

# Is Planning Permission Required?



Please complete this form to find out if you need planning permission for any proposed householder alterations as outlined below. Please note that this form relates to planning only and advice regarding Building Regulations should be obtained from CNC Building Control Department who provide the building control service to Broadland District Council. They can be contacted on 0808 168 5041 or at South Norfolk House, Cygnet Court, Swan Lane, Long Stratton, NR15 2XE.

**Extensions or alterations to dwellings including:** Conservatories, loft conversion, hip to gable roof enlargements.

**New domestic outbuildings:** Garages, sheds, summer houses.

**Alterations or extensions to structures within the property boundaries:** Dormer/replacement windows, roof lights.

## PART A - NAME AND ADDRESS

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Tel no: \_\_\_\_\_ Email: \_\_\_\_\_

2. Address of proposed development (if different from above):  
\_\_\_\_\_

## PART B - ABOUT THE PROPERTY

### 3. Is the property?

Detached ☐ Semi-detached ☐ Flat ☐ Maisonette ☐ Terraced (inc. end terrace) ☐

4. Was the property built - Pre 1948 ☐ Post 1948 ☐

### 5. Existing building work

Has the dwelling been extended or the roof space been increased since it was first built? Are there any existing freestanding buildings in your garden?

If Yes, you must complete the table below.

Yes ☐ No ☐

**(Note:** This includes conservatories, alterations, extensions, garages, sheds, greenhouses, outbuildings and roof alterations.)

What is the size of the existing extension(s)/freestanding building(s)? Please state below. Measurements should be external and in metres.

Type of extension/building/ alteration to roof	Length	Width	Height		Distance from house	For roof alteration only	
			To eaves	To ridge		Vol. of original alterations	Vol. of roof space
0 eg. Single-storey rear extension	5m	3m	2.2m	2.8m	Attached		
1							
2							
3							
4							

### 6. Special considerations

Is the dwelling in a Conservation area? Yes ☐ No ☐ Don't know ☐

Is the dwelling a listed building? Yes ☐ No ☐ Don't know ☐

## 7. What do you want to do?

Tick the box that relates to the work you are proposing to undertake. (You may tick more than one box)

Extension to house	<input type="checkbox"/>	Go to 8	Fence, wall or gates	<input type="checkbox"/>	Go to 8
Conservatory	<input type="checkbox"/>	Go to 8	New vehicular access	<input type="checkbox"/>	Go to 8
Garage/car port (attached to house)	<input type="checkbox"/>	Go to 8	Roof alterations inc. loft conversion, dormer windows/rooflights	<input type="checkbox"/>	Go to 10
Garage (detached)	<input type="checkbox"/>	Go to 8	Antenna/satellite dish	<input type="checkbox"/>	Go to 12
Garden shed	<input type="checkbox"/>	Go to 8	Other* (describe below the works eg. solar panels, chimneys)	<input type="checkbox"/>	Go to 8
Porch	<input type="checkbox"/>	Go to 8	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
Greenhouse/summer house	<input type="checkbox"/>	Go to 8			
Replacement windows	<input type="checkbox"/>	Go to 8			

\*If other, complete 8 giving as much detail as possible.

## 8a. Sketch drawing of your proposal - plan

Please draw a site plan to show where your proposed extension/freestanding building will be located and any existing buildings. The drawing on the left is an example of what we expect.

**Example:**

The example site plan shows an 'Existing Dwelling' at the bottom. Above it is a 'Proposed Extension' (A) indicated by a dashed line. To the left of the dwelling is an 'Existing Garage' (B). To the right is an 'Existing Extension' (B). Above the proposed extension is a 'Proposed Shed' (A) also indicated by a dashed line. The area between the garage and the shed is the 'Rear Garden'. Below the dwelling is the '(Front garden)'. At the bottom is a 'New Fence/wall' (D) and a 'New Access' (E). A road is at the very bottom with a label 'Indicate road name'. Various points are labeled with 'C' and 'F'.

**Draw your proposal here:** Proposed buildings shown either with dotted line or hatching.

(Please attach separate sheets of paper if necessary.)

Measurements relating to your plan above:	Details:
A Position of proposed extension/out-building	Show on plan
B Position of any existing extension(s)/out-building(s)	Show on plan
C Position between proposed extension/out-building and the boundary	M
D Position and height of NEW boundary fence/wall (where applicable)	M
E Position of NEW vehicular access (where applicable)	Show on plan
F Distance to front boundary of dwelling (front extension only)	M

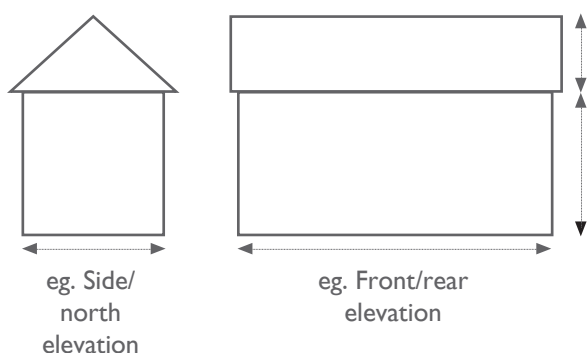
## 8b. Sketch drawing of your proposal - elevations

Please draw an illustration to show what your proposal will look like and include measurements as in the example drawing below. You may attach other plans, photographs or details from the supplier if you wish. Where your enquiry relates to more than one type of work, please give full details of both. Please also indicate proposed windows to be inserted.

### Example of extension:



### Example of out-buildings:



### Draw your proposal here (inc. measurements):

Please provide details of all elevations to be affected.

(Please attach separate sheets of paper if necessary.)

### Measurements relating to your sketch drawing above:

Please provide exact measurements of your proposal. Measurements should be in metres.

Proposal	Length	Width	Height To eaves	To ridge	Total height
eg. Out-building	5m	2.5m	1.8m	2.4m	2.4m

Note: If your proposal is for a fence, wall or gate please give height in 'Total height' column above. Where your enquiry relates to more than one type of work, please give full details for both in the table above.

## 9. Further information

Please answer the following question if appropriate:

If you are proposing to build a porch, will it enclose the existing entrance door to your dwelling?

Yes ☐ No ☐

## 10. Loft conversions/addition of roof lights/dormers

Are there any proposed external changes to the roof including new velux or dormer windows? Yes ☐ No ☐

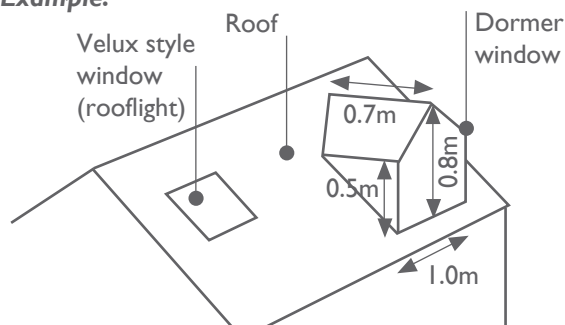
If Yes, describe proposed works and answer questions below.

Would any part of the proposed works project above the highest part of the existing roof (excluding chimney)? Yes ☐ No ☐

Would any dormer or roof extension face a road? Yes ☐ No ☐

Please draw a sketch illustration to show what the window(s) or extension to the roof will look like.

**Example:**



**Draw your proposal here:**

(Please attach separate sheets of paper if necessary.)

## 11. Detached out-buildings only

What materials will the proposed building be made of?

Would the building be provided with separate utilities from the dwelling? Yes ☐ No ☐

What purpose would the building be used for?

## 12. Antennas (including satellite dishes)

Complete this section if you live in a dwelling house (inc. bungalow, detached, semi-detached and terrace or a block of flats).

Is the building less than 15 metres in height? Yes ☐ No ☐

How many antennas are currently present on the building?

If building is less than 15 metres in height and has an existing antenna, please state length of existing antenna.

What are the dimensions (metres) of the proposed antenna?

Length:

Width:

Depth:

Where will the proposed antenna be located? (eg. front elevation, rear elevation, roof, chimney stack, etc.)

Is the proposed antenna to be sited on a chimney stack, roof slope or wall fronting the road? Yes ☐ No ☐

Will the proposed antenna protrude above the highest point of the roof? Yes ☐ No ☐

If Yes, for buildings with chimney stacks does the proposed antenna protrude above the highest part of the roof by more than 60cm or the highest part of the chimney (whichever is lower)? Yes ☐ No ☐

## Declaration

I understand this information will affect whether planning permission is needed and to the best of my knowledge the information provided is correct and accurate.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please return completed form to:  
Planning Department, Broadland  
District Council, Thorpe Lodge,  
1 Yarmouth Road, Norwich, NR7 0DU  
planning.bdc@southnorfolkandbroadland.gov.uk