

Introduction

This Permitted Development Enquiry form should be used to determine whether or not what you want to build requires planning permission or building regulations. It is designed to cover most small domestic alterations and extensions. If your enquiry relates to a commercial property please ring the Development Enquiry Centre on 0113 2478000.

What happens to my form?

We aim to provide you with a response within 10 working days, although at busy times of year (spring and early summer) this may unfortunately be extended a little.

If your proposal does not require planning permission or Building Regulations will we write and let you know. You should keep this letter as you may need it in the future should you ever wish to sell your property and/or Building Regulations.

If your proposal does require planning permission or Building Regulations will we write and let you know the reason(s) why and send you out the forms and guidance notes for submitting an application.

Section by Section Help

Section 1 – You and your home

Your Details

Please ensure you provide accurate contact details and a phone number or email address that we are able to contact you on during office hours.

Proposed Development

Please ensure you provide accurate details of the property to which the alterations/extensions apply.

Knowing what type of property (eg flat/terrace) and where on the property the extension will be built (ie side/rear) is especially important.

Section 2 – Existing Extensions

Please provide details of all extensions and alterations that have ever been made to your property. Please note that a detached garage, regardless of when it was built, should be included.

We will always need to know the length, width and height of the extensions. Have a look at the examples provided on the back of this sheet.

If you are unsure which dimensions you need to provide please contact the Development Enquiry Centre on 2478000.

Section 3 – Proposed Works

1) Conservatories/Extensions/Garages

Please provide full details of the extension or alteration that you want to carry out.

We will always need to know the length, width and height of the extensions. Have a look at the examples provided on the back of this sheet.

2) Roof Alterations

Roof alterations can sometimes be a little more complex than conservatories or extensions. If you are installing only roof lights or a box dormer (see diagrams for example) then you do not need to provide any further information than that asked for on the form (length, width and height).

If you are wanting to alter a gable end or create a shaped dormer (please see diagrams for examples) then we may need some further dimensions.

If you are unsure which dimensions you need to provide please contact the Development Enquiry Centre on 2478000.

3) Fences/Walls

We will need to know the height of fence that you wish to erect, and exactly where you wish to place the fence, eg between yours and your neighbour's garden.

This is especially important if the fence is to be placed next to a road.

4) Any other works

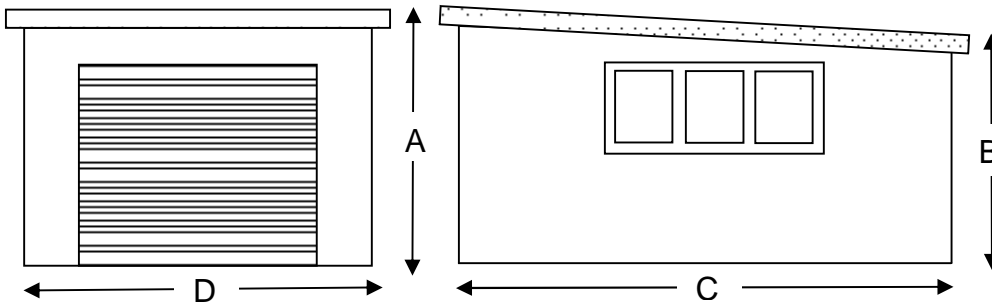
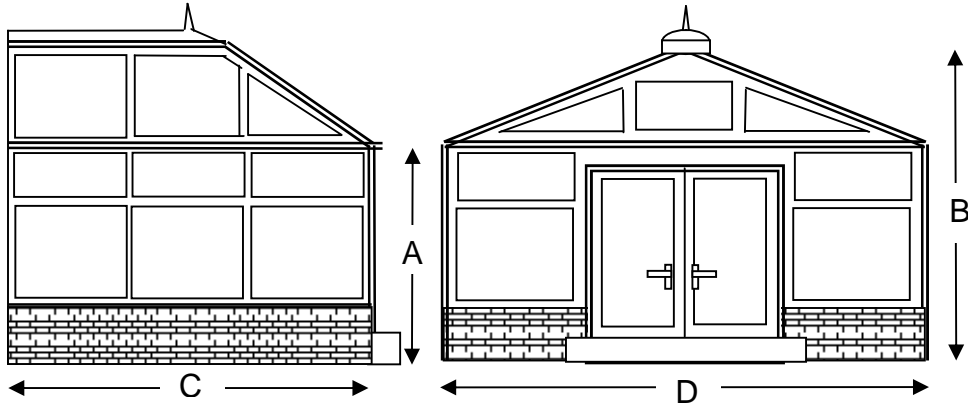
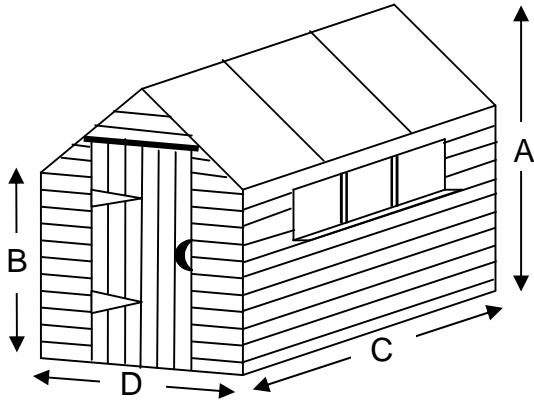
Please use this space to draw a sketch of your proposal and/or any further information you wish to provide.

If you have any questions about any part of the form please contact the Development Enquiry Centre on 0113 2478000.

Basic Extensions, Conservatories, Garages and Sheds

- A Height to Ridge or highest point of roof
- B Height to guttering or lowest point of roof
- C Length
- D Width

Please provide us with all the above dimensions. If you do not, this may hold up your enquiry.



Roof Alterations

Please note that this form is only suitable for simple box dormers. If you are wishing to build shaped dormers or create a new gable end we will require further dimensions. Please contact the Development Enquiry Centre on 0113 2478000 for help and advice.

