

# ASHFIELD DISTRICT COUNCIL

# Householder Planning Questionnaire

## 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:** |
|  |
|  |
|  |

* 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](mailto: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  
Nottinghamshire  
NG17 8DA.**

**Email:** [**planning.admin@ashfield.gov.uk.**](mailto: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.](mailto: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 your email address |  |
| 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) |

1. Construction and general details

**Type of roof covering?**

|  |  |
| --- | --- |
| Clay tile |  |
| Concrete tile |  |
| Profiled sheeting |  |
| Slate |  |
| Felt and chippings |  |
| Other |  |

**Type of roof?**

|  |  |
| --- | --- |
| Mono pitch |  |
| Dual pitch |  |
| Flat |  |
| Other |  |

**Re-roofing work?**

(See next page)

|  |  |
| --- | --- |
| Existing covering |  |
| Proposed covering |  |
| Roof insulated |  |

Any combustible material to be used in the construction (excluding roof timbers)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

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

1. What type of dwelling is the property?

|  |  |
| --- | --- |
| Terraced |  |
| semi-detached |  |
| detached |  |
| flat |  |
| apartment |  |
| bedsit |  |
| Other (please state) |  |

1. Proposing a side extension? Confirm original house width

|  |
| --- |
| (m) |

1. Will you be creating any new windows on a side elevation above ground floor level?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. If you intend to install a satellite dish:

Please answer all of the following questions:

|  |  |
| --- | --- |
| What is the diameter of the dish? | (M) |

How will dish be mounted?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Wall |  | Ground |  | Roof / Chimney |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will the proposed hard standing be greater than 5sq.m? | Yes |  | No |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Siting of hard standing on your property | Front |  | Side |  | Rear |  |

|  |
| --- |
| What materials are being used to construct the hard standing? |
|  |

1. If you intend to construct a porch

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

1. Walls, fences, gates, etc.

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will any part of the proposal exceed the highest part of the roof? | Yes |  | No |  |
| Will any proposed dormer window be situated on a roof slope fronting onto the highway? | Yes |  | No |  |
| As a result of the loft conversion will any window be formed on the side elevation? | Yes |  | No |  |

|  |
| --- |
| Will a skylight (window in line with roof) be installed on any roof slope? |
| Please specify: |
|  |

## Guidance on producing a sketch of your proposal

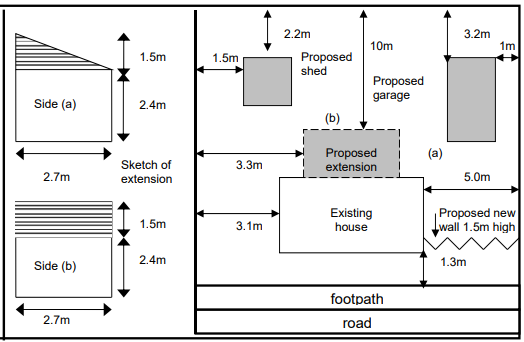
This is an example of a proposed conservatory/rear extension; garage and shed, together with a sketch we would find acceptable. Please note, only elevation drawings have been included for the extension. A sketch would be required for every proposed structure. Your sketch does not have to be to scale 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 |
|  |