

Householder Preliminary Enquiry Form

Please complete all sections of the form and use Block Capitals



Name and Address of Enquirer(s)

Name	
Address	
Post Code	
Email Address	
Telephone Number	

Address of Proposal (if different from above)

Address	
Post Code	

Description of Proposed Development

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Please complete all questions and provide all measurements in metric.

Q1) What is the type of dwelling?

Detached

Semi-detached

Terrace

Other

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Q2) Will the total area of ground covered by buildings within the curtilage of the dwellinghouse (other than the original dwellinghouse), exceed 50% of the total area of the curtilage?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q3) What are the external dimensions of the proposed development?

Length	Width	Height of Flat Roof	Height of Ridge (Peak Roof)	Height of Eaves (Peak roof)

Q4) Is the proposal attached to the dwelling?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q5) What is the minimum distance between the proposal and the nearest boundaries?

Front Boundary	Rear Boundary	Side Left Boundary	Side Right Boundary

Q6) Please state the properties existing materials and colours:

Roof	Walls	Windows/Doors

Q7) Please state the intended materials and colours for the proposal:

Roof	Walls	Windows/Doors

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Q8) Is the height of the proposal higher than any part of the original roof?

Yes

No

Q9) Will the proposal involve any alterations to any part of the roof of the existing dwelling?

Yes

No

If Yes please provide further details:

Q10) Will the proposal involve the installation, alteration or replacement of:

Microwave Antenna

Yes

No

If Yes please provide further details:

Chimney

Yes

No

If Yes please provide further details:

Flue/Soil or Vent Pipe

Yes

No

If Yes please provide further details:

Q11) Will a new vehicular access be required?

Yes

No

If Yes please provide further details:

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Q12) Will the proposal involve the creation of a new area of hardstanding?

Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If Yes please provide the following:			
Location (i.e. front/back/ side)	Ground area in square metres	Material(s)	
If a non-porous material is to be used will provision be made to direct surface run-off water to a permeable or porous area within the curtilage?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	

Q13) Will the proposal include the installation of domestic microgeneration equipment?

Solar Panels	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes please provide further details:		
Ground Source Heat Pump	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes please provide further details:		
Water Source Heat Pump	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes please provide further details:		
Air Source Heat Pump	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes please provide further details:		
Wind Turbine	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes please provide further details:		

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IMPORTANT

Please also include plans (which can be drawn by yourself) of your proposal showing the elevations and the plan view of your proposal in relation to the site with dimensions clearly indicated in metres, showing the existing buildings and the proposal. **Space is provided on the NEXT PAGE.** Please also supply a location map, which clearly shows the proposal site and its location in relation to well known landmarks such as Churches, Schools, Public Houses, roads etc. Thank you for filling in this form. It is important that all questions required are answered and plans are supplied so that an expedient response can be given.

Any decision the Council may take is upon the information that has been provided in this form. Legal affirmation of your proposal can only be attained by the submission and approval by this Authority of a Lawful Development Certificate for a proposed use or development. Any other correspondence confirming a decision is considered to be guidance on a proposal but is a missive and holds NO legal significance.

I sign to confirm understanding of the contents of the form and that the information I provide in this form herewith is correct.

Signed	
Name	
Date	

Fee		
Informal advice as to whether works require planning permission (for works costing less than £500).	No Fee	<input type="checkbox"/>
Informal advice as to whether works require planning permission	£30	<input type="checkbox"/>
Informal advice including an unaccompanied site visit (if required), as to whether works require planning permission and the acceptability of the proposed works.	£60	<input type="checkbox"/>

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Plan View of Site (please include measurements in metric)



A detailed architectural floor plan of a site, showing a rectangular building footprint with internal room divisions, a staircase, and a small structure at the bottom. The drawing is a technical line drawing with no shading or color.

Elevation of Proposed Works (please include measurements in metric)



Two architectural elevation drawings of a building. The top drawing shows a front elevation with a gabled roof, a central entrance with a pediment, and two windows. The bottom drawing shows a side elevation with a gabled roof and a window.

Please return the form and the appropriate fee to:

Planning Department, Mansion House, Penrith, CA11 7YG