

Planning, Development & Policy
 2nd Floor, Roebuck House, Abbey Road, Torquay, TQ2 5DP
 website: www.torbay.gov.uk
 email: planning@torbay.gov.uk
 Tel: 01803 207801 Fax 01803 208858

DEP/

Do I Need to Apply for Planning Permission AND/OR Building Regulation Consent?

This form helps to gather the information needed to work out whether planning permission or Building Regulation Approval is required for your proposal.

Please be aware that other permissions may be required in addition to planning control. E.g. Building Regulations, other local authority departments, or legal covenants on your land.

Please fill in ALL sections with relevant information as requested. The form will be returned to you with an officer's response. (This usually takes at least ten working days).

A. DETAILS

Name: _____

Address: _____

Postcode: _____

Daytime telephone / E-mail: _____

B. ADDRESS OF PROPERTY WHERE ALTERATIONS ARE TO TAKE PLACE (IF DIFFERENT FROM ABOVE).

Type of Property: Dwelling/house Flat Other (please specify)

C. BRIEF DESCRIPTION OF PROPOSAL (E.G. SINGLE STOREY EXTENSION TO REAR OF PROPERTY)

D. SIZE OF PROPOSAL (MEASURED FROM THE OUTSIDE) N.B. HEIGHTS SHOULD BE MEASURED FROM THE EXISTING GROUND LEVEL

Max. Height metres

Height to Eaves Level metres

Length metres

Width metres

E. CURTILAGE (BOUNDARY OF YOUR PROPERTY)- PLEASE SHOW ON YOUR DRAWING.

Lengthmetres

Width Metres

F. PREVIOUS EXTENSIONS AND OTHER BUILDINGS:

Please list all extensions, buildings and garden sheds that have been erected within the boundary of the property since it was first built. Please state their **height, length and width**, in a similar manner to question D. If you have a council reference number for these, (Building Regulations or Planning), please include these below:

G. APPEARANCE OF PROPOSED BUILDING/EXTENSION:

Accurately sketch **all** the elevations of the proposed development so that it is clear what your proposal will look like from all viewpoints. Please show measurements in metric if possible and ensure that your plans are accurate. If the ground slopes please show this. If the proposal includes excavation, e.g. driveways, please include a cross sections of existing and proposed levels.

You are welcome to include additional drawings and photographs. *(See Example 1 on back page)*

(i) EXISTING

(ii) PROPOSED

H. POSITION OF PROPOSED BUILDING/EXTENSION: *(YOU MAY WISH TO USE A SEPARATE SHEET)*

Outline in red and sketch the position of the proposed building/extension in relation to:

(i) The position of the existing house. (ii) The boundaries of your property. (iii) Any other existing buildings/extensions within your property. (iv) The position of any trees. *(See Example 2 on back page)*

PER

REF

SPLIT

Reference: DEP/

PLANNING OFFICER'S RESPONSE

Does the proposal require a planning application?

YES

NO

BUILDING CONTROL OFFICER'S RESPONSE

Does the proposal require Building Regulation Approval?

YES

NO

PLANNING OFFICER'S COMMENTS

BUILDING CONTROL OFFICER'S COMMENTS

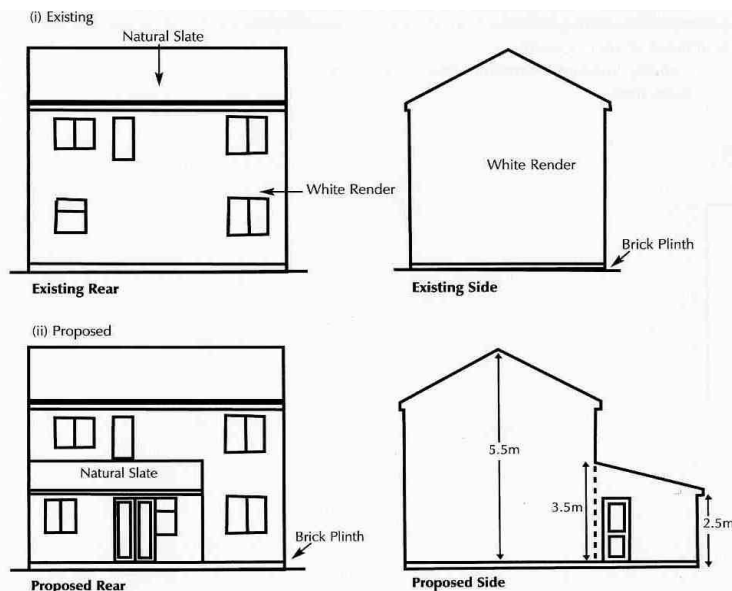
OFFICER'S NAME:
DATE:

OFFICER'S NAME:
DATE:

Please note that this is NOT a formal legally binding response. It is the responsibility of the property owner to ensure that development is conducted within the constraints of Permitted Development rights as defined by The Town and Country Planning (General Permitted Development) Order 1995 (as amended), and the Building Regulations 2000 (as amended).

Should you wish to obtain a formal determination on the planning status of a proposed development, you may apply for a Certificate of Lawfulness for a Proposed Use for which a fee is payable.

Example 1



Example 2

