

DOMESTIC DEVELOPMENT ENQUIRY FORM (FOR EXTENSIONS AND OUTBUILDINGS)



PLANNING SERVICES

- A. Please complete this form if you want an opinion whether planning permission is required for a proposed extension or the erection of an outbuilding. There is no charge for this service. However, you should be aware that this opinion does not constitute a formal determination under Section 192 of the Town and Country Planning Act 1990 (as amended). If you require such a legal determination, you can apply for a Certificate of Lawfulness of Proposed Development. There is a fee for making such an application and the appropriate forms and fee details are available on the website or from the Customer Service Centre based at Malvern Library, Graham Road, Malvern – 01684 862151.
- B. With regard to domestic development, the requirement for planning permission is determined by a number of factors including: -
- The position of the proposed extension or outbuilding relative to the existing dwelling and highway,
 - Its external dimensions and volume,
 - Whether the dwelling has been extended in the past and/or whether there are existing outbuildings within the garden of the property, even if they were built at the same time as the original dwelling.
 - Whether permitted development rights have been removed by a condition on a previous planning permission,
 - Whether the development is within the curtilage of a listed building,
 - If the property is situated within a designated Conservation Area or an Area of Outstanding Natural Beauty, (A.O.N.B) this will also have a bearing upon whether or not planning permission is required.
- C. If you receive confirmation that planning permission is required, this should not be taken as a view on the acceptability of the proposal.
- D. If your enquiry concerns more than one proposal, please complete a separate form for each. Further copies of this form can be downloaded from our website www.malvern hills.gov.uk or obtained from the Customer Service Centre, based at Malvern Library, Graham Road, Malvern.
- E. If the proposal involves works to trees please contact the Council's Landscape Officer on 01684 862407 before proceeding with any works.
- F. Please be aware that the accuracy of the advice provided by Council Officers is dependant upon your accurate completion of this form. Unless advised otherwise, please answer the questions in the order that they appear on the form.
- G. In order to assist you, terms highlighted in bold italic text are explained at the end of this form. If you need further assistance please telephone 01684 862151 and ask to speak to the Duty Planning Officer.
- H. The development may require approval under Building Regulations legislation regardless of whether Planning Permission is required. Please check with the Council's Building Control Team on 01684 862230 before proceeding. The development may also require the consent of other individuals or organisations regardless of whether or not planning permission is required. If you do not own the property, it is your responsibility to notify the owner and you will require their permission before you proceed. Even if you own the property, you should check your deeds for any restrictive covenants imposed on the property which may still be in force.
- I. The regulations which determine the need for planning permission can change over time and you should always obtain up to date advice. Similarly, the advice contained in any response to your enquiry is based upon the circumstances which exist at that moment in time.

PLEASE COMPLETE THE FOLLOWING

1. Your Name:

3. Daytime telephone number(s) / e-mail:

2. Location of proposed development

4. Your Address: (if different from 2)

5. Identify the type of dwelling to which this enquiry relates by ticking the appropriate box:
 DETACHED SEMI TERRACE FLAT* MAISONETTE*

★ **There are no permitted development rights for flats or maisonettes, therefore any extensions, additions and/or outbuildings at such properties will require planning permission. Other alterations, to flats and maisonettes (such as replacement windows) may also require planning permission. Please check with us before proceeding with any work.**

6. In the box below, please describe the form of the proposed **development** (SEE NOTE 'D' ON PAGE 1) This should include the number of storeys, where it is positioned on the property and whether it is an extension or outbuilding. For example : a single storey rear extension / dormer window

7. **Please state the dimensions of proposed development below**
(All measurements must be stated accurately in METRES and based on EXTERNAL dimensions)

LENGTH: Metres WIDTH: Metres

Height to RIDGE Metres Height to EAVES Metres
(or highest point of roof) (or lowest point of roof)

8. Would the **development** involve an addition or alteration to the roof of the existing dwelling ? YES NO

If the answer to question 8 was NO please go to question 10

9. Would the addition or alteration to the roof of the existing dwellinghouse result in works extending beyond the external surface of any existing roof slope which fronts any **highway** ? YES NO

10. Would the development be detached from the existing dwelling ? YES NO

If the answer to question 10 was NO please go to question 12

11. If the proposed **development** is wholly detached from the existing dwelling, would there be at least 5 metres (16ft 5in) between the **development** and the nearest part of the existing dwelling ? YES NO

12. Would any part of the **development** be within 2 metres (6ft 7in) of any boundary ? YES NO

13. Would the development exceed the height of the highest part of the existing roof of the dwelling? YES NO
14. Does the land upon which you intend to build slope ? YES NO
 (If preparatory ground works to level a sloping site have already been undertaken in preparation for the proposed **development** answer **YES**)

If the answer to question 14 was NO, please go to question 18

15. On a sloping site, would the proposal require the construction of a level surface above the existing **ground level** upon which to construct the **development** ? YES NO
 (If this work has already been undertaken in preparation for this **development** answer **YES**)
16. Would the proposal require excavation into a slope to create a level surface upon which to construct the **development** ? YES NO
 (If this work has already been undertaken in preparation for this **development** answer **YES**)
17. Would the proposal require the erection of a retaining wall or similar structure ? YES NO
18. Would the **development** be nearer to any **highway** bounding the **curtilage**, than the nearest part of the existing dwelling house to that **highway** ? YES NO

If the answer to question 18 was NO, please go to question 20

19. Would there be at least 20 metres (65ft 7in) between the **development** and the nearest **highway** bounding the **curtilage**? YES NO
20. Are there any existing free standing structures within the **curtilage** of the dwelling ? YES NO
21. If the answer to the above question was **YES** please complete the following table:
(All measurements must be stated accurately in METRES and based on EXTERNAL dimensions)

DESCRIPTION OF STRUCTURE	HEIGHT TO EAVES (or lowest point of roof)	HEIGHT TO RIDGE (or highest point of roof)	LENGTH	WIDTH	Is it within 5 metres (16ft 5in) of the dwelling ?	
					YES	NO

22. Has the dwelling been extended in the past ? YES NO
 (Although you may not have added an extension to the dwelling, a previous owner may have done so.)

23. If the answer to the above question was **YES** please complete the following table:
(All measurements must be stated accurately in METRES and based on EXTERNAL dimensions)

DESCRIPTION OF STRUCTURE	HEIGHT TO EAVES (or lowest point of roof)	HEIGHT TO RIDGE (or highest point of roof)	LENGTH	WIDTH	Is it within 5 metres (16ft 5in) of the dwelling ?	
					YES	NO

- 'ORIGINAL DWELLING' The house as it was first built, or for a dwelling built before 1st July 1948, as it stood on that date.
- 'CURTILAGE' The original principal domestic enclosure within which the dwelling stands, excluding adjoining parcels of land in the same ownership.
- 'HIGHWAY' Includes a public footpath, carriageway, foot-way or any way over which the public have the right to pass or re-pass.
- 'GROUND LEVEL' The level of the ground immediately next to the proposed development (taken from the highest point, if the ground is uneven.)
- 'DEVELOPMENT' For the purposes of this form – any extension, outbuilding, roof addition or other structure, irrespective of the materials or method used in its construction.

SIGNED:

DATE:

Please post your completed form (together with any additional plans, photographs etc) to:

The Development Control Team, Planning Services, Malvern Hills District Council,
The Council House, Avenue Road, Malvern, WR14 3AF

We will endeavour to respond to your enquiry within 10 working days.

PLEASE INCLUDE YOUR SKETCHES HERE

آپ انگریزی میں مدد چاہتے ہیں۔ نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121 [Urdu]

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক্‌ অ্যাকসেস্ [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]

'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]

'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]

“如需我們幫助你理解英文—聯繫 Ethnic Access (少數民族服務獲取組) · 電話：01905 25121” [Chinese]