

# Householder Enquiry Form



VER:APR23

**DO I  
NEED:**

**PLANNING PERMISSION?  
LISTED BUILDING CONSENT?  
BUILDING REGULATIONS APPROVAL?**

**[www.york.gov.uk/planning](http://www.york.gov.uk/planning)**

This form has been issued to enable you to find out whether applications are required under the Town & Country Planning Acts and/or Building Regulations. The fee for this service is £99.00 (including VAT), please make cheques payable to City of York Council at the address below. Alternatively the fee can be paid online via debit or credit card - once you submit your completed form we will provide you with further details on how to pay online.

We will aim to write back within 10 working days of receipt, notifying you whether or not we believe any formal applications are required. Please retain a copy of the completed form for your own future reference.

The completed form can be submitted electronically by e-mailing it to [planning.submissions@york.gov.uk](mailto:planning.submissions@york.gov.uk). Alternatively, submit a paper copy of the form to Development Management, City of York Council, West Offices, York, YO1 6GA

Telephone : Building Control (01904) 551333, Planning (01904) 551553

**1 Applicant Name and Address:** Name:

Address:

Phone No:

Email:

**2 Agent Name and Address:** Name:

Address:

Phone No:

Email:

**3 Location of Proposed Development** (if different from above):

**4 What is the existing building?** (Please tick)

Detached ☐    Semi Detached ☐    Terraced ☐    Bungalow ☐    Flat\* ☐

*\*Any extension or external alteration to a flat will always requires planning permission.*

**5 Description of the Proposal**

Please describe the works proposed and the use of any buildings to be erected (conservatory, garage etc)

## 6 Existing Extensions

Have there been any extensions since the dwelling was built?  
(including any detached buildings, roof extensions, dormers windows etc)

Yes ☐ No ☐

If No, please go to section 7.

If yes, please give a brief description including any known planning reference numbers, with external measurements (length, width, height, eaves height) and show the details in the sketch plan.

Will any part of the proposed extension/s be attached to an existing extension or outbuilding?

Yes ☐ No ☐

If there is an existing attached or detached garage or outbuilding, was it built at the same time as the house?

Yes ☐ No ☐

## 7 Existing Building

Have any proposals gained planning permission but not yet been implemented?

Yes ☐ No ☐

(If yes please give the planning application reference number \_\_\_\_\_)

Is the site located in a conservation area?\*

Yes ☐ No ☐

Is any building on the site listed?\*

Yes ☐ No ☐

When was the dwelling or existing buildings built (approximately)? \_\_\_\_\_

*\*All dormers in a conservation area require planning permission.*

*\*A building within the curtilage of a listed building will require planning permission.*

## 8 Height of Proposed Extensions and Roof Structures

Is the eaves height of the proposed extension higher than the eaves height of the existing dwelling?

Yes ☐ No ☐

Will the height of any part of the proposal exceed the highest part of the roof of the existing dwelling?

Yes ☐ No ☐

If a dormer is proposed will it be sited less than 200mm from the eaves of the original roof?

Yes ☐ No ☐

Is all or part of the extension more than one storey high?

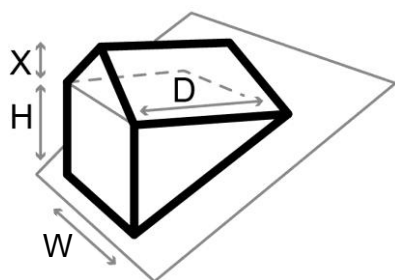
Yes ☐ No ☐

If a roof light or solar panel is proposed, will it protrude more than 150mm above the plane of the original roof?

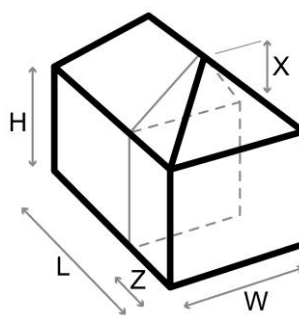
Yes ☐ No ☐

*\*If a dormer will attach to any part of an existing or proposed extension, planning permission will be required.*

**9a External Measurements (Diagrams)**



Dormers	
H	
W	
D	
X	



Hipped/gabled	
H	
L	
W	
Z	
X	

**9b External Measurements (Extensions)**

What will be the external measurements (in metres) of the proposed extension/s?

Ext. 1

Ext. 2

Length

Width

Height to eaves

Height to the highest point of the roof

How far will the proposed extension/building be from the nearest boundary?

If more than one storey is proposed what is the distance from the rear wall of the extension to the rear boundary?

**9c External Measurements (Detached buildings)**

What will be the external measurements (in metres) of the proposed building/s?

Ext. 1

Ext. 2

Length

Width

Height to eaves

Height to the highest point of the roof

How far will the proposed extension/building be from the nearest boundary?

If more than one storey is proposed what is the distance from the rear wall of the extension to the rear boundary?

<b>10</b>	<b>Materials</b>		
		<b>Existing</b>	<b>Proposed</b>
	Walls		
	Roof		
	Floor		
	Doors		
	Windows		
	Is it intended that the new materials will match the existing materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>11</b>	<b>Windows</b>		
	Will any new windows be of a similar visual appearance (size, shape, materials, colour etc) to existing windows within the dwelling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If any new windows above ground floor are proposed:		
	(a) Is obscure glazing is proposed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(b) If the window is to open, what is the height to this point above floor level of the room:		

<b>12</b>	<b>Other Development</b>		
	Does the proposal include installation, alteration or replacement of a chimney, flue or soil or vent pipe?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Does the height exceed the highest part of the roof by 1 metre or more?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Does the proposal include the siting of a microwave antenna (satellite dish)? (If yes please show the location on the sketch plan)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Does the proposal include a veranda, balcony or other raised platform? (If yes please show the location on the sketch plan and state the overall dimensions including height above ground level)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>13</b>	<b>Hard Surfacing</b>		
	Does the proposal include hard surfacing or re-surfacing of land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If hardstanding is proposed between the principal elevation of the dwellinghouse and a highway will the area exceed 5sqm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will the new ground surfacing be permeable to allow water to drain into the ground?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will the new hard surface be laid with a gradient so that water will flow on to the ground to the side of the dwelling where there is space for it to soak away?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will the new hard surfacing allow water to flow on to the footpath, highway or highway verge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>14</b>	<b>Access</b>	
	Does the proposal involve the formation of a new vehicular access over a footpath or verge?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 15 Building Regulations

Have you already submitted a Building Regulations application?  
If yes, please provide the reference number:

Yes ☐ No ☐

If the development is a conservatory:

- what is the type of glazing to be used?
- Is the building separated from the house by an external quality door?
- Is the existing heating system in the dwelling to be extended into the conservatory?

Yes ☐ No ☐

Yes ☐ No ☐

How will the rainwater be drained, to a main drain or soakaway?

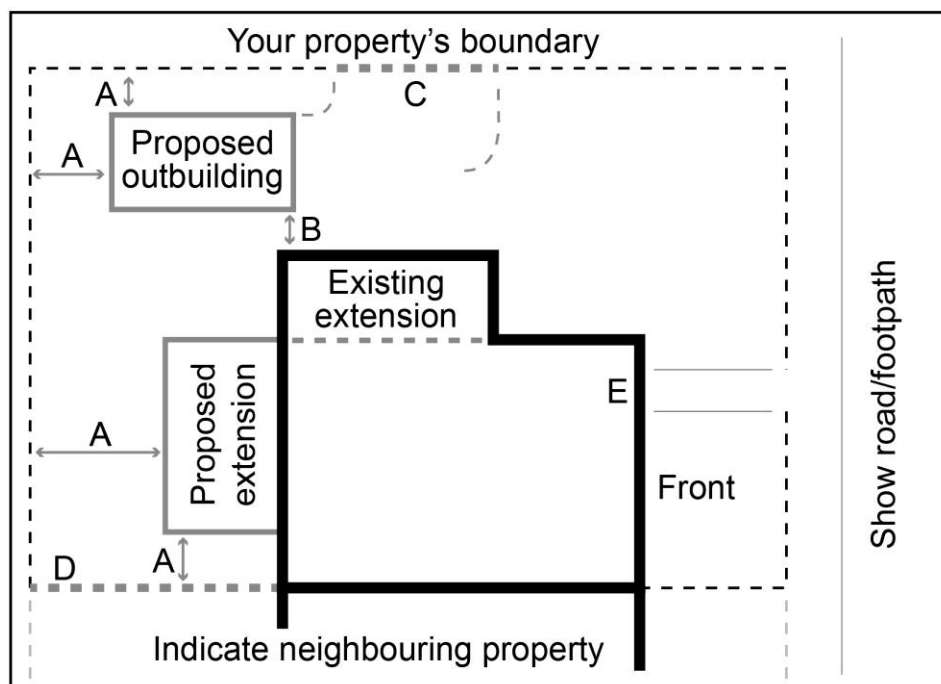
Will the proposed building contain any toilet accommodation?

Yes ☐ No ☐

What are the means of sewage disposal?

## 16 Example of sketch plan

Please provide a sketch plan overleaf showing the details listed below:



A	The distance between the proposed structure and the property boundaries
B	The distance between the proposed structure and the existing house
C	Show the position of a new access way (If one is proposed)
D	Show the position and height of a boundary wall or fence (if one is proposed)
E	Show the location of the front door of the property

## 17 Declaration

I hereby declare that the information given on this form is complete and correct

I understand that any response given is not a formal decision and that I may make an application to the City Of York Council for a Lawful Development Certificate.

Signed:

Date: