

# Householder Pre-Application Enquiry Form

**OFFICE USE ONLY**

REF. NUMBER: \_\_\_\_\_

OFFICER: \_\_\_\_\_

TARGET DATE: \_\_\_\_\_

Please complete this form to find out if you need planning permission for an alteration or extension to your home.

If planning permission is required and you do need to make a planning application for your proposal, we will also provide you with an informal opinion on the likelihood of your application being approved.

The more information you are able to provide, the more detailed response you will receive. A valid pre application request will be responded to within 30 working days unless an extension of time is agreed with you. The fee of £35 must be paid before a request for pre-application advice is processed. Please see the back of this form for more information.

## YOUR DETAILS

Name: \_\_\_\_\_ Telephone/Mobile: \_\_\_\_\_

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

*If you provide your email address we will respond to your enquiry electronically.*

## ADDRESS OF PROPOSAL

AS ABOVE? YES/NO

*If no please provide full site address below.*

Site Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

## DESCRIPTION OF PROPOSED WORKS

Examples – 'Erection of rear single storey pitched roof extension' / 'Erection of conservatory' / 'Installation of satellite dish' / 'Erection of single storey outbuilding' / 'Erection of 2m high boundary fence'

## ABOUT YOUR HOME

Was the dwelling built before 1<sup>st</sup> July 1948? YES/NO Year of construction (if known) \_\_\_\_\_

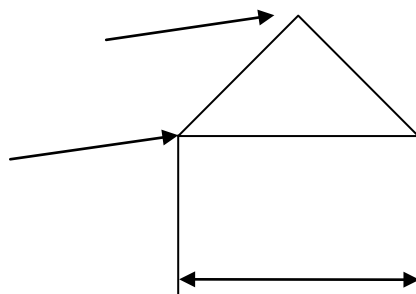
Type of dwelling? DETACHED / SEMI-DETACHED / TERRACED / FLAT / MAISONETTE / BUNGALOW

Is your property a Listed Building? YES/NO Is your property within a Conservation Area? YES/NO

Height to Ridge: \_\_\_\_\_

Height to Eaves: \_\_\_\_\_

Width of Original Property: \_\_\_\_\_



Existing Roof Materials: \_\_\_\_\_

Existing facing materials: \_\_\_\_\_

(e.g. slate, render, brick, felt)

Has the original house been extended? Please detail including any existing outbuildings;

**Tendring**  
District Council



# DETAILS OF YOUR PROPOSED WORKS

Please complete the relevant section(s) below. All dimensions should be given in metric.

## EXTENSION / CONSERVATORY

Single or two storey? \_\_\_\_\_  
Overall height? \_\_\_\_\_  
Depth? \_\_\_\_\_ Width? \_\_\_\_\_

Flat or Pitched roof? \_\_\_\_\_  
Height to eaves if pitched? \_\_\_\_\_  
Materials to be used? \_\_\_\_\_

## OUTBUILDING / SHED / DETACHED GARAGE / SUMMER HOUSE

Single or two storey? \_\_\_\_\_  
Overall height? \_\_\_\_\_  
Depth? \_\_\_\_\_ Width? \_\_\_\_\_  
Flat or Pitched roof? \_\_\_\_\_

Height to eaves if pitched? \_\_\_\_\_  
Distance from boundary? \_\_\_\_\_  
Includes Veranda / balcony? \_\_\_\_\_  
Use? storage / workshop \_\_\_\_\_

## LOFT CONVERSION / DORMER WINDOW / ROOFLIGHT / ALTERATION TO THE ROOF

### Do the proposed roof alterations;

Extend beyond roof plane fronting a highway? YES/NO  
Include the installation, alteration or replacement of chimney, flue or soil and vent pipe? YES/NO  
Include a veranda or balcony? YES/NO  
Exceed the highest part of the existing roof of your property? YES/NO  
Match the existing property in terms of the external materials/finish? YES/NO  
All dimensions of dormers / rooflights; \_\_\_\_\_

## INSTALLATION, ALTERATION OR REPLACEMENT OF CHIMNEY, FLUE OR SOIL & VENT PIPE

How far will the proposal protrude above the highest part of the roof? \_\_\_\_\_  
What is the overall height of the chimney, flue or soil and vent pipe? \_\_\_\_\_  
Is the chimney, flue or soil and vent pipe on a wall or roof slope which fronts the highway? \_\_\_\_\_

## PORCH EXTENSION

Overall height? \_\_\_\_\_  
Depth & Width? \_\_\_\_\_  
Distance from footpath? \_\_\_\_\_

## ERECTION OF FENCE OR WALL

Maximum Height? \_\_\_\_\_  
Side or front boundary? \_\_\_\_\_  
Distance from footpath? \_\_\_\_\_

## HARD SURFACING

Is the surface, including the base below, porous? YES/NO  
Is there a means of water run off / drainage to a porous area within your property? YES/NO  
Is the hard surfacing to the front or rear of the house? \_\_\_\_\_  
Dimensions of area to be covered; \_\_\_\_\_

## INSTALLATION OF A SATELLITE DISH

Will the dish protrude above the highest part of the existing roof? YES/NO  
Will the dish protrude above the highest part of the chimney? YES/NO  
Will the dish be visible from the highway? YES/NO  
Existing number of dishes on building? \_\_\_\_\_  
Where is the dish to be installed? e.g. rear roof slope / chimney \_\_\_\_\_  
Dimensions of proposed dish? \_\_\_\_\_

## SOLAR PANELS

Are the solar panels to be installed on **WALL** or **ROOF SLOPE** or **STAND ALONE**?

(Please circle and go to relevant section below)

**On dwelling** - Please include a roof plan showing the position of the panels in relation to the highway.

Will the panels be higher than the highest part of the roof? (excluding chimney) \_\_\_\_\_  
How far will the panels protrude beyond wall or roof plane? \_\_\_\_\_

**Stand alone** - Please show location within garden including the distances to the boundaries and the highway.

Will there be more than one stand alone solar? \_\_\_\_\_  
Please provide the overall height and all other dimensions. \_\_\_\_\_

## OTHER i.e. creation of new access, replacement windows, works to a Listed Building

Please detail on sketch plan page.

# YOUR SKETCH PLANS

Please ensure to annotate your sketch plan - see example overleaf. Use additional sheets as required.

## **IMPORTANT INFORMATION**

Whilst we always try to give accurate advice, formal planning applications may be subject to extensive consultations and although the Planning Officer's initial views are given in good faith they cannot subsequently be held to legally bind the Council. Moreover, they may be changed because of consultation responses or following a more formal, detailed assessment of a proposal. In addition, the application may be determined by the Planning Committee, whose opinion may differ from the Planning Officer's recommendation.

Please note that we cannot give weight to pre-application advice more than one year old, or where there has been significant change in policy or circumstances since the advice was given.

### **Data Protection Act**

Tendring District Council is required by law to protect the public funds it administers. In order to meet this obligation this will include sharing information internally and externally to prevent and detect fraud, improve the way it delivers services and for the purpose of performing any of its statutory enforcement duties. This will also include sharing information with other bodies responsible for auditing and administering public funds.

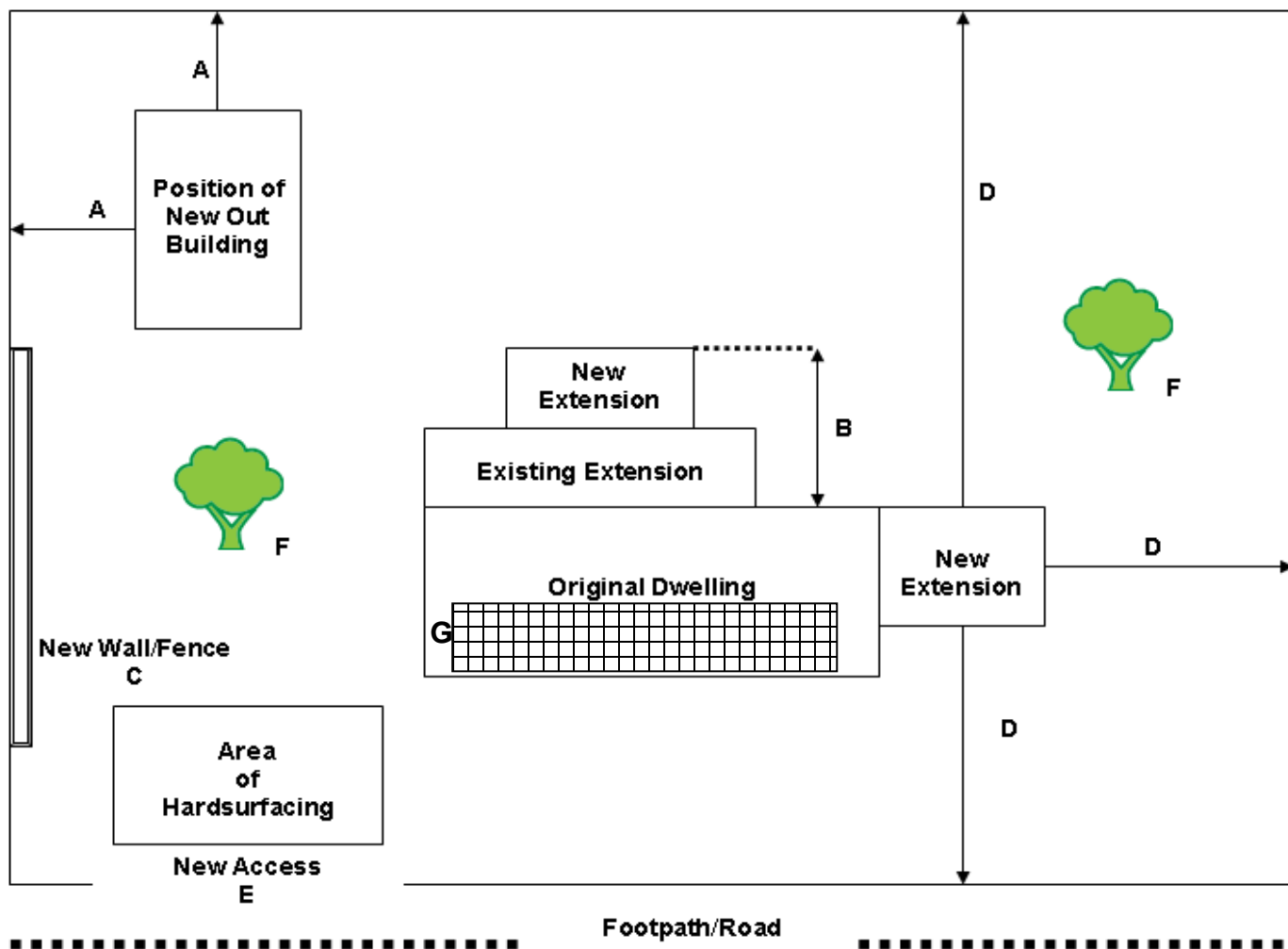
All personal information will be processed in accordance with the provisions of the Data Protection Act 1998.

### **Freedom of Information**

Your enquiry, together with any response made by the Council, will be made available for public inspection unless you confirm in writing to us that the information provided is commercially sensitive. If the Local Planning Authority receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry they are obliged to do so unless the information is deemed exempt under the Act.

We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain pre-application issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council. The Council maintains compliance to the Data Protection Act and we will not release any personal information to third parties.

# 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 wall/fence.
- D** Show distance between proposed extension and the property boundaries.
- E** Position and width of proposed access.
- F** Position of any existing trees that may be affected.
- G** Position of proposed solar panels.

## ESSENTIAL ITEMS YOU MUST INCLUDE FOR YOUR ENQUIRY TO BE PROCESSED:

- Your name and contact details (including telephone number).
- Address of proposal.
- A site location plan (with site outlined in red) 1:1250/1:2500.
- Detailed description of proposal (brief description of works).
- Sketch plan showing site layout (as example above).
- The fee.
- Plans of how proposal will look (elevations ideally scaled 1:100/1:50).
- *Photographs of neighbouring boundaries (desirable).*

## CONTACT INFORMATION

If you have any questions or for more information and details of how to pay please contact our Pre Applications Team here at Planning on:

☎ 01255 686157

✉ [preapps.planningservices@tendringdc.gov.uk](mailto:preapps.planningservices@tendringdc.gov.uk)

🌐 [www.tendringdc.gov.uk](http://www.tendringdc.gov.uk)

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

# COMMERCIALLY SENSITIVE MATERIAL CHECKLIST

This form should be submitted with all pre applications to indicate areas of your submission that you consider to be commercially sensitive.

Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR).

Name of Organisation

The authority may be obliged to disclose information in or relating to this pre application enquiry following a request for information under the FOI or EIR therefore please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application.

Information/Document	Reference / Page No.	Reason for non disclosure (cite exemption(s) to be considered)	Duration of confidentiality

The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the pre application correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule of pre application enquiries.