

HOUSEHOLDERS - DO I NEED PLANNING PERMISSION?

THIS FORM IS NOT SUITABLE FOR COMMERCIAL DEVELOPMENT ENQUIRIES

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**. In such cases please complete the Commercial version of this form. We cannot advise you over the telephone.

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.

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. It may be necessary for us to contact you to obtain further details and/or plans of your proposal.

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 (by calling the number below and speaking to one of our Customer First advisors) and supply the receipt number within your email.

Submit only ONE copy of this form and please use metric measurements.

We cannot answer your enquiry until we receive your fee and all necessary details in order to assess your proposal.

USING YOUR PERSONAL INFORMATION

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds.

We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime.

For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First.

Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG
Telephone: 01 723 232323 Email: dataprotection@scarborough.gov.uk

SECTION A - ABOUT YOU AND YOUR PROPERTY

1 CONTACT INFORMATION

Your Name & Address

Your Agent's Name & Address (if you are not acting for yourself)

.....
.....
.....

Phone

Phone

Email

Email

2 LOCATION - 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 (email: estates@scarborough.gov.uk) about your proposal.

OUR CONTACT DETAILS

Planning Services, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough YO11 2HG
Tel: 01723 232323 Email: planning.services@scarborough.gov.uk www.scarborough.gov.uk



SECTION B - 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?

YES NO

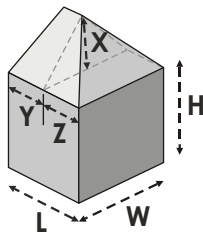
By curtilage we mean the land around your house which is normally the garden area in the same ownership. (It does not include adjoining paddocks or fields)

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?

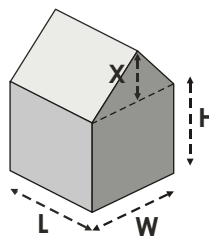
HIPPED

H	
W	
L	
X	
Y	
Z	



GABLED

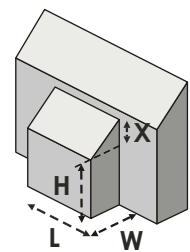
H	
W	
L	
X	



LEAN TO/MONOPITCH

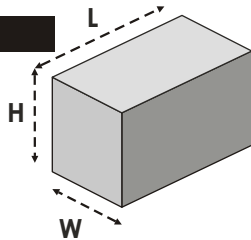
H	
W	
L	
X	

X = height from eaves to top of monopitch, NOT overall height



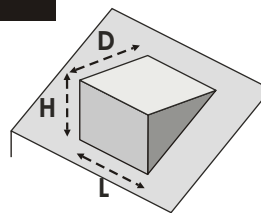
FLAT ROOF

H	
W	
L	

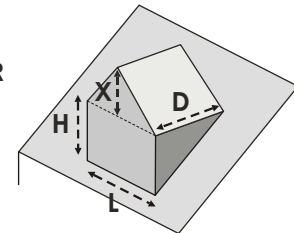


DORMERS

H	
D	
L	
X	



OR



Does the work include the addition or replacement of any chimney, flue or soil vent pipe?

YES NO

If Yes, will the chimney, flue or pipe project above the highest part of the roof by 1m or more?

YES NO

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?

YES NO

6 RELATIONSHIP TO THE HIGHWAY & ACCESS

Would the development be closer to a highway than the closest part of the existing dwelling?

YES NO

(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 YES 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?

YES NO

Is your development taking place on an elevation facing the highway

YES NO

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?

YES NO

Will any new fence or wall exceed two metres in height in any other position?

YES NO

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?

YES NO

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

YES NO

If so please specify

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

YES NO

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

Structure	Distance from original dwelling	Distance from extended dwelling	Distance from boundaries to development			Length	Width	Height eaves	Height ridge
			Left	Right	Rear				
Example: garage	4.8m	3.5m	2m	2m	7m	5m	3m	2.5m	3.5m

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? Clear glass Opaque glass Non-opening window

On what elevations are the new windows to be situated?

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?

YES NO

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

13 DECLARATION

£25.00 fee enclosed

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
Insert applicant's name if signed by an Agent



SECTION C - GRID PLAN

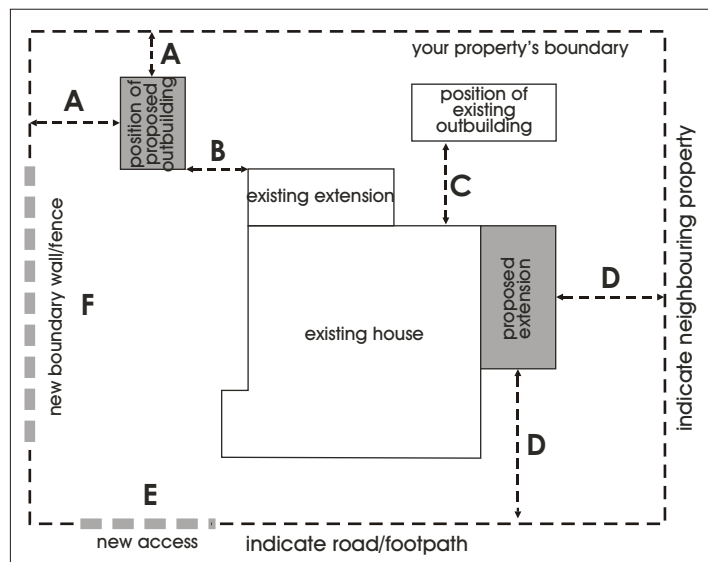
Suggested scale 1 cm = 1 metre

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