



For Office Use Only

Ref No.....

Receipt No.....

Important

The response that will be provided in relation to the query is an informal response based upon the level of information provided. Should the works undertaken differ from the details provided you may be liable to enforcement action. Alternatively if you require a formal determination you will need to apply for a Lawful Development Certificate.

Briefly describe what you want to do and provide a sketch plan over leaf (see example provided)

Blank space for describing the query and providing a sketch plan.

Contact Details

Name:.....
Email:.....
Address:.....
.....
Post Code..... Daytime Telephone Number.....

Details of the property (if different to above)

Address.....
.....

Is the property detached, semi-detached or terraced?.....
NB planning permission is always required to extend or materially alter the external appearance of flats (apart from in some cases, installing solar panels).

If you have any queries in relation to completing this form please contact the Planning Control Office on 01495 355555 or 355518

Your Sketch Plan of the Alterations Proposed

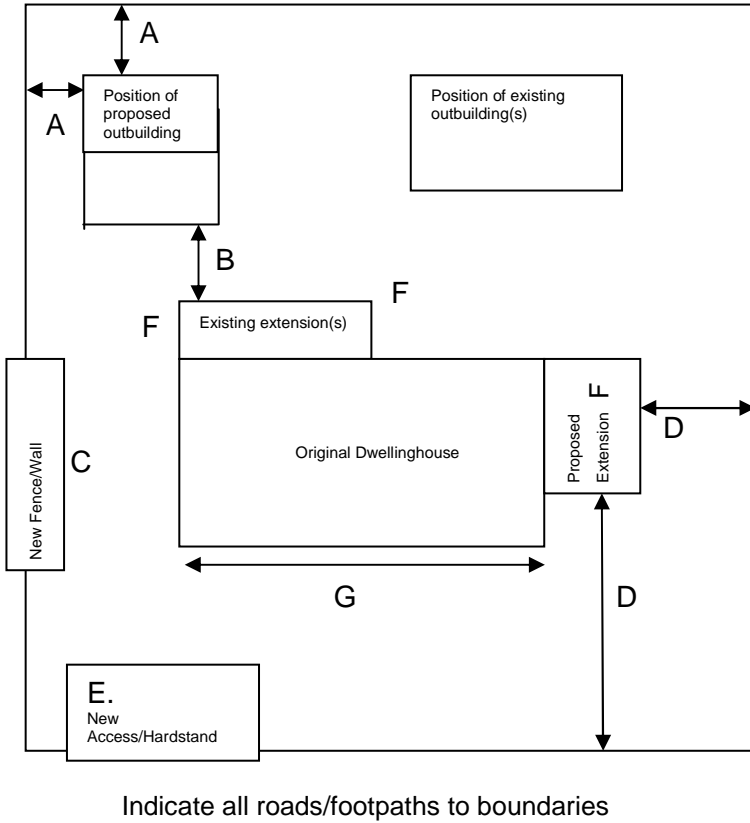
If you already have drawings of your proposed development, please provide us with a copy. Otherwise, please provide your **own** sketches, indicating all relevant **external** measurements (in **metric**):

Please use additional sheets as required

Sketch Plan

Please provide your own sketch based on the level of information in the example shown. All measurements to be metric:

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) stating if it will be a retaining wall.
- D. Show distance between proposed extension and the property boundaries
- E. Position of New Access/Hardstanding (if one is proposed) including details of surface material.
- F. Position of any trees that may be affected
- G. Width of original house

Example of **external** roof measurement required (height). Please also illustrate the ground levels using a dashed line (as shown below):

