



High Peak Borough Council

working for our community

HOUSEHOLDER PLANNING ENQUIRY FORM

This form will enable us to decide if you need planning permission for alterations and/or extending your home and garden or carrying out other works under the Town and Country Planning Acts. Please complete all the relevant sections in this form. You may find it helpful to keep a copy for your own records.

This form should be returned to the following address:

High Peak Borough Council
Planning and Development Services
Development Control
Municipal Buildings
Glossop
Derbyshire
SK13 8AF

For advice or further information you can contact us on:

Telephone: 0845 129 77 77 or 01298 28400

Fax: 01457 860290

Minicom: 0845 129 48 76

Email: planning@highpeak.gov.uk

Website: www.highpeak.gov.uk

High Peak Borough Council provides this service at a charge, the fee for this form is £52.00. Cheques should be made payable to High Peak Borough Council or alternatively you can make a card payment through our Customer Services Centre on the above telephone numbers.

A Planning Officer will determine the need for planning permission and we will normally reply to your enquiry form within 10 working days. If further information is needed we will contact you as soon as possible. We are unable to process your form unless payment is received.

Please note: This form is only for householders wishing to alter or extend their property.

This form enables the Council to give guidance on the need for planning permission and does not constitute an application for a Lawful Development Certificate for a proposed development under Section 191 of the Town & Country Planning Act 1990.

For office use

Reference No:

Case Officer:

All customers should complete Sections 1 and 2 of this form. You only need to complete the relevant section that covers the proposed development/alterations you are carrying out. You do **not** need to complete any Section unrelated to your proposed development.

SECTIONS

SECTION 1: ABOUT YOU AND YOUR HOME

SECTION 2: PLANNING HISTORY

SECTION 3: EXTENSION AND ALTERATIONS TO THE EXISTING DWELLING

SECTION 4: ROOF ALTERATIONS, INCLUDING LOFT CONVERSIONS, ROOFLIGHTS AND OTHER ROOF ALTERATIONS (EXCLUDING SOLAR PANELS)

SECTION 5: PORCHES

SECTION 6: OUTBUILDINGS INCLUDING DETACHED GARAGES, GARDEN SHEDS, GREENHOUSES, PLAYHOUSES, SWIMMING OR OTHER POOLS AND DOMESTIC FUEL TANKS.

SECTION 7: HARD SURFACING (NEW OR REPLACEMENT)

SECTION 8: NEW ACCESS OR DROPPED KERB

SECTION 9: WALLS, FENCES AND GATES

SECTION 10: CHINMEY, FLUE OR SOIL VENT PIPE

SECTION 11: MICROWAVE ANTENNA (SATELLITE DISHES, AERIALS)

SECTION 12: DOMESTIC MICROGENERATION (SOLAR PANELS / SOLAR THERMAL EQUIPMENT)

SECTION 1 - About you and your home

1. Your Name and Address

Name:

Address:

.....

.....

Postcode:

Tel. No :

Email:

2. Address of Proposed Development

Address:

.....

.....

Postcode:

3. The Property

Is it:

Private Council Ex Council

Is it:

Semi -Detached Detached Terraced* (inc. end terrace)

Flat

Is it within a Conservation Area?

Yes No Don't Know

Is it a Listed Building?

Yes No Don't Know

Guidance Notes

- *1 'terrace house' means a dwellinghouse situated in a row of three or more dwellinghouses.
- *2 The term *original house* means the house as it was first built or as it stood on 1st July 1948 (if it was built before that date)
- *3 'raised' in relation to a platform means a platform with a height greater than 300mm – this includes decking.
- *4 'principal' wall or elevation is one which faces onto a highway.

SECTION 2 – Planning History

1. Have there been any extensions to your house since 1948, including dormer windows?

Yes No

If YES, what are the sizes of the existing extensions (external measurements and in metric)

Extension Type (e.g. porch)	Length	Width	Height		
			To ridge	To eaves	If flat roof

2. Have there been any outbuildings erected since 1948?

Yes No

If YES, what are the sizes of the existing outbuildings (external measurements and in metric)

Outbuilding (e.g. garage)	Length	Width	Height			Distance to house
			To ridge	To eaves	If flat roof	

3. If planning permission was granted for any of the above works including outbuildings, please provide the application number if known.

Please describe to us below the nature of the proposed works before moving on to the relevant Section.

Guidance Notes for sections

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- *4 'principal' wall or elevation is one which faces onto a highway.

SECTION 3 – Extensions & Alterations

(To the existing dwelling)

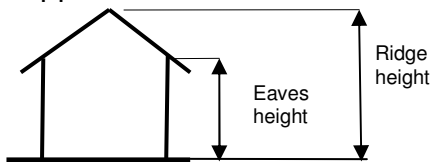
1. Please specify the nature of the proposed building work (eg extension, garage, car port, conservatory, insertion of windows etc)

2. Where is the proposed development to be erected? (eg front, rear, side?)

3. Will the proposed extension face a road or footpath?

4. Will the proposal be Single Storey ? Two Storey ?

5. Please give external dimensions of the proposed development, and sketch the proposal in Appendix 1.



Length _____m Width _____m Height (flat roof)_____m

If ridged roof –

Height (ridge) _____m Height (eaves) _____m

6. Will the proposed development be built onto an existing extension to the original*² dwellinghouse? Yes No

7. Will the ridge height of the proposal exceed the highest part of the roof of the existing dwelling? Yes No

8. Will the eaves height of the proposal exceed the eaves height of the existing dwelling?

Yes No

9. Please state the distance the dwelling will be from the boundary once extended.

_____m

10. Will more than 50% of the area of land around the original house (excluding the ground area of the original*² dwelling house) be covered by additions or other buildings?

Yes No

11. Will the development include any cladding (stone, artificial stone, pebble dash, render, timber, plastic or tiles) to the exterior of the dwellinghouse?

Yes No

12. Will the materials of construction match the original dwellinghouse?

Yes No

13. Will the development include the construction or provision of a veranda, balcony or raised*³ platform?

Yes No

14. Will the development include the installation of a first floor side-facing window?

Yes No **If Yes**, will the window as installed be....

clear glazed? Obscure glazed? Opening ? Non-opening?

SECTION 4 – Roof Alterations

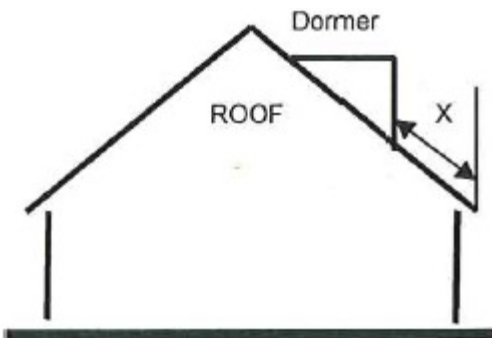
(not including solar panels)

1. Please specify the nature of the proposed building work (eg dormer window, roof light etc)

2. Where is the proposed development to be erected? (eg front, rear, side?)

3. Will the proposed extension face a road or footpath? Yes No

4. Please give external dimensions of the proposed development, and sketch the proposal in Appendix 1.



Length _____m Width _____m Depth _____m

If Dormer roof extension –

Height (ridge) _____m Height (eaves) _____m (if applicable)

Distance between eaves and dormer (distance x) _____m

5. Will the proposed development be constructed less than 0.2m above the eaves height of the original roof? Yes No

6. Will the proposed development exceed the height of the highest part of the existing roof of the dwelling? Yes No

7. In the case of roof lights, velux windows etc, will the proposed project beyond the existing roof slope of the original² dwelling?

Yes No If **Yes**, please state amount in metres

Projection above roof slope _____m

8. Will the development include the construction or provision of a veranda, balcony or raised³ platform? Yes No

9. Will the development include the installation of a window on a side facing roofslope?

Yes No If **Yes**, will the window as installed be....

clear glazed? Obscure glazed? Opening ? Non-opening?

Please complete Appendix 1

SECTION 5 – Porches

(The erection or construction of a porch outside any external door of a house)

1. Does the external floor area exceed 3m²?

Yes No
 Length _____m Width _____m
 Height _____m

(Please indicate the dimensions and sketch the proposal in Appendix 1).

2. Does any part of the porch come within 2 metres of a highway boundary (including a public footpath, or verge adjacent to a road)?

Yes No

3. Does any part of the porch exceed 3 metres in height?

Yes No

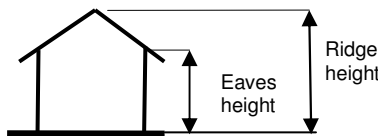
Please complete Appendix 1

SECTION 6 – Development within the curtilage of the dwellinghouse

(Provision of buildings, enclosures, swimming pools or oil or liquid petroleum gas containers)

1. Please specify the nature of the proposed building work (eg garage, swimming pool, summerhouse, LPG Tank etc)

2. Please give external dimensions of the proposed development, and sketch the proposal at Appendix 1.



Length _____m Width _____m
If outbuilding –
 Height (ridge) _____m Height (eaves) _____m
If container -
 Volume _____litres Height _____m

3. Will more than 50% of the area of land around the original house (excluding the ground area of the original^{*2} dwelling house) be covered by outbuildings, swimming pool, containers or other buildings?

Yes No

Continued on the next page

SECTION 6 – continued

4. Please state the distance the development will be from the boundary?
 Yes No
5. Will the building have more than one storey?
 Yes No
6. Will the development be positioned forward of a principal*⁴ wall of the original dwelling?
 Yes No
7. Will the development include the construction of a veranda, balcony or raised platform*³?
 Yes No

Please complete Appendix 1

.....

SECTION 7– Hard surfacing

(new or replacement)

1. Where is the hard surface to be laid? (front, side, rear)

2. Please state the materials to be used for the hard standing

3. Will the surface be made of porous materials? Yes No

If **Yes**, Please include the specification of materials to be used in the surface.

If **No**, will provision be made to direct run-off water from the hard standing to a permeable or porous area or surface **within the garden area**?

Yes No

If **Yes**, Please provide full details of the provision and show this on a plan including any specifications.

4. What will be the total area of hard standing, whether new or replacement?

_____m²

Please complete Appendix 1 with as much detail of the proposal. If possible please also submit manufacturers details with this form.

SECTION 8 – Formation of new access or dropped kerb

1. Please specify the name of the road where the new access or dropped kerb will adjoin.

2. Classification of Road (eg. A123)

.....

SECTION 9 – Walls, Fences and Gates

1. Please specify the proposed development (eg. wall/fencing etc)

2. Is any part of the proposed development adjacent to a vehicular highway? (the highway includes the footpath)

Yes No

3. Is the proposed development maintaining, improving or altering an existing boundary treatment?

Yes No

4. If **Yes**, will the proposed exceed its former height?

Yes No

5. Please give the dimensions (in metres) of the proposed development

Adjacent to the Highway – Height _____m

Elsewhere – Height _____m

Please complete Appendix 1

.....

SECTION 10 - Chimney, Flue or Soil and vent pipe

1. What is the nature of the building work?

2. Where will the proposal be situated? (eg. Front/side elevation)

3. Will the proposed development exceed the highest part of the roof by 1m?

Yes No

4. Will the proposed development be sited on a roof or wall facing a highway or footpath?

Yes No

Please complete Appendix 1 and submit manufactures details if possible

SECTION 11 – Microwave Antenna

(Satellite Dishes, Aerials, etc)

1. What type of antenna is proposed? (eg satellite dish, aerial)

2. Including the proposed antenna, how many microwave antennas will there be on the house and in the garden in total?

3. Please state the dimensions of the proposal and draw in appendix 1.

Length _____m Width _____m Cubic Capacity _____litres (if applicable)

4. Where will the proposal be located (eg chimney, roof, garden etc)

5. Will the proposed development be sited on a chimney, roof or wall facing a highway?

Yes No

6. If sited on a roof **without** a chimney, will the highest part of the roof be exceeded in height?

Yes No N/A

7. If sited on a roof **with** a chimney, will the highest Part of the roof be exceeded in height?

Yes No N/A

If **Yes**, by how much _____m

8. Is the height of the building on which the proposed antenna will be positioned more than 15m in height?

Yes No

Please complete Appendix 1

SECTION 12 – Domestic Microgeneration

(Solar Panels / Solar Thermal Equipment)

1. Are you proposing to install, alter or replace solar photovoltaic's (PV) or solar thermal equipment on an existing wall, roof, house or building in the garden?

Yes No

If **Yes**, will the highest part of the roof (excluding the chimney) be exceeded ?

Yes No

If **Yes**, please state the projection _____m

Continued on the next page

SECTION 12 – Continued

2. Will the proposed project be beyond the existing roof slope of the original*2 dwelling?

Yes No

3. Are you proposing to install, alter or replace stand alone solar equipment, which stands in your garden?

Yes No

If **Yes**, will the stand alone solar equipment be within 5 metres of any boundary?

Yes No

If **Yes**, is there any other stand alone solar equipment in your garden?

Yes No

4. Will the solar equipment be visible from any footpath or highway?

Yes No

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Heat Pumps

1. Is the proposal to install, alter or replace a ground source heat pump or a water source heat pump within your garden?

Yes No

=====

Heat or Power System Flues

1. Is the proposal to install, alter or replace a flue, forming part of a biomass heating system or a combined heat and power system on a house?

Yes No

2. Will the flue exceed the highest part of the roof by more than 1m?

Yes No

3. Will the flue be visible from a highway?

Yes No

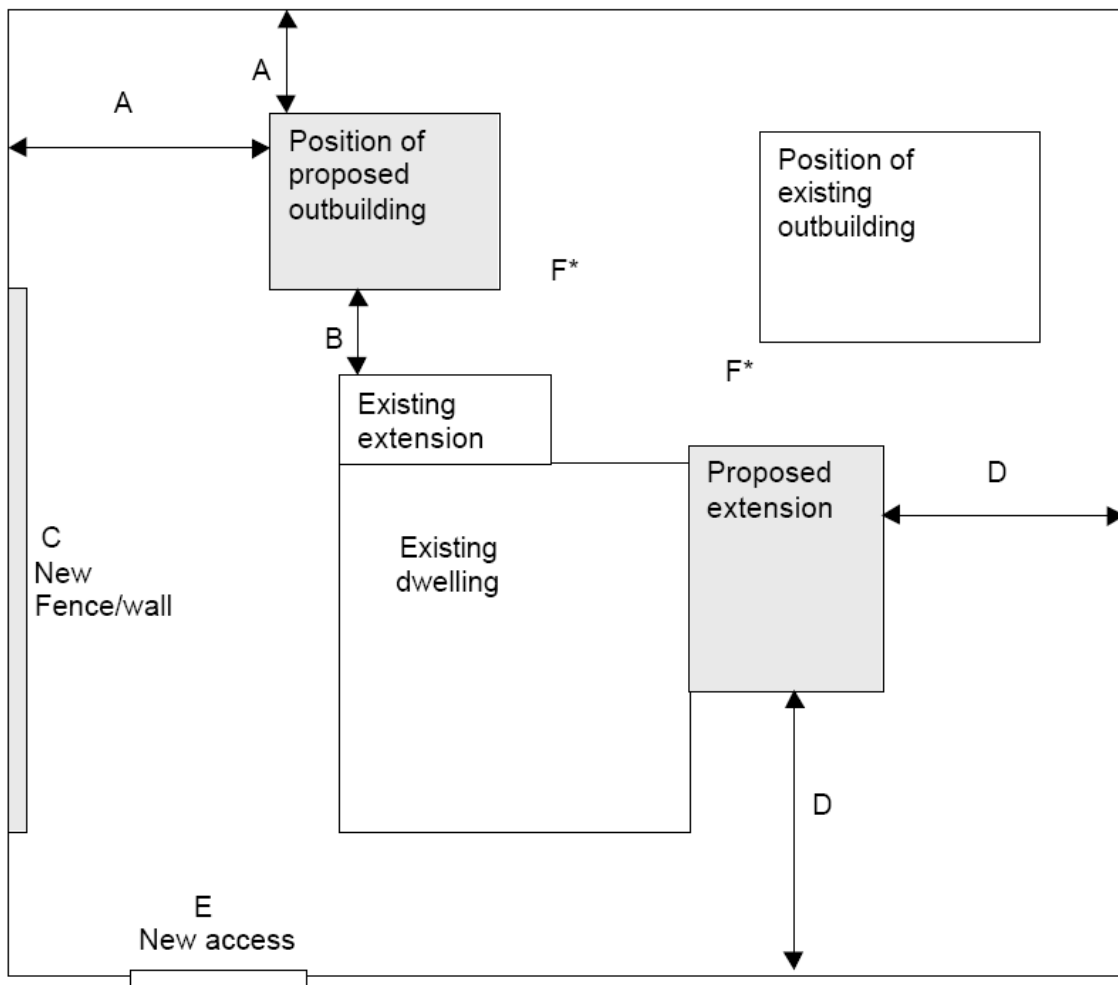
Please complete Appendix 1

APPENDIX 1

PLAN OF YOUR PROPOSAL

- We require a sketch plan of your proposal showing as **much information as possible**. You can also submit additional information such as elevation drawings, floor plans, site plan.
- You must include the **proposed development**, any **other extensions or buildings** within the boundary of the property, any roads and pathways next to the site,
- Please indicate **the boundary of the property**,
- Indicate any **new or altered vehicular access** to a highway,
- Please draw to a metric scale ie 1:100 or 1:200 **OR** show all dimensions in metres if not drawn to scale an example is shown below.
- Please include any additional information on separate sheets.

Please provide a **sketch plan** preferably to scale with all details shown like the one below.



Indicate road/footpath if adjoining any boundary of your garden

- A Show distance between proposed outbuilding & the property boundaries.
- B Show distance between proposed outbuilding & the existing dwelling.
- C Show position & height of any proposed boundary fence/wall.
- D Show distance between proposed extension & property boundaries.
- E Show position & width of new or altered access.
- F * Show position & species of any trees that may be affected.

Your Sketch Plan

Your location plan

Show road names & house numbers
& position of adjoining properties

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