

Prior Notification Form

For A Householder Rear Extension

Tendring
District Council



Please use this form to notify the Council that you propose to erect a 3m - 6m rear extension (on an attached house) or a 4m - 8m rear extension (on a detached house). This form has been designed to help ensure that you provide the Council with the information required by the legislation.

1. YOUR CONTACT DETAILS:

Name: _____ Telephone/Mobile: _____

Address: _____

Postcode: _____

Email: _____

2. ADDRESS OF THE SITE:

AS ABOVE? YES/NO *If NO, please provide full site address below.*

Site Address: _____

Postcode: _____

3. PLEASE DESCRIBE THE PROPOSED DEVELOPMENT:

Example – 'Erection of single storey pitched roof rear extension, 6m in depth with an overall height of 3.8m'

4. HOW FAR WILL THE EXTENSION EXTEND BEYOND THE REAR WALL OF THE ORIGINAL (AS FIRST BUILT) HOUSE?: *(in metres, measured externally)* It is important to tell us dimensions of any previous rear extensions to your property.

6. HAS THE PROPERTY BEEN EXTENDED BEFORE? PLEASE PROVIDE DETAILS

7. WHAT WILL BE THE MAXIMUM HEIGHT OF THE EXTENSION?: *(in metres, measured externally above existing ground level)*

8. WHAT WILL BE THE HEIGHT OF THE EAVES OF THE EXTENSION?: *(in metres, measured externally above existing ground level)*

9. PLEASE LIST ADDRESSES OF ALL ADJOINING PREMISES: *(i.e. any property that shares a boundary with the site)*

10. WAS YOUR PROPERTY BUILT BEFORE 1ST JULY 1948? YES / NO / UNKNOWN

11. IS YOUR PROPERTY WITHIN A CONSERVATION AREA? YES / NO / UNKNOWN

12. YOU MUST PROVIDE A PLAN INDICATING THE SITE AND SHOWING THE EXTENSION

Please tick here to indicate that this has been included

Please retain a copy of this form for your records

EXAMPLE OF PLAN REQUIRED

Ideally the plan you provide (in accordance with number 8) should;

- Clearly indicate the extent of the property boundaries;
- Show the position and footprint of the proposed extension; and,
- Be to a recognised scale with the scale clearly shown.



IMPORTANT INFORMATION

- From the date the Council receives your notification (with the information required by the legislation), it has a period of 42 days to notify you of one of the following outcomes:
 - Prior approval is not required.
 - Prior approval is given.
 - Prior approval is refused.
- **If prior approval is not required, or if prior approval is given,** or if the Council fails to notify you of one of the above outcomes within 42 days, then this will indicate that the proposed development would comply with condition A.4 of Part 1 Class A of the GPDO 2015. It is important to note that this will not indicate whether or not the proposed development would comply with any of the other limitations or conditions of Part 1 Class A. After you receive the decision (or if the Council fails to notify you within 42 days), if you want confirmation that the proposed development would be lawful (e.g. on the basis that it would comply with all of the limitations and conditions of Part 1 Class A), then you should submit an (optional) application for a Lawful Development Certificate (LDC).
- **If prior approval is refused,** then this will indicate that the proposed development would not comply with condition A.4 of Part 1 Class A of the GPDO 2015. It is important to note that this will not indicate whether or not the proposed development would comply with any of the other limitations or conditions of Part 1 Class A. After you receive the decision, you will have the right to submit an appeal to the Planning Inspectorate.
- It is important to note that **if an objection is received from any adjoining premises,** then the Council is required to consider the impact of the proposed development on the amenity of all adjoining premises. If the Council considers that the information you have submitted is insufficient for it to be able to assess this impact, you may be asked to submit further information, or it may refuse prior approval on the basis that the information you have submitted fails to demonstrate that the impact would be acceptable. To reduce the likeliness of the latter situation, you may wish to submit further information at this initial stage. In particular, please consider the following:
 - Although the legislation requires you to state the “maximum height” and the “height of the eaves” of the extension, this information by itself does not necessarily establish what would be the height of the part of the extension nearest to the adjoining premises. For example, would the extension have a hipped roof or a mono-pitched roof, and if the latter what would be its orientation? Furthermore, would the roof of the extension have raised parapet walls, and if so what would be their height? **You may, therefore, wish to submit further information at this initial stage about the height and design of the roof of the extension.**
 - As advised by the DCLG “Permitted development for householders - Technical Guidance” document, “height” is measured from the highest part of the surface of the natural ground immediately adjacent to the proposed development. If the natural ground level adjacent to the proposed development is not uniform, then **you may wish to submit further information at this initial stage to demonstrate that the figures that you have stated for the “maximum height” and the “height of the eaves” of the extension are based upon the correct interpretation of the term “height”.**
 - To enable the impact of the proposed development on the privacy and overlooking of adjoining premises to be assessed, **you may wish to submit further information at this initial stage about any windows and other areas of glazing,** including their position and size, whether they would be clear-glazed or obscure-glazed, and whether they would be opening or non-opening.
 - To enable the owners and occupiers of the adjoining premises to know what materials would be used for the proposed development, **you may wish to submit further information at this initial stage about materials.**
- **After you submit your notification to the Council,** if you do not receive any correspondence within 2 weeks, then you should contact the Council to check whether or not they have received your notification, in case it has been lost in the post. Similarly, if you do not receive a written notice from the Council (i.e. notifying you of the outcome) within 6 weeks from the date that it receives your notification, then you should contact the Council to check whether or not it has issued a written notice, in case it has been lost in the post.

CONTACT INFORMATION

If you have any questions or for more information please contact our Validation Team here at Planning on:

- ☎ 01255 686157
- 🌐 www.tendingdc.gov.uk
- 📄 Planning, Council Offices, Thorpe Road, Weeley Essex CO16 9AJ