

# Do I need Planning Permission?

Office Use:

This form has been designed to help people get **informal advice** about whether they are likely to need planning permission to carry out improvement works on their homes, or build extensions or outbuildings.

This is a discretionary service offered by the Council. In order that we can provide the service to a consistent and high standard the Council has decided that the cost of providing the service should partly be recovered directly and not fall as a general cost to the council tax payer. From 1 April 2019, there will be a charge of £80 payable with your enquiry. (Fee including VAT at 20%.) Without the fee your form will be returned.

Please complete this form and hand it in or send it to the Planning Department at the address shown on page 5. We will aim to reply to your enquiry within 15 working days.

**1. Your name and contact address:**

Name: .....

Address: .....

.....

..... Postcode:.....

Daytime telephone number:..... E-mail:.....

**2. Site address:**

Address: .....

.....

..... Postcode:.....

Is your home a:  Detached House  Semi-Detached House  Terraced House

Detached Bungalow  Semi-Detached Bungalow  Maisonette

Flat  Terraced Bungalow

**3. Please give a brief description of the proposed works.**

4. Please provide us with the following information:

Where the extension/structure is to be built:  Front  Back  Side

All the external dimensions in metres of the original dwelling.

Height (if flat roof):.....m  
Ridge height (if pitched roof):.....m  
Eaves height:.....m  
Width: .....m  
Length: .....m

Ridge Height  
= highest part of the roof  
Eaves Height  
= where the roof meets the wall

All the external dimensions in metres of the proposed extension

Height (if flat roof):.....m  
Ridge height (if pitched roof):.....m  
Eaves height:.....m  
Width: .....m  
Length: .....m

5. Will the proposed works include cladding on any part of the exterior (stone, pebbledash, timber, tiles)?

Yes  No

6. Please provide distance of all boundaries from the proposed works.

Please specify which boundary: Front:..... m  
Rear: ..... m  
Side:..... m  
Side:..... m

7. What will the development be used for?

[Empty text box]

8. Please give details of any road, cycle way or footpath to the side or back of your house (whether made up or not):

[Empty text box]

9. Is a new or altered vehicular access proposed?  Yes  No

10. Is the proposed extension:  single storey  two storey  more than two storey

11. Adding a porch? We need to know:

a) The ground area of the porch (measured externally):..... m<sup>2</sup>  
b) Its height:..... m  
c) How far it would be from the boundary with the road or footpath:..... m

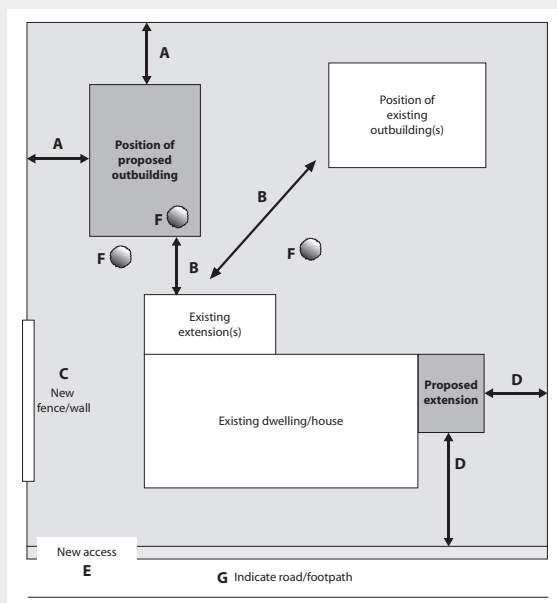
NOTE For porches with a ground area of more than 3m<sup>2</sup> (measured externally), please also complete all of question 4.

**12. Putting up a gate, wall or fence?** We need to know:

- a) The proposed position of any new fence/gate or wall (this should be shown on the diagram, see question 13).
- b) The proposed height in metres (including height of any piers): .....m
- c) If it replaces an existing fence or wall, please give the height of the original fence/gate or wall: .....m

**13. Please provide photographs and a sketch plan like the one below showing all the details, including outbuildings, as outlined below.**

If you have already had plans prepared, please attach them to this form.



- A Show distance between proposed outbuildings and the property boundaries
- B Show distance between proposed outbuildings and the existing dwelling
- C Position and height of boundary fence/wall (if one is proposed)
- D Show distance between proposed extensions and the property boundaries
- E Position of new access (if one is proposed)
- F Position of any trees that may be affected
- G Does the property border any roads or footpaths (Please indicate in sketch plan)

Please note failure to secure Planning Permission where required may result in Enforcement action being taken.

Please tick to confirm that you have enclosed your payment of £80 (made payable to East Lindsey District Council) with this form.

Signed:

Date:

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

**Please note that the response from the Planning Control Section is informal advice only and a legal determination can only be made via a Section 192 Application. If a legal determination is needed please contact the Planning Department for the application forms.**

Once completed, either post this form to the address below or hand it in to one of our offices.

# Data Protection Privacy Notice

## Notice Do I need Planning Permission?

East Lindsey District Council is a Data Controller and can be contacted at: The Hub, Mareham Road, Horncastle Lincolnshire, LN9 6BW. Tel 01507 601111. The Data Protection Officer can be contacted at the same address.

We are collecting your personal data under a contract in order to process your application so decide whether you require planning permission to carry out the proposed works.

Your data will not be shared with third parties but may be used for Council purposes, including with the planning enforcement department, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. As a Public Authority we are subject to the Freedom of Information Act and information on this form may be released to anyone requesting it from us, subject to exemptions contained in the legislation.

The information provided on this form will be kept for ten years and then securely destroyed.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113

If you do not provide the information requested we cannot process your application.

For further information on our Data Protection Policies please go to our website.