

# Self-Assessment Form F - Do I need planning permission for a hardstanding, new drive, vehicular access, dropped kerb, wall, fence or gate?



If your home is as a result of a conversion from an office, barn, retail use etc., this form will not apply and planning permission will be required. Please contact us.

The creation or replacement of a hardstanding, wall, fence or gate or the creation of or widening of a vehicular access or dropped kerb does not need planning permission if:

1. You can answer 'NO' to ALL of the following questions;
2. You comply with the requirements of the statements;
3. There are no planning restrictions removing rights to extend your property under this Class. If you are unsure if any restrictions have been removed, please email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk). A fee of £45.00 (inclusive of VAT) is applicable and we aim to respond within 10 working days of receipt and payment.

**IMPORTANT:** See 'Guidance' towards the end of this form, or for more information refer to the [Planning Portal](#) or [Technical Guidance](#).

If you answer "YES" to any of the questions below, you will need to apply for [Full Planning Permission](#) (a fee of £258.00 is required, however there are some exemptions to fees).

Please check whether your property is located in a [Conservation Area](#) before answering these questions (see the guidance towards the end of this form).

Reference to 'Parts' and 'Class' below relate to sections within [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)

## HARDSTANDING (Part 1, Class F)

### Is the proposal:

1.	A hard surface for non-domestic use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Question</b>			
	Your proposal is on land between the principal elevation of the dwelling and a highway?	True <input type="checkbox"/>	False <input type="checkbox"/>
	If "TRUE" your proposal creates or replaces a hardstanding of more than 5 square metres?	True <input type="checkbox"/>	False <input type="checkbox"/>
2.	If "TRUE" does your proposal create a hardstanding made of a non-porous material with no provision to direct run-off water from the hard surface to a permeable or porous area within the boundary of the house? If you answer "FALSE" to either of the above statements your answer to this question is <b>NO</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please refer to information attached on porous and permeable surfaces on page 3.

**NOTE:** Elsewhere around your house there are no restrictions on the area of your land which you can cover with hard surfaces, however, significant works of embanking or terracing to support a hard surface might need a planning application.

## NEW DRIVE, VEHICULAR ACCESS AND DROPPED KERB (Part 2, Class B)

To establish whether the road is "classified", please email your enquiry to [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk)

### Does the proposal:

3.	Create or alter a vehicle access onto a trunk or an A, B or C classified road?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Question</b>			
	Is the creation of an access <b>required</b> in connection with the undertaking of other work which is permitted development (i.e. not requiring planning permission) as specified in the	True <input type="checkbox"/>	False <input type="checkbox"/>

regulations (building an extension, garage, creating a hardstanding etc.). This excludes the building of a wall, fence or other boundary treatment.		
If you answered “FALSE”, as the only work being carried out is the creation of a new access then you will need to apply for planning permission.		
<b>DROPPED KERB.</b> If you are to install a dropped kerb on the pavement outside your property, then permission will be required from Nottinghamshire County Council’s Highways Department even if planning permission is not required. Please review <a href="#">Nottinghamshire County Council</a> website for further information.		


<b>Walls, Fences, Gates etc. (Part 2, Class A)</b>			
Does the proposal involve the erection, construction, maintenance, improvement or alteration of a fence, wall or gate or other means of enclosure that would:			
4.	Be over 1 metre high and adjacent* to a highway (including a footpath, bridleway, waterway or open space)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Be over 2 metres high elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Be within the curtilage of a listed building, or an alteration to a means of enclosure surrounding a listed building? (Please refer to Guidance below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Adjacent to a highway is typically at least 1.5 metres away from the nearest highway but can vary depending on the circumstances.			

<b>Does your proposal involve taking down a fence, wall or gate, altering or improving an existing fence, wall or gate?</b>			
If you are <b>not</b> in a Conservation Area you will <b>not</b> need to apply for planning permission to take down a fence, wall or gate, or alter or improve an existing fence, wall or gate (no matter how high (if you do not increase its existing height))			
<b>Conservation Areas</b>			
Your proposal would remove a fence, wall or gate in a conservation area?		True <input type="checkbox"/>	False <input type="checkbox"/>
Is the wall, fence, gate or other means of enclosure 1 metre or higher and adjoins highway (including public footway, bridleway, waterway or open space)?		True <input type="checkbox"/>	False <input type="checkbox"/>
Is the wall, fence, gate or other means of enclosure 2 metres or higher elsewhere?		True <input type="checkbox"/>	False <input type="checkbox"/>
If you answered “ <b>False</b> ” then planning permission is not required.			
If you answered “ <b>True</b> ” to any of the questions, then planning permission is required. Failure to obtain planning permission in this circumstance <b>can</b> be a criminal offence.			

**Please note:** The information and advice contained in this form is not a formal legal determination under Section 192 of the Town and Country Planning Act 1990 and Newark and Sherwood District Council accepts no responsibility for any action taken arising from its use. If you require a written legal determination on the requirement for planning permission, an application for a Certificate of Lawful Proposed Development is required. Applications may be submitted via the [Planning Portal](#). Applications for planning permission can also be submitted this way. To view the legislation, please follow this hyperlink to [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) refer Schedule 2, Part 1, Class F and Part 2, Classes A and B. **Please note there have been updates to this legislation since original publication.**

**Guidance:** in terms of original house, although you may not have built an extension to the house, a previous owner may have done so. You should also check that there are no restrictive conditions on any planning decision relating to the property, or if your property is within a Conservation Area or a Listed Building. Please contact a member of our Customer Services team to establish whether any of these constraints or restrictions apply - email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk) or telephone 01636 650000. If your house is a Listed Building, then Listed Building consent will be required even if planning permission is not necessary. If you require further information regarding your enquiry you can also speak to our colleagues in Customer Services who can advise and, if necessary, pass your question on to our duty planner. You do not need to make an appointment (service operates between 2pm to 5pm Monday to Friday), however it is important for you to aware that we will not offer any advice which must be obtained through a formal application. If you determine planning permission is required, we do offer our Pre-Application advice service. Further information is available on [our website](#) or email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk).

This form does not determine the requirement for Building Regulations approval, which comes under different legislation. Our Local Authority Building Control Partnership (East Midlands Building Consultancy (EMBC)) provides advice and may be contacted on their website at <http://www.eastmidlandsbc.com/>, by telephone on 0333 003 8132 or email: [info@eastmidlandsbc.com](mailto:info@eastmidlandsbc.com)



## **Permeable and porous surfaces - How permeable surfaces work**

### Loose gravel

This is the simplest type of construction. The driveway sub-base is covered by a surface layer of gravel or shingle.

Gravel with different shapes and colours is available to make the surface more decorative.

A strip of block paving or asphalt at the entrance can limit the loss and spread of gravel from the drive. Gravel is often more appropriate within non-urban settings where gravel on the adjoining footpath can create a hazard for pedestrians.

### Hard permeable and porous surfaces

Hard surfacing which allows water to soak into it can be built with porous asphalt, porous concrete blocks, concrete or clay block permeable paving.

The material has open voids across the surface of the material or around the edges of blocks that allow water to soak through.

To work effectively, permeable surfaces should be laid over a sub-base which differs from traditional hard-core which has a lot of fine material in it (sand and silt that stops water passing through it easily).

For permeable and porous driveways different sub-base materials are required that allow water to pass through and also store the water for a while if it cannot soak into the ground as fast as the rain falls.

Various materials are available, and two examples are known as 4/20 and Type 3 sub-base.

Material for permeable sub-base is described as open graded and consist only of larger pieces of stone that have spaces between to store water.

### Rain gardens and soakaways

An area of garden can be formed into a rain garden – a depression to collect and store rainwater running from conventional impermeable surfaces (asphalt, concrete and block paving), before slowly allowing it to soak into the ground or floor to the drains.

Rain gardens are widely used in the USA and elsewhere but are a relatively new concept in the UK.

The depressions can be located along the edge of the drive or as a larger area in a garden at a low point. The depression can be planted with suitable plants to help slow run-off, or gravel or cobbles can be used as decorative features. Care needs to be taken if a depression is made, as this may require planning permission if significant change to land levels are made.

There may be a gravel-filled trench below it to increase the storage capacity and allow water to soak into the ground more easily.

Soakaways are a similar idea except that water is piped into a gravel-filled trench or special container and allowed to soak into the ground.

In some areas many houses have the roof downpipes connected to soakaways. They are more suitable for houses with larger front gardens as they require space and need to be located a suitable distance from buildings.