



TENDRING DISTRICT COUNCIL

Householder Enquiry Form

Please complete this form to find out if planning consent will be required for alterations to your home.

This form may only be used for development NOT YET UNDERTAKEN.
A fee will be payable for retrospective enquiries.

Office Use Only

Ref. Number:

Officer:

Target Date:

FOR YOUR INFORMATION

This form relates to planning permission only.

Building Regulations advice can be obtained from our Building Control Section

We are happy to give you informal advice regarding the need for planning consent free of charge but this form is not a legal determination.

If a formal determination is required please submit the necessary planning application.

THANK YOU

Please take the time to fully complete this form.

Your assistance is appreciated and the more information/sketches/photos you can provide about the property and the proposed works the better.

The research required to answer your enquiry may be complex and take some time.

We kindly ask that you allow us at least 10 working days to respond from the date of receipt.

Please do not hesitate to contact us:

Telephone Number: 01255 686161

Fax Number: 01255 686417

E-mail: planning.services@tendringdc.gov.uk

Please return your completed form to:

Planning Services
Weeley Council Offices
Thorpe Road
Weeley
Essex CO16 9AJ

Your Details

Name: _____

Telephone/Mobile: _____

Address: _____

Email Address: _____

Postcode: _____

We prefer to use email, so if you provide your email address we will respond to your enquiry electronically.

Signed: _____

Dated: _____

The Proposed Works

ADDRESS - AS ABOVE YES/NO

Address: _____ Postcode: _____

DESCRIPTION OF PROPOSED WORKS

Examples - 'Erection of rear single storey pitched roof extension' / 'Erection of conservatory' / 'Installation of Satellite Dish' / 'Erection of 2m high boundary fence'

ABOUT YOUR HOME (Please circle as appropriate)

Was the dwelling built before 1st July 1948?

YES / NO

Type of dwelling?

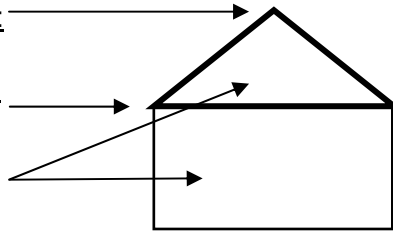
DETACHED / SEMI-DETACHED / TERRACED /
FLAT / MAISONETTE

ABOUT YOUR HOME continued

Height to Ridge _____ :

Height to Eaves _____ :

Existing Materials:
(i.e. slate, render, brick)



Existing extensions/outbuildings? YES/NO

Please provide details including materials:

**PLEASE COMPLETE THE RELEVANT SECTION BELOW & ANNOTATE YOUR SKETCH ACCORDINGLY.
ALL DIMENSIONS SHOULD BE EXTERNAL MEASUREMENTS AND BE GIVEN IN METRIC.**

Extension/Conservatory

Single or Two storey?	Flat or Pitched roof?	Overall height?	Height to eaves if pitched?	Depth & Width?	Materials to be used?

Outbuilding

Single or Two storey?	Flat or Pitched roof?	Overall height?	Height to eaves if pitched?	Depth & Width?	Includes veranda/balcony?	Distance from boundary?	Use? i.e. summer house

Loft Conversion /Dormer Window/ Rooflight/Alteration to the Roof

Do the proposed works extend beyond roof plane fronting a highway?	Overall height?	All dimensions of Dormers or Rooflight?	Includes veranda/balcony?	Installation, alteration or replacement of chimney, flue or soil and vent pipe?	Materials to be used?

Porch Extension

Overall Height?	Depth and Width?	Distance from footpath/highway?

Hard surfacing

Dimensions of area of the ground to be covered by hard surfacing?
(Please show the position of the hard surfacing in relation to the highway on your sketch plan).

Installation, alteration or replacement of chimney, flue or soil and vent pipe

Height of chimney flue or soil and vent pipe?	How far will the proposed chimney, flue or soil and vent pipe protrude above the highest part of the existing roof?	Is the chimney, flue or soil and vent pipe to be installed on a wall or roofslope which fronts the highway and forms the front or side elevation of the dwelling?

Erection of Fence or Wall

Overall Height?	Distance from footpath/highway?	Materials to be used?

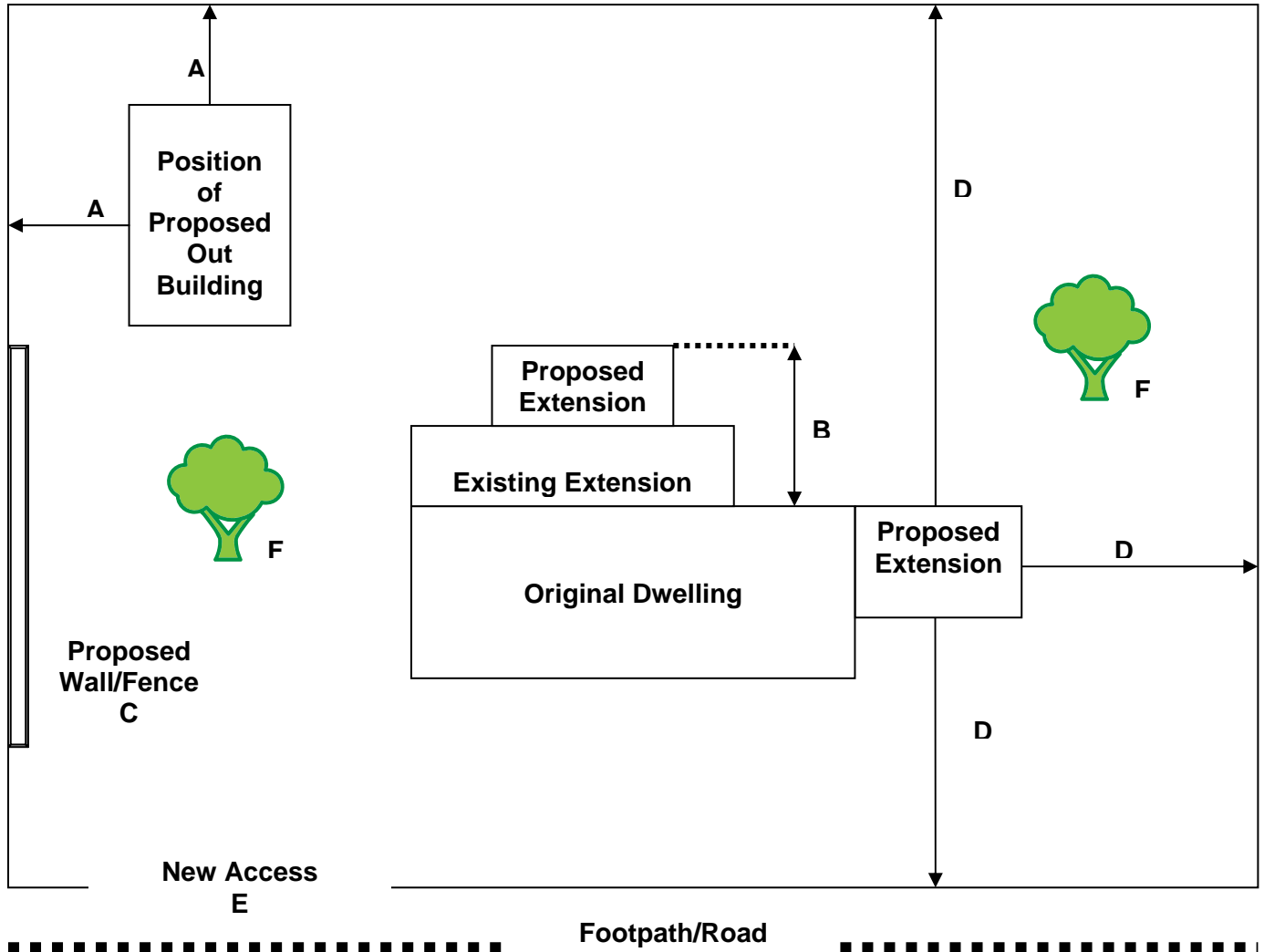
Installation of Satellite Dish

Existing number on building?	Dimensions?	Where is the dish to be installed? i.e. rear roof slope or chimney?	Will the dish protrude above the highest part of the roof?	Will the dish protrude above the highest part of the chimney?	Will the dish be visible from the highway?

YOUR SKETCH PLAN – see example overleaf

N.B. All measurements are required in metric

EXAMPLE SKETCH PLAN



- A** Show all existing and proposed outbuildings and the distances between property boundaries.
- B** Show distance between proposed extension and the original dwelling.
- C** Position and height of proposed boundary fence/wall.
- D** Show distance between proposed extension and the property boundaries.
- E** Position of proposed access.
- F** Position of any existing trees that may be affected.

<u>OFFICE USE ONLY</u>			
LISTED	CON AREA	TPO	OTHER?
Map ref & history	Relevant restrictive conditions? (i.e. pd rights removed)		Calculations & notes
PP REQUIRED?		YES/NO	INITIAL: _____ DATE: _____