DO I NEED PLANNING PERMISSION?
FOR HOUSEHOLDER USE ONLY

This form is designed to help us determine if your proposal will need planning permission. This is not a planning application and not appropriate for commercial development enquiries.

**Why?** If you think you may not require planning permission, or if you wish to check before starting any works, please complete this form and Planning Services will provide you with a ‘permitted development enquiry check’.

It makes good sense to do this for your peace of mind, for record purposes when selling your house; when raising the money or to show to anyone who questions your right to build.

**How?** Please read the form carefully and complete all sections. The more details you are able to give the easier it is for us to provide you with a quick and accurate response. Submit only ONE copy of this form and please use metric measurements.

The fee for providing this service is **£25.00** (no VAT), which should be submitted at the same time as the enquiry.

Payment of the fee can be made by cheque (payable to Scarborough Borough Council), cash or card payments can be made at Customer First. If you wish to send your form via email, please make your payment first (calling the number above) and supply the receipt number within your email.

### SECTION A - ABOUT YOU AND YOUR PROPERTY

<table>
<thead>
<tr>
<th>1 CONTACT ADDRESS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name and address</td>
<td>Your Agent’s name &amp; address (if you are not acting for yourself)</td>
</tr>
<tr>
<td>Daytime telephone no.</td>
<td>Daytime telephone no.</td>
</tr>
<tr>
<td>Email address</td>
<td>Email address</td>
</tr>
</tbody>
</table>

| 2 LOCATION |  |
| What is the location of the work if different from the address above |  |

| 3 THE PROPERTY |  |
| Is your home: |  |
| Detached | Semi-detached | Terraced | A Flat | A Maisonette |

| 4 OWNERSHIP |  |
| If you own your property and it was formerly a council house, you will need to inform the Council’s Head of Estates and Valuations (tel: 01723 232323) about your proposal. |  |
5 DESCRIPTION OF THE PROPOSED WORK

Describe your proposed work. Please indicate whether your proposals involve alterations to the existing building such as replacement doors or windows, re-roofing etc.

Will the development be within the existing curtilage of your dwelling?
By curtilage we mean the land around your house which is normally the garden area in the same ownership.
(It does not include adjoining paddocks or fields)

If you wish to install a chimney or flue please indicate on your drawing how tall it is, its position, whether it is higher than the ridge of the roof and if so by how much.

What are the external dimensions in metres of the proposed building or extension?

HIPPED

GABLED

LEAN TO/MONOPITCH

FLAT ROOF

DORMERS

OR

Does the work include the addition or replacement of any chimney, flue or soil vent pipe?
If Yes, will the chimney, flue or pipe project above the highest part of the roof by 1m or more?

Describe the materials to be used in the construction, and the materials of the existing dwelling (not conservatories)

Does this match the style of the existing dwelling?

6 RELATIONSHIP TO THE HIGHWAY & ACCESS

Would the development be closer to a highway than the closest part of the existing dwelling?
(A highway is a way over which the public have the right to pass and repass and may be a road or a public footpath/bridleway)

If please indicate the distance from the proposal to the highway verge in metres.

Does your development involve a new or altered (e.g. Wider) access (vehicular or pedestrian) to the road?

Is your development taking place on an elevation facing the highway

7 WALLS & FENCES

Will the height of any new fence or wall exceed one metre above ground level where it is to be erected adjacent to a highway?

Will any new fence or wall exceed two metres in height in any other position?
SECTION B - CONTINUED

8 PREVIOUS EXTENSIONS & GARDEN BUILDINGS

Without the answers to the following questions, it will not be possible to give advice regarding the need for planning permission.

Have there been any previous extensions to your property since 1948, including conservatories, garages, carports, dormer windows, porches etc?  

If yes, will any of the above previous extensions be attached to your proposed extension?  

If so please specify

Are there any detached outbuildings in your garden, eg sheds, garages, greenhouses etc?

If you have answered YES to any of the above questions, give full details of sizes and dimensions in the following table.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Distance from original dwelling</th>
<th>Distance from extended dwelling</th>
<th>Distance from boundaries to development</th>
<th>Length</th>
<th>Width</th>
<th>Height eaves</th>
<th>Height ridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: garage</td>
<td>4.8m</td>
<td>3.5m</td>
<td>2m</td>
<td>2m</td>
<td>7m</td>
<td>5m</td>
<td>3m</td>
</tr>
</tbody>
</table>

By eaves we mean the gutter line. By ridge we mean the highest point of the roof.

This information must also be provided as a sketch plan (a birds-eye view of your property) in the space provided in Section C. Alternatively, you may submit your own drawings. All previous extensions and outbuildings must be included on the drawings either to scale or with all measurements shown.

9 DECKING

What is the lowest and highest height of the decking?  

Lowest     Highest

What is the overall area of the decking (please provide length and width)?  

Length     Width

10 REPLACEMENT OR NEW WINDOWS

Height of the window from the floor to where the window opens?

On what elevations are the new windows to be situated?

Clear glass Opaque glass Non-opening window

11 HARDSTANDING - OFF ROAD PARKING AREAS

What is the overall area of the hardstanding (please provide length and width)?  

Length     Width

What materials will be used in the construction of the hardstanding?

What drainage will be provided for the hardstanding?

What is the location of the hardstanding? (Please provide sketch overleaf)

12 DEMOLITION

Will any buildings be demolished?  

If YES please indicate the buildings to be demolished on your plan with their dimensions

13 DECLARATION

I hereby declare that the information given on the above form is accurate to the best of my knowledge and the development does not encroach on my neighbour’s property or other land not in my control. I ask the Council to give me a permitted development check, I understand that if I disagree with the response I may make a formal application to the Borough Council for a Lawful Development Certificate for which a fee is payable and gain a subsequent right of appeal to the Secretary of State if I disagree with the decision.

Signed Date On behalf of

£25.00 fee enclosed
SECTION C - GRID PLAN

Use the grid below to sketch a plan of your existing dwelling and your proposed development

Your drawing DOES NOT have to be drawn to scale. However, the grid below is drawn in 1 centimetre squares. Each one of these squares could represent 1 metre of your property and this may make it easier for you to draw and scale your sketch. If you choose to use this scale, please tick this box. If not drawn to scale please show measurements.

SECTION C - GRID PLAN REQUIREMENTS

Please provide a sketch plan (birds eye view) showing all of the details indicated below. A grid for your drawing is provided above.

A. Show the distance between the proposed outbuilding and the property boundaries
B. Show the distance between the proposed outbuilding and the existing house
C. Show the distance between existing outbuildings and existing dwelling
D. Show the distance between the proposed extension and the property boundaries
E. Show the position of a new access way (if one is proposed)
F. Show the position and height of a boundary wall/fence (if one is proposed)

ALL MEASUREMENTS SHOULD BE IN METRES