

Householder Enquiry Form

Do I Need Planning Permission For Loft Conversion, Dormer Window, Roof Extension and 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 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:		

1. Is the proposal for a loft conversion? Yes <input type="radio"/> No <input type="radio"/>			
If YES will it include the installation of roof lights or dormer windows? Roof lights <input type="radio"/> Dormer Windows <input type="radio"/>			
2. Will the roof lights project more than 0.15 metres from the roof slope? Yes <input type="radio"/> No <input type="radio"/>			
3. Will any part of the proposal exceed the highest part of the existing roof? Yes <input type="radio"/> No <input type="radio"/>			
4. Will the proposal be situated on any roof slope that fronts a highway? Yes <input type="radio"/> No <input type="radio"/>			
5. Will there be any windows on a roof slope forming a side elevation? Yes <input type="radio"/> No <input type="radio"/> If YES, how high will they be from the floor? m Will they be obscure glazed? Yes <input type="radio"/> No <input type="radio"/>			
6. Please provide: External Dimensions of proposed roof addition External Dimensions of any previous additions to the original roof		Length (m)	Width (m)
7. Does the proposal involve a balcony, verandah, or raised platform? Yes <input type="radio"/> No <input type="radio"/>			
8. Is a new chimney, flue or soil and vent pipe proposed? Yes <input type="radio"/> No <input type="radio"/> If YES Will its height exceed the highest part of the roof by more than 1 metre? Yes <input type="radio"/> No <input type="radio"/> Will it be installed on a roof slope fronting a highway? Yes <input type="radio"/> No <input type="radio"/> Which elevation will it be installed on?			
9. What materials will be used?			
10. What materials are existing?			

11. Please provide a dimensioned plan showing your proposal in relation to: the existing dwelling; the boundaries of the property; any adjacent roads or footpaths. This does not have to be to scale.

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