



Northumberland County Council

Pre-application Enquiry Form

This form must be completed in full and submitted alongside the required supporting documents and relevant fee in order for us to process your pre-application enquiry.

Please read the [Schedule of Fees](#) before completing this form. Tick/specify one option only for the level of advice you require relating to the number on the Schedule of Fees table.

<input type="checkbox"/>	(10)	£40	Do I need permission?	<input type="checkbox"/>	(2)	£1000	Medium developments
<input type="checkbox"/>	(5)	£60	Extensions to houses/flats	<input type="checkbox"/>	(3)	£2000	Major developments
<input type="checkbox"/>	(1)	£445	Minor developments	<input type="checkbox"/>	()		

Part A - Personal Details

Applicant Details

Name:

Company/
Address:

Telephone:

Email:

Agent Details (If Applicable)

Contact:

Company/
Address:

Telephone:

Email:

Part B - Site Details

Site Address (include Easting and Northing if known):	
Site Area Hectares/ m2	
Present Use of Building/ Land:	

Part C - Proposal

Please give a full description of the proposal. **If the proposal is for an addition to an existing dwelling please also answer all applicable questions on page 4.**

Proposed additional floor area m² (of
extension, change of use or new building)

Number of residential
units proposed

Part D - Confidentiality

Please provide a reason below if you would like your pre-application to remain confidential:

Part E - Mandatory requirements

We receive a high number of invalid pre-applications because the information below is not included. Your application will be classed as invalid upon receipt if we do not receive the following mandatory information.

I confirm I have included the following mandatory information with my application:

☐

A location plan.

This shows a 1:1250 or 1:2500 scale with the application site boundary clearly edged with a **red line**. We cannot accept photos of plans or google maps in place of a scaled location plan. Correctly scaled plans can be purchased online via www.planningportal.co.uk/homepage/4/buy_a_planning_map

☐

The required fee paid:

☐

Online

Date paid

Payment reference

☐

By telephone

Date paid

Payment reference

☐

By cheque attached (payable to Northumberland County Council)

Part F - Declaration

I (undersigned) confirm that I request the views of the Council on the pre-application proposal.

Please note that the advice provided does not constitute a formal determination regarding the lawfulness of the proposed development under Section 191(1) or 192(1) of the Town and Country Planning Act 1990.

Signed:

Date:

Part G - Payment and submission

This form can be filled in and submitted electronically. Please email the form alongside all the supporting information to planning@northumberland.gov.uk. Alternatively, post them to us at: Development Services, County Hall, Morpeth, NE61 2EF

Payment can be made by any of the following methods.

- Online payments can be taken via our website www.northumberland.gov.uk, go to Pay > Pre-application enquiry > Pay a pre-application fee. Please provide the applicant name as the reference.
- Secure credit and debit card payments can be made over the phone to Customer Services on 0345 600 6400.
- Alternatively attach a cheque payable to Northumberland County Council.

Part C continued (where applicable) Additional questions for additions to existing dwellings or buildings, or new structures within the residential curtilage (please answer all that apply). The property is:

☐ Detached
 ☐ Semi Detached
 ☐ A Flat
 ☐ Listed
 ☐ Conservation Area

1	Will the structure be totally within the curtilage (<i>the enclosed space of ground and buildings immediately surrounding a dwelling-house</i>)?	YES/NO
2	Will more than half the area of land around the original house be covered by extensions or other buildings? <i>Original house means the house as it was first built or as it stood on 1 July 1948 (if it was built before that date). Although you may not have built an extension to the house, a previous owner may have done so.</i>	YES/NO
3	If adding / extending a porch what will the total ground floor area of the porch be? What is the height from ground level*	m m
4	If constructing or changing a fence/gate/garden wall how high will it be? Please mark the position and height on the location plan.	m
5	For dormers: is the dormer on the front, side or rear elevation? What is the cubic size of the dormer?	F/S/R m3
6	For rear extensions: how far does the structure extend beyond the rear wall of the original house?	m
7	For side extensions: is the extension over half the width of the original house? Does it exceed four metres in height*	YES/NO YES/NO
8	For outbuildings/sheds/garages etc.: will it be forward of the principal elevation? <i>Usually that part of the house which fronts (directly or at an angle) the main highway serving the house.</i>	YES/NO
9	How close is any part of the new addition (or new outbuilding/shed/garage) to the nearest boundary (e.g. wall/fence)? What is the height of the eaves at this point* (<i>the point where the lowest point of a roof slope, or a flat roof, meets the outside wall</i>) What is the maximum eaves height in metres*	m m m
10	What is the maximum ridge height in metres (the highest part of the roof covering)* Is this higher than the existing roof*?	m YES/NO

* measured from ground level - this is the surface next to the building or, on sloping surfaces, the highest part of the surface adjoining the building.