



Exemption 1 – Domestic dwellings/householder enquiries

Do I need planning permission?

Please complete the application form to determine exactly what approvals (if any) you must obtain before commencing work. *If you have any problems in completing this form please contact us on 01636 650000.*

You can submit your completed form by email with any plans and details as an attachment to planning@nsdc.info or post to Growth and Regeneration Business Unit, Newark and Sherwood District Council, Castle House, Great North Road, Newark, Nottinghamshire NG24 1BY

A fee of £60.00 (£50 plus VAT) is required for the service. Unfortunately we are unable to proceed with your enquiry until we have received payment. Payment can be made by debit or credit card using either our on-line service at www.newark-sherwooddc.gov.uk/pay/ (available 24 hours a day, 365 days a year) or by telephoning us on 01636 650000.

Please complete in BLOCK capitals and all dimensions must be given in metres only. If you provide us with an email address, this will be the preferred method of communication.

Section one – to be completed by all applicants

A) Applicant's details

Name: _____
Address: _____
Postcode: _____ Daytime Tel: _____
Email: _____
Do you own the property? YES NO Are you a tenant? YES NO

B) Agent's details (if applicable) to whom correspondence should be sent to

Name: _____
Address: _____
Postcode: _____ Tel: _____
Email: _____

C) Address of property to which this query relates if different from the above

Address: _____
Postcode: _____

D) Is the property: Commercial Terraced Semi-detached Detached Flat Apartment
Bedsit Bungalow Other If other, please state _____

E) Full description of proposed work - Include all elements e.g. rear single storey kitchen extension, insert window, remove structural wall, garden shed etc.

Description: _____

F) Signed: _____ Name: _____

On behalf of: _____ Date: _____

Section 2 – Porches (these must be constructed outside an existing external door)

A) Please provide the following:

External dimensions: Length _____m Width _____m Height _____m

Internal dimensions: Length _____m Width _____m Height _____m

B) Will the porch be further than 2 metres from a highway boundary (including public footpath): YES NO

Section 3 – Extensions or alterations to a dwelling or erection of an outbuilding (must be within the curtilage of the garden), including conservatories, carports, covered ways, garages, sheds and green houses)

A) Will the proposal be attached to the dwelling: YES NO

B) Is the extension/proposal: Single storey Two storey First floor extension

C) Does the proposal include sleeping accommodation?: YES NO

D) Where will the proposal be positioned on the property at the?: Front Side Rear

E) **If rear extension**, how far will the extension project from the rear wall of the original* house?: Length _____m

** 'Original' - means a building as it existed on 1 July 1948 where it was built before that date, and as it was built when built after that date (DCLG – Permitted development for householders - Technical guidance 2010).*

F) What are the dimensions of the proposed extension/proposal:

	Internal	External		
Length	_____m	_____m	*Ridge height (if pitched roof)	_____m
Width	_____m	_____m	*Eaves height (if pitched roof)	_____m
Total	_____m ²	_____m ²	*Height (if flat roof)	_____m

**Height is measured from ground level*

H) Has the property previously been extended (this will include extension/s prior to the purchase of your property)?
YES NO

If yes, please provide dimensions and show any previous extensions on the plan of proposal:

Length _____m Width _____m

I) Will the proposal result in an attachment of the extension to any part of the existing roof of the dwelling?
YES NO

J) Does the proposal involve any of the following?

A veranda, balcony or raised platform YES NO

Any form of cladding (e.g.: pebble dash, render etc) YES NO

Removal of any trees/hedges within your ownership YES NO

If yes, please give details:

K) Is a new chimney, flue or soil and vent pipe proposed? YES NO

If yes: Will its height exceed the highest part of the roof by more than 1 metre? YES NO

Will it be installed on a roof slope fronting a highway? YES NO

- L) What materials will be used for the proposal? (e.g.: brick, block, timber, concrete, tiles, glass etc)
- Roof _____
- Walls _____
- M) If the proposal is a **conservatory** does it form a separate room (i.e. will a door or window remain between the existing dwelling and conservatory)? YES NO N/A
- N) Will any window or door opening to the existing dwelling be created or made wider?: YES NO N/A
- O) If the proposal is a **carport** will it be open on two or more sides? YES NO N/A
- P) Is the container for storage of oil or LPG for domestic heating purposes proposed? YES NO
- If yes, what is the capacity of the container in litres? _____ Litres

Section 4 – Loft conversion, dormer windows, roof extension and roof lights

- A) Is the proposal for a loft conversion?: YES NO
- If **yes**, will it include the installation of: Roof lights YES NO
- Dormer windows YES NO
- B) Will any part of the proposal exceed the highest part of the existing roof?: YES NO
- Please provide:
- External dimensions of proposed roof addition: Length _____m Width _____m Height _____m
- External dimensions of any previous additions to the original roof: Length _____m Width _____m Height _____m
- External dimensions of proposed roof lights: Length _____m Width _____m Height _____m
- C) Does the proposal involve any of the following?
- A veranda, balcony or raised platform? YES NO
- Installation, alteration or replacement of a chimney, flue or soil and vent pipe? YES NO
- If yes, fill in questions J and K in section three*
- D) Will the enlargement be within 200mm of the eaves of the existing dwelling? YES NO

Section 5 – Means of enclosure (wall, fences and gates etc).

- A) What will be the **maximum** height of the proposal above ground level (including posts and/or pillars)? Height _____m
- B) Will the proposal require an electrical supply? YES NO
- C) Does the proposal require the demolition of an existing boundary (including posts and/or pillars)? YES NO
- If yes, please state the height: Height _____m
- D) Was/will the boundary treatment be attached to the dwelling? YES NO

Section 6 – Satellite dishes and antennas

Please mark on the plan or photographs where the satellite dishes/antennas are to be sited and provide dimensions.

- A) Are there any satellite dishes and/or antennas currently present on the building? YES NO
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Section 7 – Hard surface (i.e. path or driveway), vehicular access/drop kerb

- A) Is the proposed to create or widen a vehicle access or dropped kerb? YES NO
- B) Are you removing level access to the main entrance of the building? YES NO
- C) **If hard surface is proposed (including replacement of existing hard surfacing) please indicate?**
Will the surface area be located between the house and a highway? YES NO
Will the surface area exceed 5 square metres? YES NO

If yes to both questions in 7C, please provide details of surface material and means of surface drainage on the plan of proposal.

A dropped kerb can only be carried out by Nottinghamshire County Council or contractors appointed by them. If work is carried out by anyone else, they will charge for both rectifying the original work and installing a new dropped kerb. You should contact them online at www.nottinghamshire.gov.uk/transport/roads/request-a-dropped-kerb or tel: 0300 500 80 80 for a quotation for the works. You must provide a copy of the planning approval, if applicable.

Section 8 – Installation of energy generating equipment

- A) **Solar panels**
Where will the equipment be installed? On the wall (go to Q8B) On the roof (go to Q8B)
Building within its curtilage Free standing (go to Q8C)
- B) Will the equipment protrude more than 200mm from the wall or roof plane? YES NO
Will the highest part of the equipment be higher than the highest point of the roof (excluding the chimney stack)? YES NO
Is the equipment positioned on a wall or roof slope on the front or side of the building that is visible from the highway? YES NO
- C) If more than one standalone panel, please show position and height on the plan of proposal.
- D) **Flue for a biomass or combined heat and power system**
Is the flue to be positioned on the dwelling? YES NO
Will the flue exceed the highest part of the roof by 1m or more? YES NO
Will the flue be on the front or side elevation and be visible from the highway? YES NO
- E) **Installation of other energy generating equipment**
Please specify

Freedom of Information Act/Environmental Information Regulations/General Data Protection Regulation (GDPR)

Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. If so, the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions/exceptions under the Act/regulations. To assist the council in this exercise could you please provide answers to the following questions (continue on a separate sheet if necessary). Whilst your views will be taken into account, ultimately the Council reserves the right to determine whether the information should be withheld or released.

1. Would disclosure of any of the information harm someone's commercial interests? If so, which information and what would that harm entail?
2. Do you consider that you are giving the information in confidence? If so, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?

General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to process your application. The basis for processing this information is to enable the council to undertake the service that you are requesting. Your personal information will not be shared with any third party other than our data processor and will be kept in accordance with the Council's retention policy and schedule. Details of which can be found in the council's asset register on our website:

www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/

Further details about our privacy notice is available on our website at www.newark-sherwooddc.gov.uk/yourcouncil/privacy/, or contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info

Plan of proposal

Whilst it may help to draw any plans to scale it is not essential as long as they are drawn in a clear legible manner and important dimensions are clearly stated. You should show any roads that are in front of/next to the property and the plan should also show whether the ground is flat or sloping. If the ground is not flat it is important to show the difference in levels. Any proposed changes to the ground levels should be indicated. Please use black ink rather than pencil in order that the plan can be photocoped clearly.

Don't forget to show the position of any previous extensions, even those erected prior to your purchase of the property.

This is an example of the type of sketch that would be useful.

- It need not be to scale but important dimensions should be marked on;
- All outbuildings and previous extensions should be shown;
- The position of all new proposed works should be shown;
- Any change in ground level should be shown.

