

Advice Request Form for Householder Developments

For office use:

ENQ/

Please note that this form is for development within the curtilage of an existing dwellinghouse, flat or maisonette. For commercial or industrial development, or for new dwellings, please use the form for Non-householder Development.

An assessment will be made based on the information you supply. No formal or scaled drawings are required at this stage and we are unlikely to carry out a site visit to your property. Therefore, the advice given is an informal opinion. If you wish legal certification that a proposed (or existing) development does not require planning permission then you should make an application for a Certificate of Lawfulness.

Please fill in the forms in full and with as much detail as possible, if you do not provide all the necessary information, we may return your form to you.

Enquiries received are considered to be documents available to view by the public subject to data protection legislation. If you consider any part of your enquiry to be confidential, please explain why, and for what period it needs to remain confidential.

Amendments to Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) Order 1995 came into effect on the 30th September 2013. This guidance and forms has been written in line with the changes to the legislation.

The amendments to the legislation can be viewed on the following website:

<http://www.legislation.gov.uk/wsi/2013/1776/contents/made>

Further technical guidance on householder development can also be obtained from the following websites:

<http://wales.gov.uk/topics/planning/policy/guidanceandleaflets/householder-permitted-development-rights/?lang=en>

When will I receive a response?

Once your enquiry has been registered you will receive an acknowledgement letter specifying the enquiry reference number and the contact details of the Case Officer dealing with your enquiry. We aim to respond to your enquiries within 28 days. However, during periods of high volumes of workload, it may take longer to reply.

Information to be submitted with your enquiry:

In addition to the completed form, **you must provide a location plan or map showing the location of the property** where the proposed development will take place. The site area should be outlined in red so the extent of the site can be identified. This site plan should show the position of the dwellinghouse in relation to any highways and nearby/neighbouring properties. You should identify on this plan where, within the curtilage of the property, the development will occur.

Please also provide an Aerial sketch of the site showing the location and dimensions of the original dwellinghouse, the location of any previous extensions/alterations the property has had and highlight the location of the proposed development in some way, either by hatching or colouring the area in. You should also define the extent of your domestic curtilage (This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership (e.g. a paddock or field))

Photographs will be required of each elevation of the dwellinghouse. Please label these photographs so that it is clear where the photographs have been taken from and which elevation the picture is showing.

If you do not provide all the necessary information, we may return your enquiry to you.

Tick all boxes that apply and go to the relevant sections of the form as Indicated

- Extensions or enlargements to the existing property (including external wall insulation) – **Go to Section 1**
- Alterations or enlargements or additions to the roof of the dwelling – **Go to Section 2**
- Erection of an outbuilding or alteration of an existing outbuilding, for example, a detached garage, greenhouse or shed – **Go To Section 3**
- The formation or replacement of a hard surface – **Go to Section 4**
- The installation, alteration or replacement of a microwave antenna – **Go to Section 5**
- Boundary enclosure, for example, fence, wall or gate – **Go to Section 6**
- Installation of domestic microgeneration equipment – **Go to Section 7**

1. Your details:

Name:

Address:

Postcode:

Tel No:

Email:

2. Address of proposal if different from above:

3. What type of property is it?

Detached or
semi detached:

Flat or apartment:

Terraced:

Other (please specify):

4. Is the property a Listed Building?

(delete as appropriate)

Yes / No

5. Is the property within a Conservation Area?

Yes / No

6. Will any hedges or trees be affected by the proposed development?

Yes / No

*If **Yes** please identify on the site plan where these hedges or trees are positioned and describe how they will be affected.*

7. What is proposed?

Fully describe the proposal.

Description:

Declaration

Signature:

Date:

Please return the relevant forms, plans and supporting information to:

Conwy County Borough Council, Regulatory & Housing Services, Development Management, Civic Offices, Colwyn Bay, LL29 8AR.

Tel No.: (01492) 575247 or Email to regulatory.services@conwy.gov.uk

SECTION 1: Extensions or enlargements to the existing property (including external wall insulation). *Please refer to information to be submitted with the enquiry (page 2).*

1.1 If the property has been extended before, please fill in the following table. **Please give the following measurements in metres.**

Please provide any planning permission reference(s) that relate to the extension	Length	Width	Total height	Height to eaves (see guidance)	Year it was completed

1.2 If you intend to install a window in the upper storeys of the original dwellinghouse or proposed development, please indicate on the sketch you have provided or on photographs, the position of this window relative to the nearest boundary. Please specify if any such window is to be obscure glazed and / or non-opening. If it is to be an opening window, please specify the height of the openable part of the window above internal floor / stair level.

1.3 Please provide dimensions of the proposed extension(s). **Please give the following external measurements in metres.**

	Length	Width	Total height	Height to eaves	What is the shortest distance from the proposed extension to the nearest boundary	Details of the appearance of materials used in the walls, roof or other elements of any exterior work	Describe the proposed use of the extension
Extension 1							
Ground floor dimensions							
Upper floor dimensions							
Extension 2							
Ground floor dimensions							
Upper floor dimensions							

1.4 Is any part of the proposed development higher than the existing property? **Yes / No**

1.5 If you intend to install external wall insulation, please specify how far the insulation will project outwards from the elevation of the dwellinghouse

1.6 Will the proposed development consist of or include a roof terrace, balcony or raised platform? **Yes / No**

SECTION 2: Alterations or enlargements or additions to the roof of the original dwellinghouse.

Please refer to information to be submitted with the enquiry (page2).

2.1 If the roof of the original dwellinghouse has been extended before, please fill in the following table. **Please give the following measurements in metres.**

Please provide any planning permission reference that relates to the extension	Length	Width	Total height	Height to eaves	Year it was completed

2.2 If you are proposing alterations / enlargements to the roof please specify full dimensions of the enlargements / alterations in the boxes below. **Please give the following external measurements in metres.**

	Length	Width	Total height	Height to eaves	Details of the appearance of materials used in the walls, roof or other elements of any exterior work	Closest distance from the enlargement to the eaves of the existing roof (when measured along the existing roof slope)
Extension 1						
Extension 2						
Extension 3						

2.3 Will any part of the proposed development be higher than the existing property? **Yes / No**

2.4 Will the proposed development consist of or include a roof terrace, balcony or raised platform? **Yes / No**

2.5 If the development proposed involves another form of alteration to the roof, please describe this below:

2.6 If you are proposing to install a roof light into the original roof slope, please specify the distance the roof light will project from the plane of the original roof slope:

SECTION 3: Erection of an outbuilding, or alterations to an existing outbuilding. *Please refer to information to be submitted with the enquiry (page 2).*

3.1 Please specify full dimensions of the development in the table below. **Please give the following external measurements in metres.**

	Length	Width	Total height	Height to eaves	What is the shortest distance from the proposed development to the nearest boundary	What is the shortest distance from the proposed development to the existing dwellinghouse	Describe the proposed use of the development
Development 1							
Development 2							
Development 3							

3.2 Will the building consist of more than one storey? **Yes / No**

3.3 Will any part of the proposed works be within 2 m of a boundary and exceed 2.5 m in height? **Yes / No**

SECTION 4: The formation or replacement of a hard surface. *Please refer to information to be submitted with the enquiry (page 2).*

4.1 Please specify on the table below the area of the hard standing and the materials proposed in its construction. **Please give the following measurements in metres.**

	Length	Width	Will the hard surface be porous or permeable or alternatively will it drain onto a porous / permeable surface within the boundary of you home?
Development 1			
Development 2			

SECTION 5: The installation, alteration or replacement of a microwave antenna. *Please refer to information to be submitted with the enquiry (page 2).*

5.1 Please indicate the number of antenna already attached to the dwellinghouse and within the curtilage:

5.2 Please indicate on the table below the dimensions of the antenna proposed:

	Length	Width	Depth
Antenna 1			
Antenna 2			

5.3 Will the antenna be attached to the chimney of the property? **Yes / No**

5.4 Will the antenna protrude higher than the chimney stack of the property? **Yes / No**

5.5 If the property does not have a chimney, will the antenna project higher than the highest part of the roof? **Yes / No**

5.6 Does the overall height of the dwellinghouse exceed 15 metres? **Yes / No**

SECTION 6: The erection, alteration, replacement or maintenance of a means of enclosure (e.g. fence, gate wall). *Please refer to information to be submitted with the enquiry (page 2).*

6.1 Will the means of enclosure be positioned adjacent to a highway? **Yes / No**

6.2 Please mark the proposed line of the means of enclosure on a plan.

Please indicate the height of the means of enclosure (if the height varies, you should indicate the highest point of the means of enclosure to the lowest point when measured at a single location). **Please give the following measurements in metres.**

6.3 If the proposal involves altering, replacing or maintaining an existing means of enclosure, please specify in metres the height of the existing structure.

SECTION 7: Installation of domestic microgeneration equipment

7 (A) Solar photovoltaic (PV) or solar thermal equipment:

7.1 Will the equipment be installed on a:

Wall: **Yes / No** Pitched roof: **Yes / No** Flat roof: **Yes / No** or Stand alone: **Yes / No**

7.2 If the equipment will be installed on a wall or pitched roof, please answer both (a), (b) and (c) (if applicable) below:

(a) How far would the equipment protrude when measured at right angles from the wall or roof space?

(b) Would the equipment protrude above the highest part of the roof (excluding the chimney)? **Yes / No**

(c) If the wall on which the equipment is to be installed is in a Conservation Area, does it front onto a highway? **Yes / No**

7.3 If the equipment will be installed on a flat roof, please answer both (a) and (b) below:

(a) How far will the equipment be sited from the external edge of the roof?

(b) How high will the equipment protrude above the plan of the roof?

7.4 If the equipment is to be “stand alone”, please answer questions (a) to (c) below:

(a) The total number of existing and proposed solar equipment:

(b) The closest distance between the equipment and the highway:

(c) Please indicate on the table below the dimensions of the equipment proposed (including the housing).
Please give the following measurements in metres.

	Length	Width	Height (above ground level)
Equipment 1			
Equipment 2			

7 (B) The installation, alteration or replacement of a flue on a dwellinghouse, forming part of a biomass heating system or a combined heat and power heating system:

7.1 How high will the flue project above the highest part of the roof (in metres)?

7.2 Will the flue will be located in a Conservation Area?

Yes / No / Don't Know

If “**Yes**” or “**Don't Know**”, please answer both (a) and (b) below:

(a) Will the flue be located on a principal or side elevation of the dwellinghouse?

Yes / No

(b) Would the flue front onto the highway?

Yes / No

7 (C) Air source heat pumps:

7.1 Please specify the total number of (i) existing and (ii) proposed air source heat pumps on the dwelling or within the curtilage:

(i) existing:

(ii) proposed:

7.2 Is there, or will there be, a “stand alone” wind turbine within the curtilage of the dwelling?

Yes / No

7.3 Please specify the external volume of the outdoor compressor unit (including its housing) in cubic metres:

7.4 Please specify the closest distance between the air source heat pump and the nearest boundary:

7.5 Will the air source heat pump be located on a pitched roof?

Yes / No

7.6 Will the air source heat pump be located on a flat roof?

Yes / No

If "**Yes**", please specify its distance from the external edge of that roof:

7.7 Will the air source heat pump be located on a wall?

Yes / No

If "**Yes**", does that wall front onto a highway?

Yes / No

7 (D) Stand alone wind turbine:

7.1 Please specify the total number of (i) existing and (ii) proposed stand alone wind turbines in the curtilage of the dwelling:

(i) existing:

(ii) proposed:

7.2 Please indicate the location of the turbine on the above mentioned spatial sketch and specify the distance to the closest boundary:

7.3 Please indicate the height of the stand alone wind turbine from ground level to the highest point of the turbine, including the blades:

7.4 Please indicate the distance between the ground level and the lowest part of any blade:

7.5 Please indicate the length of a single blade of the stand alone turbine:

7.6 Would the turbine be located in a Conservation Area?

Yes / No / Don't Know

If "**Yes**" or "**Don't Know**", would the turbine be visible from any highway which bounds the curtilage of the dwellinghouse?

Yes / No

NOTE: Please submit a location plan and sketch plan to accompany this form (see page 2 - "Information to be submitted with your enquiry")