

Householder Enquiry Form

Do I Need Planning Permission For Extension or Alterations to a Dwelling?



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 information is missing, we may not be able to process your enquiry.

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 planning legislation and Council planning policy can change over time. These Guidance Notes are, therefore subject to periodic amendment.

Normally we will provide you with a written response within **21 days**.

Help towards completing this form can be obtained by contacting Customer Services and asking for Development Control 0300 373 3730 or email development.control3@cumberland.gov.uk

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.**

You may require Building Regulations for the work that you are proposing. Please contact Cumberland's Building Control Team on Building.Control3@cumberland.gov.uk to discuss prior to the commencement of works.

General Data Protection Regulation (GDPR)

Cumberland Council is committed to protecting your privacy when you use our services. We only use what we need and Householder Enquiry Forms are not available for public view. You can read more about Cumberland Council's Privacy Statement at <https://www.cumberland.gov.uk/your-council/data-protection-and-privacy/privacy-notice>

Accessibility

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 Customer Services and ask for Development Control 0300 373 3730 or email development.control3@cumberland.gov.uk. If you would like a copy of this form in large print, Braille, audio or in a different language please contact the Council 0300 373 3730



Cumberland Council
The Market Hall
Whitehaven
CA28 7JG

Tel: 0300 373 3730

Email: Development.Control3@cumberland.gov.uk

For office use only:

Ref no:

Date received:

Please complete in BLOCK capitals & tick where appropriate.

1. Name and address (including postcode)		
Telephone No:		
Email:		
2. Full address of property to be altered or extended if different from above:		
3. Type of property	Terraced <input type="radio"/> Semi-detached <input type="radio"/> Detached <input type="radio"/> Flat <input type="radio"/>	
4. Designation of property	Listed Building <input type="radio"/> Conservation Area <input type="radio"/> None <input type="radio"/> Unknown <input type="radio"/>	
5. Have works started on site?	Yes <input type="radio"/> No <input type="radio"/>	If yes, please give details:
6. Signed:		
7. Dated:		
8. Description of works:		

Extensions or alterations to a dwelling including conservatories, carports, covered ways, attached garages or balconies.

1. Will the extension result in more than half the curtilage (area of land within your dwelling boundaries) being covered by buildings? (excludes the floor area of the **original** dwelling but include any greenhouses, sheds, sun rooms, garages etc.)

Yes ☐

No ☐

2. Is the extension:

Single storey ☐

Two storey ☐

First floor extension ☐

3. Where will the extension be positioned on the property?

Front ☐

Side ☐

Rear ☐

(a) IF ON THE SIDE

Will the extension's width be greater than half the width of the **original** house?

Yes ☐

No ☐

(b) IF ON THE REAR

How far will the extension project from the rear wall of the original house? m

4. How far will the extension be from the closest boundary? m

5. What are the external dimensions of the proposed extension? (See diagram below)

Length m

Width m

Height
(if flat roof) m

Ridge height (if pitched roof) a – c m

Eaves height (if pitched roof) a – b m

NB. Height is measured from ground level



6. Will the proposed development include a veranda, balcony or raised platform?

Yes ☐

No ☐

7. Proposed materials:		Walls	Roof	Windows/doors
	Existing materials			
	Proposed Materials			

8. Please provide a dimensioned plan showing your proposal in relation to: your existing dwelling; any other free- standing buildings (eg. garage, shed, greenhouse); the boundaries of the property; and any adjacent roads or footpaths. Please note, this does not have to be to scale.

9. Please provide a dimensioned sketch plan showing the front, back and side elevations of the proposed building. Please note, this does not have to be to scale.