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## Town and Country Planning Act

# Householder Developments Preliminary Enquiry Forms

If you are thinking about doing some work to your home, then we need some information from you to help us advise you as to whether or not you will need a planning application for what you want to do. You can use this form to set out your ideas. Then send it to the address above, or drop it into our One Stop Shop at the above address. We will try and get back to you as soon as possible.

**Please note:** this form should not be used for non-householder proposals.

Although you may not need a planning application, you may need to apply under the Building Regulations. You are advised to seek further information from the Building Control team on 02476 376328.

<b>1. Your Name &amp; Address</b>		<b>2. Your Daytime Telephone Number or an E-mail address</b>		
<b>3. Address of the Site</b> (If different from 1 above)				
<b>4. Type of Property</b> (Please tick the box that applies)				
<b>Detached</b>	<b>Semi-detached</b>	<b>Terraced</b> (3 or more houses together)	<b>Flat</b>	<b>Other</b> (Please specify)
<b>5. Description of Work</b>				
Please give a brief written description of what you want to do, including what materials you want to use:				

## 6. Sketch of Your Proposals

Please use the space below to draw a simple sketch plan, and some elevations of what you have in mind. It should:

- *show all external measurements – width, depth, height etc*
- *show the distance of the works from boundaries*
- *show all existing buildings – don't forget garages, sheds etc*
- *mark the front, side and rear of the property and whether any roads or public footpaths follow these boundaries*

**7. If the property has been added to, or altered since it was first built, please provide details if possible:**

Office Use Only	PC		BC	
	LB		CA	
	PD			