

# Householder Enquiry Form



**i Do I need planning permission?** Complete this form to find out if you need planning permission for any addition or alteration to your home or garden. The information you provide will be used to give you an informal opinion. To get a formal decision on the need for planning permission you should apply for a Lawful Development Certificate, for which a fee is charged. You should also find out if you need approval under the building regulations by contacting Building Control on **01395 517482** or email **buildingcontrol@eastdevon.gov.uk**.

Please complete sections 1 to 4. Then answer the sections numbered 5 to 9 which apply to your proposal. Finally, sign and date the declaration in section 10 and draw a sketch in section 11.

## I. Name and Contact Details



Title	
Name	
Address	
Postcode	
Telephone	
Email	

End of Section I

### For office use only

- |                   |                              |                             |
|-------------------|------------------------------|-----------------------------|
| AONB              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Article 4         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Conservation Area | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Listed Building   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| PD Rights Removed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TPO               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Classified Road   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Site History:

Notes/Reason:

- |                                   |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|
| Planning Permission required?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Listed Building Consent required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Officer's Name

Date



# 4. General information

To be answered in all cases



My home is:	<input type="checkbox"/> Detached
	<input type="checkbox"/> Semi-detached
	<input type="checkbox"/> Terraced
	<input type="checkbox"/> A flat
	<input type="checkbox"/> Other: _____
Does the proposal include a veranda, balcony, decking or raised platform?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal include the raising or lowering of ground levels?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**End of Section 4**

# 5. Extensions to your home

(See 6 for roof alterations)



Will the extension be built onto a previous extension to the house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the extension be higher than the part of the house to which it is joined?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the eaves of the extension be higher than the eaves of the part of the house to which it is joined?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the extension be single storey?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**All dimensions should be accurate, metric and measured externally**

Description	Length	Width	Height	Height to eaves (underside of roof overhang)
<i>E.g. Conservatory</i>	<i>3 metres</i>	<i>3 metres</i>	<i>2.6 metres</i>	<i>2.1 metres</i>

**End of Section 5**

# 6. Roof extensions or alterations, including solar panels and skylights; installation, alteration or replacement of a chimney, flue or soil and vent pipe



Will the highest part of any addition be higher than the highest part of the existing roof?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any solar panel protrude beyond the roof slope by more than 20cm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any skylight protrude beyond the roof slope by more than 15cm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any chimney, flue or soil and vent pipe extend above the highest part of the roof by 1 metre or more?	<input type="checkbox"/> Yes	<input type="checkbox"/> No




**All dimensions should be accurate, metric and measured externally**

Description	Length	Width	Height
<i>E.g. Dormer</i>	<i>2 metres</i>	<i>1.5 metres</i>	<i>2 metres</i>

**End of Section 6**

# 7. Outbuildings; swimming or other pools; gates, walls, fences; oil or gas storage containers



Will the building be single storey?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What type of roof will it have?	<input type="checkbox"/> Flat	
	<input type="checkbox"/> Sloping	
	<input type="checkbox"/> Pitched	
	<input type="checkbox"/> Other: _____	

**All dimensions should be accurate, metric and measured externally**

Description	Length	Width	Height to highest point	Height to eaves (underside of roof overhang)
<i>E.g. Shed</i>	<i>3 metres</i>	<i>2 metres</i>	<i>3 metres</i>	<i>2.5 metres</i>

Height of gate, wall or fence	_____
Capacity of oil or gas storage container in litres	_____

**End of Section 7**

# 8. Driveways, paths and other hard surfaces



Dimensions of hard surface	Length: _____
	Width: _____
Materials to be used	_____
Will rainwater drain through the surface, run off to an area within your garden, or run off elsewhere?	_____

**End of Section 8**

# 9. Satellite dishes and other microwave antennae



In total, will there be more than two dishes on the building or in the garden?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What size will the dish be (measured at its widest/ longest part)?	<input type="checkbox"/> 0-60cm	<input type="checkbox"/> 61-100cm	<input type="checkbox"/> More than 100cm
Does your home have a chimney? <i>If yes answer part (a), if no answer part (b)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>(a)</b> Will the dish be higher than the chimney?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the dish be higher than 60cm above the highest part of the roof?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>(b)</b> Will the dish be higher than the highest part of the roof?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If installed on a pole, fence, wall or building in the garden how high above the ground will it be?			

End of Section 9

# 10. Declaration



The information provided is, to the best of my knowledge, a true and accurate statement. I understand that the advice of East Devon District Council is based on the information I have provided and that if any details change, or are shown to be inaccurate, or if there is a change in the relevant legislation then the advice of the Council may no longer be valid.

Signed	
Date	

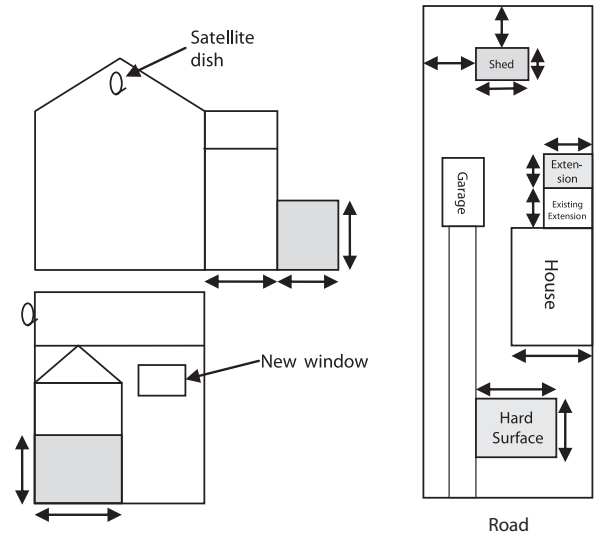
End of Section 10

# II. Draw a sketch of your proposal and, where possible, attach photographs



- Show any extensions to your property since 1948, including conservatories, garages, car ports, dormer windows and porches.
- Show all outbuildings, including sheds, greenhouses and garages.
- Show any changes to levels on the site resulting from the development.
- Show the size of the original house and all extensions and outbuildings.
- Show the distance to the boundaries of any new extensions or buildings.
- Show the position of any roads, pavements and public footpaths adjoining the site.
- Show the position of any new access, gate, fence or wall.

## Example



# Contact us



**By post:**

Planning  
East Devon District Council  
Knowle, Sidmouth  
EX10 8HL



**Tel:**

01395 517475



**Email:**

[planning@eastdevon.gov.uk](mailto:planning@eastdevon.gov.uk)

[www.eastdevon.gov.uk/planning\\_services](http://www.eastdevon.gov.uk/planning_services)