



Householder Extensions Enquiry Form

Please complete **all relevant** sections of this form and return to:

Development Control Section
Economic Prosperity and Place Directorate,
Wyre Forest House,
Finepoint Way,
Kidderminster,
DY11 7WF

email: dev.management@wyreforestdc.gov.uk

website: www.wyreforestdc.gov.uk

For advice in completing this form tel: **01562 732928**

PLEASE NOTE

This form is intended for guidance only and **does not constitute a formal determination as to whether planning permission is required**. Any misrepresentation or failure to declare information can lead to unreliable decision making and may result in unauthorised development.

SECTIONS

RED SECTIONS MUST BE COMPLETED, ONLY COMPLETE THE BLACK SECTION RELEVANT TO YOUR ENQUIRY

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FOR OFFICE USE ONLY		RECEIPT No.	<input type="text"/>
GE No:	<input type="text"/>	CASE OFFICER	<input type="text"/>

PERSONAL AND PROPERTY DETAILS

Name:

Address for Correspondence:

Post Code

Description of proposed development:

Address of proposed development: (if different from above)

Post Code

Contact Details:

Daytime Telephone no.

Home Telephone no.

Fax no.

Email Address

EXTENSIONS

1. Is your property ...?

- Terraced* Semi-detached Detached
 Flat Listed Building Barn Conversion

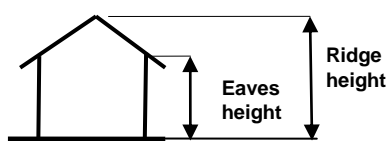
2. Please specify the nature of the proposed building work (eg extension, garage, car port, conservatory, insertion of windows etc)

3. Where is the proposed development to be erected? (eg front, rear, side?)

4. Will the proposed extension face a road or footpath? Yes No

5. Will the proposal be....? Single storey? Two storey?

6. Please give external dimensions of the proposed development, and sketch the proposal in Appendix 2.



Length m Width m
 Height (flat roof) m
 If ridged roof:
 Height (ridge) m Height (eaves) m

7. Will the proposed development be built onto an existing extension to the original** dwellinghouse?
Yes No

8. Will the ridge height of the proposal exceed the highest part of the roof of the existing dwelling?
Yes No

9. Will the eaves height of the proposal exceed the eaves height of the existing dwelling?
Yes No

10. Please state the distance the dwelling will be from the boundary once extended:
 Metres

11. Will more than 50% of the area of land around the original house (excluding the ground area of the original** dwellinghouse) be covered by additions or other buildings?
Yes No

12. Will the development include any cladding (stone, artificial stone, pebble dash, render, timber, plastic or tiles) to the exterior of the dwellinghouse?
Yes No

13. Will the development include the construction or provision of a veranda, balcony or raised*** platform?
Yes No

14. Will the development include the installation of a first floor side facing window?
Yes No

If yes, will the window as installed be Clear glazed? Obscure Glazed?
 Opening? Non-Opening?

Please complete Appendix 1 and draw a sketch at Appendix 2 at end

Note:

* 'terraced house' means a house situated in a row of three or more houses.

** The term *original dwellinghouse* means the house as it was first built or as it stood on 1st July 1948 (if it was built before that date)

***'raised' in relation to a platform means a platform with a height greater than 300mm – this includes decking.

ROOF ALTERATIONS

(not including solar panels – see page 8)

1. Is your property ...?

- Terraced* Semi-detached Detached
 Flat Listed Building Barn Conversion

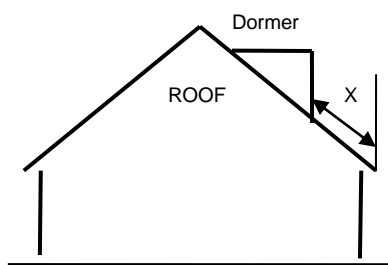
2. Please specify the nature of the proposed building work (eg extension, garage, car port, conservatory, insertion of windows etc)

3. Where is the proposed development to be erected? (eg front, rear, side?)

4. Will the proposed extension face a road or footpath?

- Yes No

5. Please give external dimensions of the proposed development, and sketch the proposal at Appendix 2



Length m Width m

Depth m

If Dormer roof extension –

Height (ridge) m Height (eaves) m (if applicable)

Distance between eaves and dormer (distance x) m

7. Will the proposed development exceed the height of the highest part of the existing roof of the dwelling? Yes No

8. In the case of roof lights, velux windows etc, will the proposed project beyond the existing roof slope of the original** dwelling? Yes No

If YES, what would the projection above roof slope be? m

9. Will the development include the construction or provision of a veranda, balcony or raised*** platform? Yes No

10. Will the development include the installation of a window on a side facing roofslope? Yes No

If yes, will the window as installed be: Clear glazed? Obscure Glazed?
 Opening? Non-Opening?

Please complete Appendix 1 and draw a sketch at Appendix 2 at end

Note:

* 'terraced house' means a house situated in a row of three or more houses.

** The term *original dwellinghouse* means the house as it was first built or as it stood on 1st July 1948 (if it was built before that date)

***'raised' in relation to a platform means a platform with a height greater than 300mm – this includes decking.

PORCHES

(The erection or construction of a porch outside any external door of a house)

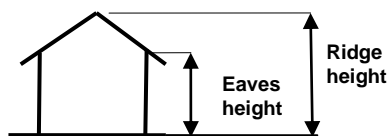
1. Does the external floor area exceed 3m²? Yes No
Please indicate the dimensions and sketch the proposal in Appendix 2:
Length m Width m
Height m
2. Does any part of the porch come within 2 metres of a highway boundary (including a public footpath, or verge adjacent to the road?) Yes No
3. Does any part of the porch exceed 3 metres in height? Yes No

Please draw a sketch at Appendix 2 at end

OUTBUILDINGS WITHIN THE GARDEN

(Provision of buildings, enclosures, swimming pools or oil or liquid petroleum gas containers)

1. Please specify the nature of the proposed building work (e.g. garage, swimming pool, summerhouse, LPG tank) _____
2. Please give external dimensions of the proposed development, and sketch the proposal at Appendix 2 at end.



Length	m	Width	m
If outbuilding		Height to ridge	m
		Height to eaves	m
If container		Volume	litres
		Height	m

3. Will more than 50% of the garden around the original house (excluding the ground area of the original house*) be covered by outbuildings, a swimming pool or containers? Yes No
4. Please state the distance the development will be from the boundary? _____ m
5. Will the building have more than one storey? Yes No
6. Will the development be positioned forward of the principal*** elevation of the original dwelling? Yes No
7. Will the development include the construction of a a veranda, balcony or raised platform**? Yes No

Please complete Appendix1 and draw a sketch at Appendix 2 at end

* The term 'original house' means the house as it was first built or as it stood at 1st July 1948 (if built before that date)

** a 'raised' platform' means a platform with a height greater than 300mm – this includes decking

***In most cases the 'principal' elevation will be that part of the house which fronts (directly or at an angle) the main highway serving the house. It will usually contain the main architectural features such as bay windows or the main entrance. Usually the principal elevation will be what is understood to be the front of the house.

HARD SURFACING

(new or replacement)

1. Where is the hard surface to be laid? Front Side Rear

2. Please state materials to be used

3. Will the hard surface be made of porous materials? Yes No

If NO, will provision be made to direct run off water from the hard standing to a permeable or porous area or surface within the garden? Yes No

4. What is the total area of hard standing (new or replacement)? m²

Please draw a detailed plan at Appendix 2 at end to show the proposed area of hardstanding and its position in relation to the house. Indicate all materials to be used.

FORMATION OF NEW ACCESS OR DROPPED KERB

1. Please specify the name of the road where the proposed new access or dropped kerb is to adjoin.

Name of Road (e.g Birmingham Road)

Classification of Road (e.g A456)

CHIMNEY, FLUE OR SOIL & VENT PIPE

1. What is the nature of the building work?

2. Where will the proposal be situated? (e.g. front elevation)

3. Will the proposed development exceed the highest part of the roof by more than 1m? Yes No

4. Will the proposed development be sited on a roof or wall facing a highway or footpath? Yes No

Please draw a sketch at Appendix 2 showing the position on the building and the dimensions of the proposal

MICROWAVE ANTENNA (SATELLITE DISHES, AERIALS ETC)

(new or replacement)

1. What type of antenna is proposed? (e.g s Satellite Dish, Aerial)

2. Including the proposed antenna, how many microwave antenna will there be on the house and in the Garden in total?

3. Please state the dimensions of the proposal and draw it at Appendix 2.
Length m Width m Cubic Capacity litres (if applicable)

4. Where will the proposal be located? (e.g. chimney, front roof slope, side wall of house, garden etc)

5. Will the proposed development be positioned on a chimney, roof or wall facing a highway?
Yes No

6. If positioned on a roof without a chimney, will the highest part of the roof be exceeded in height? Yes No n/a

7. If positioned on a roof with a chimney, will the highest part of the roof be exceeded in height? Yes No n/a
If YES, by how much? m

8. Is the height of the building on which the proposed antenna will be positioned more than 15m in height?
Yes No

Please draw a sketch at Appendix 2 and submit manufactures details if possible

WALLS, FENCES & GATES

1. Please specify the proposed development

2. Is any part of the proposed development within 2m metres of the highway? (the highway includes the footpath) Yes No

2. Is the proposed development maintaining, improving or altering an existing boundary treatment? Yes No

4. If YES, will the proposed exceed its former height? Yes No

6. Please give dimensions of the proposed development as follows
:
Within 2m of the highway (the highway includes the footpath) m
Elsewhere m

Please draw a sketch at Appendix 2

DOMESTIC MICROGENERATION (SOLAR PANELS & SOLAR THERMAL EQUIPMENT)

1. Do you want to install, alter or replace solar photovoltaic's (PV) or solar thermal equipment on an existing wall or roof or the house or a building in the garden? Yes No

If YES, will the highest part of the roof (excluding The chimney) be exceeded? Yes No

If YES, please state projection _____ m

2. Will the proposed project beyond the existing roof slope of the original** dwelling? Yes No

If YES, please state projection above roof slope _____ m

2. Do you want to install, alter or replace stand alone solar equipment which stands in your garden? Yes No

If YES (i) Will the stand alone solar equipment be within 5 metres of any boundary of your garden? Yes No

(ii) Is there any other stand alone solar equipment in your garden? Yes No

3. Will the solar equipment be visible from any footpath or road? Yes No

Heat Pumps

1. Do you want to install, alter or replace a ground source heat pump or a water source heat pump within your garden? Yes No

Heat or Power System Flues

1. Do you want to install, alter or replace a flue, forming part of a biomass heating system or a combined heat and power system on a house? Yes No

2. Will the flue exceed the highest part of the roof by more than1 m? Yes No

3. Will the flue be visible from a highway? Yes No

Please draw a sketch at Appendix 2 and submit manufacturer's details if possible.

APPENDIX 1
PLANNING HISTORY

A. Have there been any previous extensions or outbuildings added to the property, including dormer windows, since 1948? If YES, please provide details below **and indicate on the Plan at Appendix 2:**

If you have more than two extensions or outbuildings, please continue on a separate sheet

Extension 1

Planning / Building Regs Ref
(if relevant)

Length m Width m

Height (flat roof) m

If ridged roof
Height (ridge) m

Height (eaves) m

Volume in cubic metres m³

Outbuilding 1

Planning / Building Regs Ref
(if relevant)

Length m Width m

Distance from house m

Height (flat roof) m

If ridged roof
Height (ridge) m

Height (eaves) m

Volume in cubic metres m³

Extension 2

Planning / Building Regs Ref
(if relevant)

Length m Width m

Height (flat roof) m

If ridged roof
Height (ridge) m

Height (eaves) m

Volume in cubic metres m³

Outbuilding 2

Planning / Building Regs Ref
(if relevant)

Length m Width m

Distance from house m

Height (flat roof) m

If ridged roof
Height (ridge) m

Height (eaves) m

Volume in cubic metres m³

APPENDIX 2
PLAN OF YOUR PROPOSAL

Please provide (below or attached separately) sketch plans showing as much information as possible ie. elevation drawings, floor plans, site plan. Please include,

- The proposed development, **any other extensions or buildings** within the boundary of the property, **any roads and pathways** next to the site,
- Please indicate **the boundary** of the property,
- Attach any **manufacturer's brochures or other relevant documentation**

This plan does not have to be scale provided that all distances and measurements are shown in metric.

You can also attach any relevant photographs to support your form.