

# HOUSEHOLDER ENQUIRY FORM



To find out if you need planning permission you can either:

- 1) Visit the **Planning Portal** at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) where there is free and up to date guidance and an interactive tool to help you determine if you need planning permission
- 2) Submit a formal application for a Certificate of Lawfulness to us at the council (for which there is normally a fee). This fee is half of the amount that would be required if you were to submit a planning application. A copy of the relevant application forms and further advice can be found at our website <http://www.n-somerset.gov.uk/Environment/planning/advice/forms1app.htm>
- 3) Send this form completed to: Technical Officer, Development Management, Somerset House, Oxford Street, Weston-super-Mare, Somerset BS23 1TG or email it to [dccomments@n-somerset.gov.uk](mailto:dccomments@n-somerset.gov.uk). **There is a fee of £50 (including VAT) for this service.** This fee must be paid when submitting your request and should be made payable to North Somerset Council.

**Use a black pen to complete this form (including any drawings)**

**1) Your details** (Personal details will be kept confidential)

Your name		Date	
Your address			
Post Code:			
Telephone number		Email	

**2) Please tick or fill in the relevant boxes**

Address of site of proposed works					
Detached House		Flat		Other type of dwelling	
Year dwelling was built (if known)		Listed Building		Conservation Area	

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

For example: *“single storey extension to rear with a flat roof and new patio”*

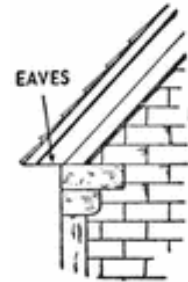
**4) Location plan** – please submit a map or plan with this form with the location of the site of the proposed scheme outlined in red.

**5) Photographs** – please submit recent colour photographs of each elevation of the existing dwelling. Please write the address of the site on the reverse of each photograph. Number each photograph and show the position from which each was taken within the sketch required at section 9.

**6) Please give key sizes of the proposed works (in metric)**

Length in metres	Depth in metres	Height in metres
Height of existing eaves	Height of any proposed eaves	

Note: The eaves are the part of the roof that meets or overhangs the wall of the building.



**7) Hard surfacing (patios, driveways and paths etc)**

Does your proposal involve new hard surfacing?	Yes	No
Materials to be used		
Surface area to be covered (In square metres)		

Note: To calculate the surface area, multiply the width by the length of the area to be surfaced. For example an area 10 metres wide x 3 metres long = 30 square metres

**8) Materials**

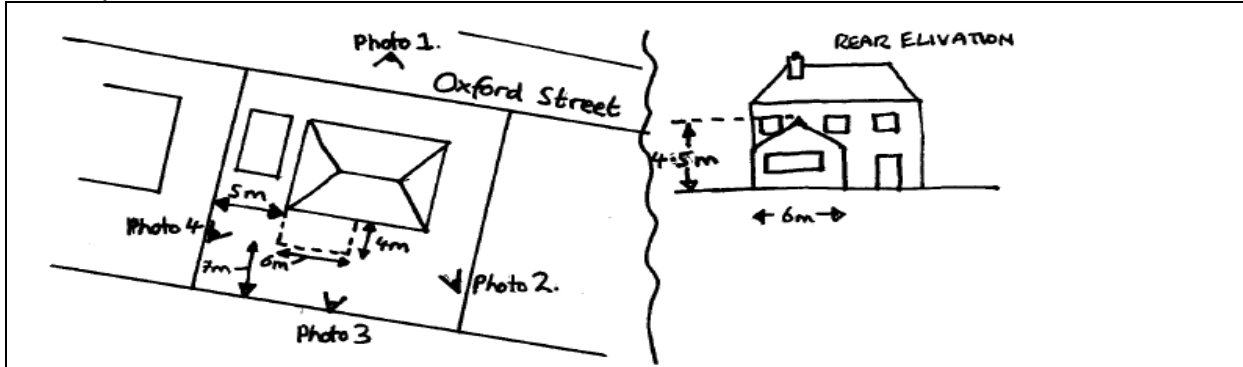
Will the materials in the proposed scheme match the materials of the existing house? Yes  No  If no please complete the table below:

Existing external materials		Proposed external materials	
Walls			
Roofs			

### 9) Sketch of proposed development

Please provide a sketch of the proposal in the box below. The sketch does not need to be professionally drawn but we need key dimensions, for example the height, width and length of a proposed works (in metric). Please also show the location from which all photographs were taken. Remember, the more details you can give the quicker it is for us to respond and our answer will be more accurate.

Example



Please draw your sketch here (all dimensions given should be metric)

Blank area for drawing the proposed development sketch.

**Please include the £50 fee**

There is a standard fee of £50 (including VAT) which should be submitted with your request and be made payable to North Somerset Council.

The reply you will receive will be an informal opinion that is not binding upon the council. The reply will be based upon the information you have provided and the rules contained within the Town & Country Planning (General Permitted Development) Order 1995 as amended by the Town & Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order 2008. Both these documents can be viewed at the Office of Public Sector Information website by visiting <http://www.opsi.gov.uk/>

Alternatively, if you would like a formal and binding decision as to the need for planning permission you may submit an application for a '*Lawfulness Development Certificate for a Proposed Use or Development*' for which there is normally a fee (option 2 referred to above). This fee is half of the amount that would be required if you were to submit a planning application. A copy of the relevant application forms and further advice can be found at: <http://www.n-somerset.gov.uk/Environment/planning/advice/forms1app.htm>