

## DO I NEED PLANNING PERMISSION?

Please complete this form if you would like an officer's opinion on whether Planning Permission is required. **Please note that this is not a formal Planning Application**



1

Name and address of enquirer

Full name .....

Address .....

.....

..... Postcode .....

Tel. No. ....

2

Full postal address of the application site/building

Address .....

.....

..... Postcode .....

3

Description of proposed development

.....

.....

.....

Signed .....

Date .....

Please send your completed enquiry to:

HEREFORDSHIRE COUNCIL PLANNING SERVICES  
PO BOX 230  
BLUESCHOOL HOUSE  
BLUESCHOOL STREET  
HEREFORD  
HR1 2ZB

For general enquiries, please call at the **Hereford Centre, Garrick House, Widemarsh Street, Hereford**. Open between the hours of 8.45 am and 5.15 pm Monday to Thursday, 8.45 am to 4.45 pm on Friday, and 9.00 am to 1.00 on Saturday. Telephone number: **01432 261563**. A range of information is also available on the Internet, at [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk).

### **PLEASE NOTE**

**This form is about planning permission only and advice about Building Regulations should be sought from Building Control Services at the above address.**

As part of your enquiry we will have to research information held by the Authority as well as the information you provide on this form.

# About Your Home and the Proposed Development

1. What year was the property built (if known)?

Please Tick

2. Is it:  semi-detached or detached?  
 terraced (including end of terrace)?  
 within a block of flats?  
 barn conversion?

Please complete questions 3-7 if you want to build an extension or erect an outbuilding.

3. Has the property ever been extended since it was first built? Yes  No

**If YES**

What are the **external** sizes of the existing extension(s) (including conservatories and porches and dormer windows)? (please state in metres)

Extension (eg Bedroom)	Length	Width	Height		
			to ridge/top of pitch (A)	to eaves (B)	if flat roof (C)

4. Have any outbuildings (eg. garage, shed, store) been erected since the property was first built? Yes  No

**If YES**

What are the **external** sizes of the existing outbuilding(s)? (please state in metres)

Outbuilding	Length	Width	Height			Distance to house
			to ridge/top of pitch (A)	to eaves (B)	if flat roof (C)	

5. Are any of these buildings within 5 metres of your dwelling? Yes  No

6. What is the **external** size of the proposed extension/outbuilding? (please state in metres)

Length	Width	Height to Ridge/top of pitch (A)	Height to Eaves (B)	Height if flat Roof (C)

7. Will the extension/outbuilding be higher than the existing dwelling? Yes  No

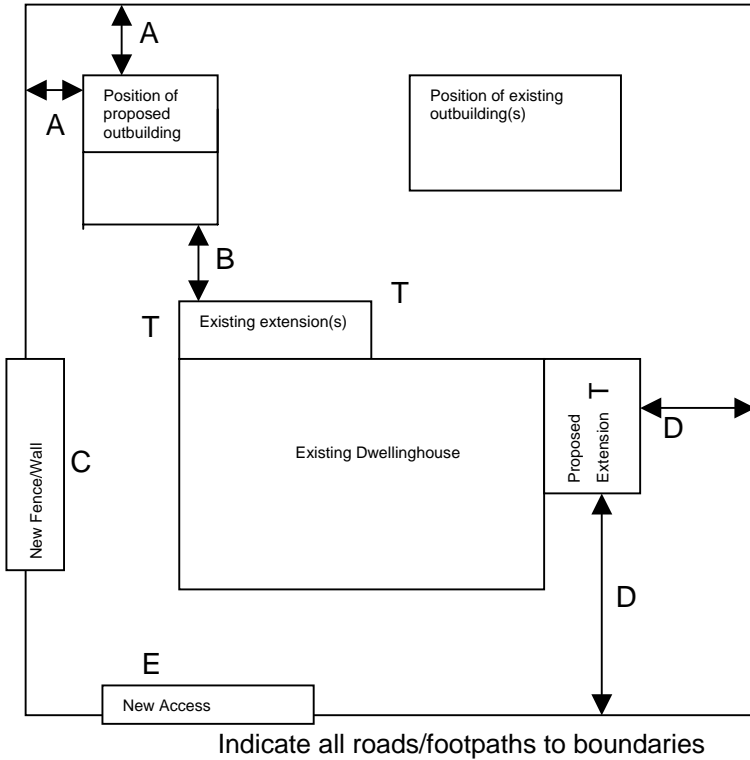
8. Has the property ever been owned by the Council? Yes  No

8. Will the erection of the new building require any trees to be felled? Yes  No

# Sketch Plan

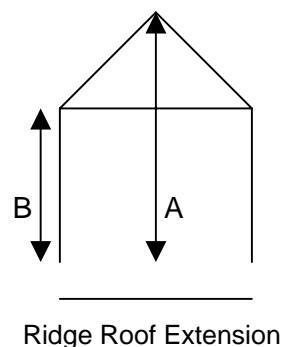
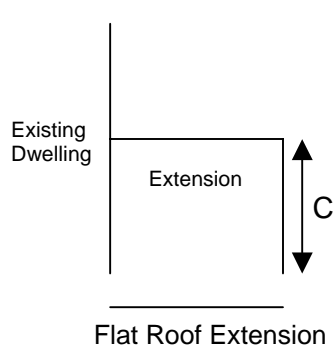
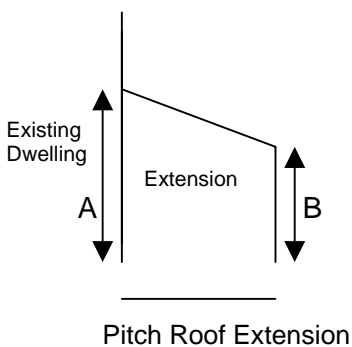
Please provide your own sketch (on the next page) like the one below, showing the relevant details:

**PLEASE NOTE: this is a guideline only and should not be copied**



- A. Show distance between proposed outbuilding and the property boundaries.
- B. Show distance between proposed outbuilding and the existing dwelling
- C. Position and height of boundary fence/wall (if one is proposed)
- D. Show distance between proposed extension and the property boundaries
- E. Position of New Access (if one is proposed)
- T. Position of any trees that may be affected

Example of roof measurement required (height):



## Your Sketch Plan of the Alterations Proposed

Please provide your **own** sketch, indicating all relevant measurements: