

BLABY DISTRICT COUNCIL



Preliminary Enquiry Form

Please complete in block capitals.

Name :

Address:

.....

..... Postcode:

Tel No.:

Location of proposed works:

(if different from above)

Description of proposed works:

.....

.....

EXTENSIONS OR ALTERATIONS TO A DWELLING OR THE ERECTION OF A NEW BUILDING WITHIN THE GARDEN AREA. Please complete the following questions.

1. Is the property:

Please tick

A terraced property

A semi detached property

Detached property

Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If other please specify

Specify the external measurements of the proposal

LengthM

WidthM

(Height is measured from ground level)

HeightM

Ridge Height.....M

Eaves HeightM

It may help you to draw your proposal on a separate sheet of paper, it is not essential to draw it to scale, however please ensure that it is drawn clearly and the dimensions are indicated where appropriate.

2. Is the proposal to be attached to your dwelling?

YES
NO

If **NO** specify how far away the building will be from your dwelling

.....Metres

3. How far from your property boundary will the proposal be?

.....Metres

4. Will the proposed extension/building be used for domestic purposes only?

YES
NO

5. Will the proposal be closer to a highway or footpath boundary than the nearest point of the existing property?

YES
NO

6. Is a new vehicular crossing required over the footpath?

YES
NO

7. If the proposal is a carport, will it be open on two or more sides?

YES
NO

8. Have any extensions been erected at the property since it was built, including conservatories, garages, carports, dormer windows, porches and detached buildings erected in your garden eg. garages, sheds greenhouses etc.

YES
NO

9. Is there a garage within the garden area but detached from the property?

YES
NO

If you have answered yes to either questions 8 or 9 please give full details of sizes (length, width and height, include eaves and ridge if a pitched roof, all externally measured) and locations in relation to your dwelling(including distance) of all previous extensions/garages etc.

When completed, please forward this form to;

The Planning Division
Council Offices
Desford Road
Narborough
Leicester
LE19 2EP

Guidance Notes

If you propose to extend or alter your dwelling house or erect a building within the garden area of your dwelling, you may require planning permission and/or building regulations approval.

Please note that whether or not you need planning permission there may also be a covenant on your property restricting certain types of extension or use. This will be a matter for you to determine from your own deeds etc. and is not a matter for the District Council.

Council houses - if you live in a council owned property, you will need an additional permission from the District Council, as landlord, to carry out works to the property.

Please Note: this form enables the Planning and Development Division to help you find out whether you need planning permission. The reply which you will receive is advisory only and is not a formal legal decision. If you would like a formal and definitive answer as to whether planning permission is needed you can apply for a 'Certificate of Lawful Development'. Application forms are available on request. There will be a fee for this service.

Planning Application Submission Checklist

- Four copies of the relevant application form signed and completed
- Copy of a signed Certificate of Ownership (either on the application form or a separate document)
- Four copies of 1:1250 or 1:2500 Site Location Plans with the site outlined in red and any adjoining land within the same ownership but not forming part of the application outlined in blue
- Four copies of a 1:500 Site Plan with the proposal drawn on (to scale)
- Four copies of Scale Plans (1:50, 1:100) showing the existing elevations and floor plans
- Four copies of Scale Plans (1:50, 1:100) showing the proposed elevations and floor plans
- Design and Access Statement (if required)
- Four Copies of any additional information you wish to provide
- The Correct Planning Application Fee (if required)