby-in-Ashfield, Notts. NG17 8DA. E mail: planning.admin@ashfield.gov.uk.**

It is possible that you need to apply for Building Control, in addition to Planning Permission. Building Regulations applications and payments are now processed by Erewash Borough Council on behalf of Ashfield District Council. For more information visit the Erewash Borough Council's Website or email building.control@Erewash.gov.uk.

1. General Information

(a) Applicant/Agent Name and address	
(b) Can we reply via email? Yes/No If yes please give details.....	(c) Daytime contact no.
(d) Address of proposal	

2. What works do you intend to carry out?

Detached Building	Extension	Conservatory	Porch	Carport	Satellite dish
Wall, fence, gate etc.	Loft conversion/dormer window	Vehicle access/hard standing			
Veranda/balcony/terrace/decking	Re-roof	Other (give details on next page)			

3. Dimensions – for planning state external - for building regulations state internal

Length	Internal(m)	External(m)	Height (to eaves)(m)
Width	Internal(m)	External(m)	Height (to ridge)(m)
What is the minimum distance to the boundary?				(m)	
Height of veranda/balcony/terrace/decking above ground level?				(m)	

4. Construction and general details

Type of roof covering?	Clay tile	Concrete tile	Profiled sheeting	
	Slate	Felt & chippings	Other	
Type of roof?	Mono pitch	Dual pitch	Flat	Other

Re-roofing work? (See next page)	Existing covering	Proposed covering	Roof insulated?	Yes	No
				Yes	No
Any combustible material to be used in the construction (excluding roof timbers)?					
Will the proposal contain any sleeping accommodation?					
If you propose to construct a carport, will it be open on two or more sides?					
If you intend to erect a conservatory, will the roof be of a translucent material?					
Will existing doors/windows between house and conservatory/porch remain?					
Will safety glass be used in the conservatory or porch where necessary?					
If you are having a conservatory/porch built – is the existing heating system to be Extended into the new space?					
Any “Notifiable” electrical work intended under Part P of Building Regulations?					
Will the person doing the work be registered? e.g. NAPIT, NICEIC, ECA?					
Would the proposal adversely affect any existing disabled access provisions?					

5. What type of dwelling is the property?

Terraced/semi-detached/detached/flat/apartment/bed-sit/other - (delete as appropriate)

6. Proposing a side extension? Confirm original house width(m)

7. Will you be creating any new windows on a side elevation above ground floor level? Yes No

8. Will the proposal be for domestic use only? (i.e. no business use) Yes No

9. If you intend to install a satellite dish – please answer all of the following questions:

(a) What is the diameter of the dish?(m)

(b) How will dish be mounted? Wall Ground Roof/chimney

(c) If roof mounted, will any part of the dish be above the Yes No

highest part of the roof?

- (d) If chimney mounted will any part of the dish be higher than the highest part of the chimney? Yes No
- (e) Will the dish be sited on the front elevation of the property? i.e. on an elevation facing road/public footpath Yes No
- (f) Are there any existing dishes within your curtilage? Yes No

10. Do you intend to provide a vehicular access and/or hard standing?

- (a) Will the proposed hard standing be greater than 5sq.m? Yes No
- (b) Siting of hard standing on your property Front Side Rear
- (c) What materials are being used to construct the hard standing?

11. If you intend to construct a porch

- (a) Will the porch be within 2 metres of a highway/footpath? Yes No

12. Walls, fences, gates, etc.

- (a) What is the maximum height of the proposal above ground level?(m)

13. If you intend to undertake a loft conversion or dormer window

- (a) Will any part of the proposal exceed the highest part of the roof? Yes No
- (b) Will any proposed dormer window be situated on a roof slope fronting onto the highway? Yes No
- (c) As a result of the loft conversion will any window be formed on the side elevation? Yes No
- (d) Will a skylight (window in line with roof) be installed on any roof slope? Please specify

Guidance on producing a sketch of your proposal

- This is an example of a proposed conservatory/rear extension; garage and shed, together with a sketch we would find acceptable. Please note, only elevation drawings have been included for the extension. A sketch would be required for every proposed structure. Your sketch does not have to be to scale or computer drawn but should include the full dimensions of the proposal and floor area of the existing extensions/buildings in metric.
- Please ensure that eaves and ridge heights should be included on all proposals
- The distance to boundaries from the proposal(s) should be included.

Example of sketch:

The following information should be shown:

change in ground levels;

previous extension and existing outbuildings;

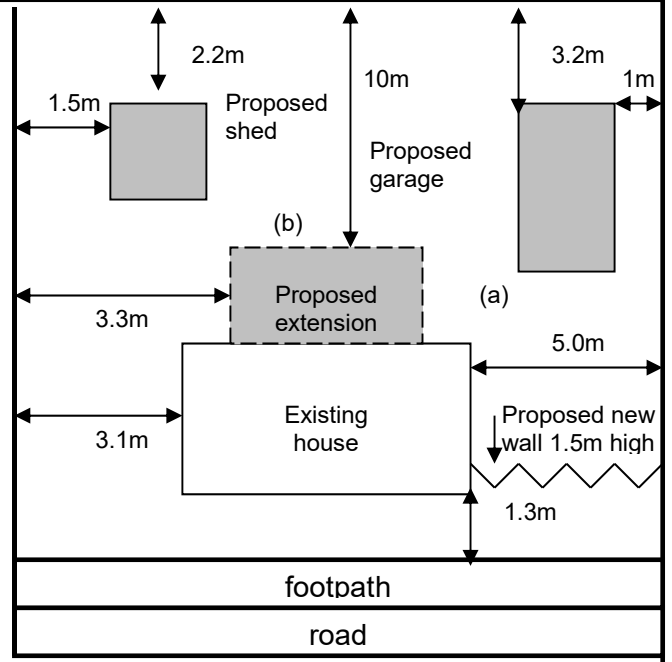
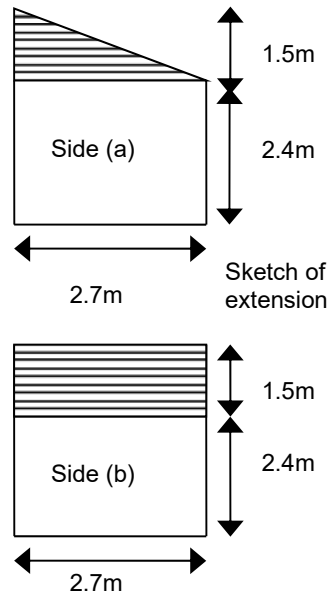
position of proposal;

distance to boundaries;

eaves height;

ridge height;

external floor areas.



Actual Proposal