

Do I need planning permission?

For more information, please visit <http://www.chichester.gov.uk/planningpermission>

THIS IS NOT AN OFFICIAL PLANNING APPLICATION OR DETERMINATION FORM. It has been designed to help people who want to know if they are likely to need planning permission to carry out improvements to their home. This form is most useful for dwellings built since 1947 whereby permitted development restrictions may apply to properties. Guidance is available on the planning portal at www.planningportal.gov.uk.

We aim to reply within **15 working days of receipt**. This will constitute an informal response, as a definitive response can only be obtained through the submission of a Certificate of Proposed Lawful Development.

Please complete all sections of this form and tick the box labelled (N/A) at the beginning of each section, if not applicable to your enquiry. Please note incomplete forms may lead to a delay in the response given by the Planning Service.

What to expect from this service

- An informal officer opinion as to whether permission is required for a development
- A written response in the form of a letter or email within 15 working days
- Input from the Council's Planning Technicians

What not to expect

- Advice on complex proposals. If the facts of the case are inconclusive, require significant research in to case law or a formal legal opinion then a Lawful Development Certificate may be required
- A site visit or meeting. All advice will be via a desktop analysis.
- Views as to whether permission would be granted if required

1. Applicant

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

2. Agent (if appropriate)

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

3. Site address

Postcode

Is the property detached? Yes No

Was the property built before 1947? (if known) Yes No

4. Description of proposed works

5. Heritage Assets

Is the property a listed building? Yes No Don't know

Is the property in the grounds of a listed building? Yes No Don't know

Is the property within a conservation area? Yes No Don't know

6. Construction materials of proposed development

Roof

N/A

Walls

Other

7. Domestic extensions (extensions/conservatory/porch etc)

N/A

	Height to eaves	Height to ridge	Width	Length	Distance to nearest boundary
External measurements					
Internal measurements					

If the extension has more than one storey, please state the distance metres to the rear boundary from the proposed rear elevation	<input type="text"/>
Is any part of the extension within 2 metres of any boundary?	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
Would the height of the eaves of the extension exceed the height of the eaves existing dwellinghouse?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	
Will any part of the extension exceed the highest part of the roof of the existing dwelling (excluding chimney)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	
Distance to the nearest boundary with a highway? (public footpath metres or road)	<input type="text"/>
What is the overall height of the existing dwelling in metres?	<input type="text"/> metres
What is the height to the highest eaves of the existing dwelling in metres?	<input type="text"/> metres
Would the extension extend beyond a wall which fronts a highway and forms the principal ¹ elevation of the original ² dwelling?	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
	(continued.....)
Would the extension extend beyond a wall which fronts a highway and forms the side elevation of the original dwelling?	Yes <input type="checkbox"/>
No <input type="checkbox"/>	
What is the width of the original dwelling in metres (i.e., as viewed from the front, excluding any extensions)?	<input type="text"/> metres

8. Roof extensions, including dormer windows	N/A <input type="checkbox"/>
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¹ Principal elevation will be taken as that part of the house which fronts (directly or at an angle) the main highway serving the house (the highway which sets the postcode for the house). Further information can be found on the planning portal www.planningportal.gov.uk 'Householder Permitted Development Guidance'.

² Original dwelling means a building as it existed on 1 July 1948.

Is the property within a Conservation Area? Yes No Don't Know

If yes, please note planning permission will be required. Residential properties within Conservation Areas require planning permission for extensions to the roof³.

Would the height of the dormer window exceed the height of the existing roof?

Yes No

Would any part of the dwellinghouse would, as a result of the works, extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and fronts a highway?

Yes No

Please provide details of the dimensions

	Height	Depth	Length
External Measurements			

Would the proposal include;

- (i) the construction or provision of a verandah, balcony or raised platform, or
- (ii) the installation, alteration or replacement of a chimney, flue or soil and vent pipe?

Yes No

Please provide a sketch plan showing the roof extension i.e. dormer window, with the height, depth and length annotated on the drawing.

9, Roof lights (please clearly indicate their position on your sketch plan – section 16)

N/A

Will the roof lights project beyond the plane of the existing roof slope by Yes

No

more than 150mm?

10. Detached buildings (car port/garage/shed/summerhouse/outbuilding etc)

N/A

	Height to eaves	Height to ridge	Width	Length	Distance to nearest boundary
External					

³ Dormer windows require planning permission within Conservation Areas being sited on article 2(3) land.

measurements					
Internal measurements					

Would the building have more than one storey? Yes No

Is any part of the building within 2 metres of any boundary? Yes
 No

Will any part of the building be situated on land forward of a wall forming the principal elevation of the original dwelling? Yes
 No

Will any part of the building be situated on land forward of a wall forming the side elevation of the original dwelling? Yes
 No

Are there any existing buildings, pools or containers situated more than 20m from any wall of the dwelling? Yes
 No

If yes, please state the total area of ground covered in square metres
 sqm

11. Satellite antenna (delete where necessary) N/A

Will the antenna be installed on a roof/chimney/wall (front/rear/side) /other (please state)?

Will the highest part of the antenna when installed exceed the height of the roof /chimney/wall? Yes No

What is the diameter of the antenna (in cm)?

Are there any other satellite antennas on the property or within the curtilage of the property? Yes No

If yes, how many?

12. New access/ Hardstanding (please clearly indicate the position on your sketch plan in relation to the dwelling and closest highway – section 16) N/A

Will the proposed access be provided in association with any other works (i.e new or replacement hardstanding/driveway)? Yes No

Will the proposed hardstanding/patio be situated on land between a wall forming the principal elevation of the dwelling and a highway? Yes
 No

will the area of hardstanding /patio exceed 5 sqm in area? Yes No

Please state the material of the hard surface to be used (i.e gravel, concrete, tarmac, block paving etc)

How will the surface water from the hardstanding/patio be drained? (e.g to a drain with the garden, flowerbeds, the highway etc)

13. Fence/Wall/Gate (please clearly indicate its position on your sketch plan – section 16) N/A

What is the maximum height above ground level of the proposed fence/wall/gate? (in metres) metres

Will the fence/wall/gate be within 2 metres of a vehicular highway (including the footpath and grass verge)? Yes
 No

14. Solar Panels (please clearly indicate their position on your sketch plan) N/A

Will the panels be installed on a wall/roof of the dwelling? Yes
 No

Will the panels be installed on a wall/roof of a building in the curtilage of the dwelling? Yes
 No

If yes, will the solar panels protrude more than 200mm beyond the plane of the wall or roof slope? Yes
 No (continued.....)

If yes, will the solar panels be situated on the front, rear or side of the roof?

If yes, will the highest part of the solar panel exceed the highest part of the

roof (excluding chimneys)?

Yes No

Would the solar panels be freestanding?

Yes No

If yes, how many stand alone units will there be? (please give dimensions of the units on sketch plan and also indicate height above ground and distance to the closest boundary of the dwelling)

15. Other development

N/A

Does the proposal involve a veranda, balcony, raised platform over 300mm above ground level (e.g patio or decking)?

Yes No

If yes, please provide details on the sketch plan of the proposed development including measurements in metric.

Does the proposal involve any form of cladding (e.g pebble dash, No render etc?)

Yes

Is a new chimney, flue or soil and vent pipe proposed?

Yes No

If yes, please state which

will its height exceed the highest part of the roof by 1m?

Yes No

will it be installed on a wall or roof slope fronting a highway?

Yes No

Is a container for the storage of oil or LPG for domestic heating purposes proposed?

Yes No

If yes, what is the capacity of the container in litres?

 litres

Does the proposal involve installing a new window?

Yes No

If yes, which elevation will the window be installed in?

will the window be obscure glazed?

Yes No

<input type="checkbox"/>	will the window be non-opening below 1.7m above the floor of the room in which the window is installed?	Yes <input type="checkbox"/> No
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Declaration

I/we undertake to carry out the works as specified and understand that legislation is subject to change and that the Planning Authority's decision as to whether or not your proposal requires permission may be subject to change.

I/we also confirm my intention that if planning permission is not required I/we shall only carry out the proposed work in accordance with the submitted details.

I/we understand that the decision given by the Planning Authority is based on the information provided in this form and any variation from these details may require a re-assessment and possibly planning permission.

I/we understand that any decision given does not relate to the need for Building Regulation approval which may also be required.

I/we understand that any response given by the Planning Authority is an informal opinion based on the submitted information. If a formal response is required I/we shall submit a Certificate of Proposed Lawful Development.

Name (please print)

On behalf of

Date

Please email/send the completed form directly to:

- Email address dcplanning@chichester.gov.uk
- Address: Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex PO19 1TY

Example sketch plan

Please provide a sketch plan like this one showing all the details as shown. Please show your house and garden boundaries as well as the works you intend to carry out.

A - Show distance between proposed outbuilding and the property boundaries.

B - Show distance between proposed outbuilding and the existing dwelling.

C - Position and height of boundary fence or wall, if one proposed.

D - Show distance between proposed extension and the property boundaries.

E - Position of new access.

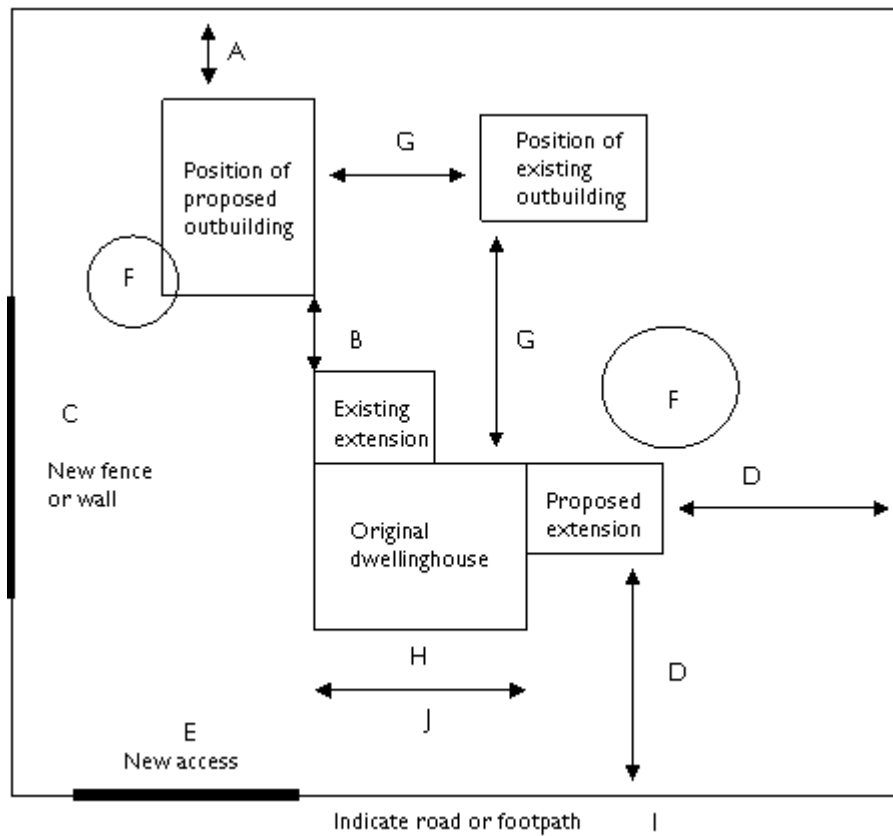
F - Position of any trees that may be affected.

G - Show distance between proposed extension and existing outbuilding.

H - Indicate which is the principal elevation (e.g front extension).

I - Indicate the position of roads and footpaths around the property.

J - Indicate the width of the original dwelling.



16. Your sketch plan – use separate sheets if required and if submitting electronically. Please include all dimensions in metres.

