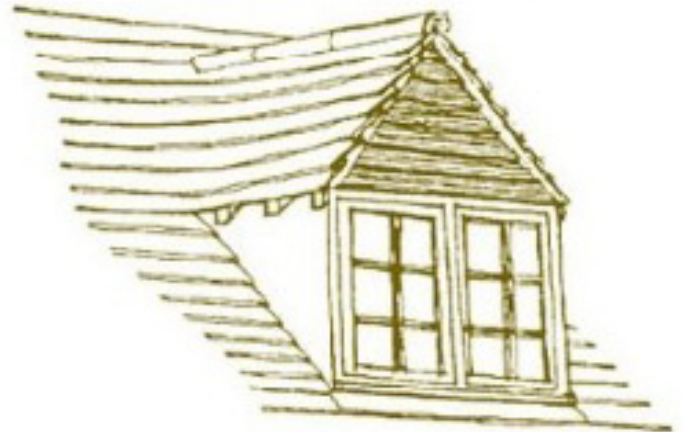
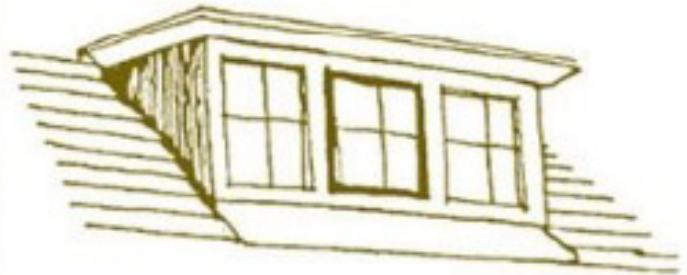
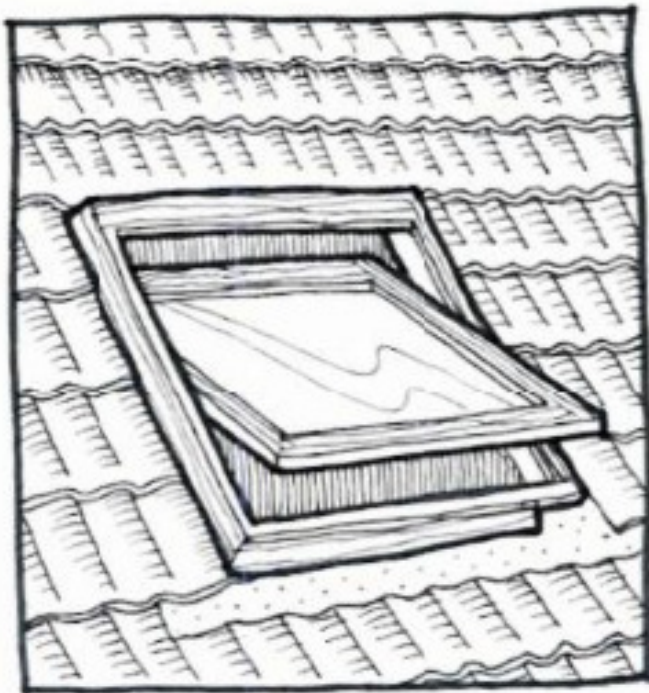




# Do I Need Planning Permission For A Loft Conversion, Dormer Window, Roof Extension & Roof Lights



# Guidance Notes

Please complete this form in full and return to us so we can determine whether planning permission is required for your proposal.

If any change is proposed then you should contact us for further advice.

The advice given is without prejudice and based on current planning legislation. Please remember that Government legislation and Council policy can change over time. These Guidance Notes are, therefore subject to periodic amendment.

Normally we will provide you with a written response within 10 working days.

Help towards completing this form can be obtained by contacting the Development Control office on 01946 598426/22.

## **Please Note**

**If you build something which needs permission without first obtaining permission you may be required to carry out remedial works or remove unauthorised works. IF IN DOUBT, ASK.**

**If you have any comments to make on these Guidance Notes, particularly on how we can make them easier for you to use, please contact us on 01946 598421/18. If you would like a copy of this form in large print, Braille, audio or in a different language please contact the Council – Telephone 0845 0458600; Email - [info@copelandbc.gov.uk](mailto:info@copelandbc.gov.uk) or write to us at The Copeland Centre, Catherine Street, Whitehaven, Cumbria, CA28 7SJ.**



For office use only:

Ref No:

Date Received:

**Please complete in BLOCK capitals & tick box where appropriate.**

<b>1. Name and address (including postcode).</b>	
<b>Telephone No:</b>	
<b>E-mail:</b>	
<b>Do you want your response by e-mail?</b>   Yes     No	
<b>2. Full address of property to be altered or extended if different from above.</b>	
<b>3. Type of property?</b>	Terraced <input type="checkbox"/> Semi Detached <input type="checkbox"/> Detached <input type="checkbox"/>
	<b>Other (please state)</b>
<b>4. Proposed Works.</b>	
<b>5. Signed:</b>	
<b>Date:</b>	

1. Is the proposal for a loft conversion?  YES  NO

If YES will it include the installation of roof lights or dormer windows?  Roof Lights  Dormer Windows

2. Will any part of the proposal exceed the highest part of the existing roof?  YES  NO

3. Will the proposal be situated on any roof slope that fronts a highway?  YES  NO

4. Will there be any windows on a roof slope forming a side elevation?  YES  NO

If YES, how high will they be from the floor?  Height  m

5. Please provide:	Length	Width	Height
External Dimensions of proposed roof addition	<input type="text"/> m	<input type="text"/> m	<input type="text"/> m
External Dimensions of any previous additions to the original roof	<input type="text"/> m	<input type="text"/> m	<input type="text"/> m

6. Does the proposal involve A balcony  YES  NO

7. Is a new chimney, flue or soil and vent pipe proposed?  YES  NO

If yes,

Will its height exceed the highest part of the roof by more than 1 metre?  YES  NO

Will it be installed on a roof slope fronting a highway?  YES  NO

8. Will the enlargement be within 200 mm of the eaves of the existing dwelling?  YES  NO

**9. What materials will be used?**

**10. What materials are existing?**

**11. Please provide a dimensional plan showing your proposal in relation to: your existing dwelling; the boundaries of the property; any adjacent roads or footpaths.**

**12.** Please provide a dimensioned sketch plan showing the front, back and side elevations of the proposal.

**FOR OFFICE USE ONLY:**

<b>Is permission required?</b>	<b>Yes</b>	<b>No</b>
<b>Type of form required:</b>		
<b>Signed:</b>		
<b>Dated:</b>		
<b>Reason:</b>		