

## Do I need planning permission - householder?

This form is used to request an informal decision from the council as to whether or not planning permission is required for works to a dwelling. There is a fee of £40 for this service which can be paid by card over the phone or by internet banking payment (account details can be provided).

If you require a formal legally binding decision you can apply for a Certificate of Lawfulness of Proposed Use or Development for which a fee of half the relevant planning application fee is payable.

Alternatively you can use the information on the website at [www.teignbridge.gov.uk/planningguide](http://www.teignbridge.gov.uk/planningguide) to make your own decision.

The response you receive will not include any advice as to the likely outcome of any subsequent application. We offer a pre-application advice service for this which has a separate application form and charging schedule, see [www.teignbridge.gov.uk/planningadvice](http://www.teignbridge.gov.uk/planningadvice).

Please complete the relevant sections of this form only and return it **with your fee** and a sketch plan (see example on page 5) showing **all measurements in metric** by email to [planning@teignbridge.gov.uk](mailto:planning@teignbridge.gov.uk) or by post to Planning Department, Forde House, Brunel Road, Newton Abbot TQ12 4XX

We will contact you if further information is required, and we will not begin work on your request until the fee and all necessary information has been received. We aim to respond to you within 21 days.

1 Your details	
Name	
Address and post code	
Contact telephone number	
Email	

2 Agent details (if you are completing on somebody else's behalf)	
Name	
Address and post code	
Contact telephone number	
Email	

3 Location of proposed work (including post code)

4 Description of proposed work (including its use)

5 Details of proposed work (only answer the questions that are applicable)					
Type of Property:	Semi Detached / Terraced / Link			Flat / Apartment	
	Other (Please detail)				
<b>Have there been any previous extensions to the original dwelling? If so please describe these and ensure that they are excluded when stating measurements below from existing dwelling.</b>					
<b>Alterations, Extensions, outbuildings, dormers etc.</b>					
	Height to eaves	Height to ridge	Width	Length (or depth from original dwelling)	Distance to nearest boundary
External Measurements					
For side extensions, will the extension be wider than half the width of the original dwelling?				Yes	No
Will the height of the proposed development exceed the highest part of the existing dwelling?				Yes	No
Will the height of the eaves of the proposed development exceed the highest part of the eaves of the existing dwelling?				Yes	No
Will the materials used in any exterior work (other than for a conservatory) be similar in appearance to the rest of the house?				Yes	No
<b>Roof Lights</b> (please clearly indicate their position on your sketch plan)					
	Will the roof lights project beyond the plane of the existing roof slope by more than 150mm?			Yes	No
<b>All development</b>					
Does the proposal involve a veranda, balcony, raised platform (e.g. decking or patio) over 300mm above existing ground level?				Yes	No
<b>If yes,</b>	please give details:				
Is a new chimney, flue or soil and vent pipe proposed?				Yes	No
<b>If yes</b>	Please state which:				
	Will its height exceed the height part of the roof by 1 metre?			Yes	No
	Will it be installed on a roof slope fronting a highway?			Yes	No
Is a container for the storage of oil or LPG for domestic heating purposes proposed?				Yes	No
<b>If yes</b>	What is the capacity of the container in litres?				
Does the proposal involve a new roof covering or replacement windows				Yes	No
<b>If yes,</b>	please submit details (with measurements for roof in metres and measurements for windows in millimetres)				

<b>Solar panels</b> (please clearly indicate their position on your sketch plan)			
	Will the panels be installed on a wall / roof of the dwelling or a building in the curtilage of the dwelling?	Yes	No
<b>If yes,</b>	Will the solar panels protrude more than 200mm beyond the plane of the wall or roof slope?	Yes	No
	Will the solar panels be situated on the front, rear or side of the roof?	Yes	No
<b>If yes,</b>	Will the highest part of the solar panel exceed the highest part of the roof (excluding chimney)?	Yes	No
	How many standalone units will there be?		
	What are the dimensions of each standalone unit?		
<b>Satellite antenna</b>			
	Will the antenna be installed on a: Roof                      Chimney / wall <b>If chimney/wall:</b> (front   / rear   / side   ) Other (please state)? <input type="text"/>		
	Will the highest part of the antenna when installed exceed the height of the roof / chimney / wall?	Yes	No
	What is the diameter of the antenna?		
	Are there any other satellite antennas on the property or within the curtilage of the property?	Yes	No
	<b>If yes,</b> how many?		
<b>Fence/wall</b> (please clearly indicate its position on your sketch plan)			
	What is the maximum height above ground level of the proposed fence / wall?		
	Will the proposal be within 2 metres of a vehicular highway (including the footpath and grass verge)?	Yes	No
<b>New access / hardstanding</b> (please clearly indicate its position on your sketch plan)			
	Will the proposed access be provided in association with any other works (ie new or replacement hardstanding / driveway)?	Yes	No
	Will the proposed hardstanding / patio be situated on land between a wall forming the principal elevation of the dwelling and a highway?	Yes	No
	Will the area of hardstanding / patio exceed 5 square metres in area?	Yes	No
	Will the hardstanding / patio be made of permeable material?	Yes	No
	Describe where the surface water will run off from the hardstanding / patio (e.g. onto the road, into lawn on own property etc.)		
<b>Listed Building alterations</b> – Does the proposal include:			
	Demolition of all or part of any buildings?	Yes	No
	Works to the interior of the building, either structural, or alterations of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?	Yes	No
	Works to the exterior of the building?	Yes	No
	Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?	Yes	No
	Alteration of a wall, fence or gate within the curtilage?	Yes	No

<b>Demolition - Does the proposal include:</b>			
	Partial or total demolition of a listed building?	Yes	No
	Partial or total demolition of a building within the curtilage of a listed building (including a wall, fence or gate)?	Yes	No
	Demolition of a building or part of a building in a conservation area?	Yes	No
<b>If yes</b>	What is the maximum height above ground level of the proposed, demolished or altered fence / wall?	Yes	No
	Does the wall front onto a highway, public right of way or open space?	Yes	No

<b>6 Declaration</b>		
	I confirm that if planning permission is not required I shall only carry out the proposed work in accordance with the submitted details.	
	I understand that any variation from these details may require a re-assessment of the situation. I have attached the following sketch plans (see page 5) Block plan Elevations	
	I have/will* provide the fee of £40 *delete as appropriate *By card over the phone or at the offices (please contact us once we have provided you with a reference number that you can quote when making payment) <i>or</i> *By internet banking transfer (please request our bank details and use the reference number we give you when making payment)	
Name	Signature	Date

**Advice disclaimer**  
The response you receive is an informal officer opinion as to whether or not planning permission is required. It will be based on the submitted information and will not be binding on the Council in any way. If you require a formal legally binding decision you can apply for a Certificate of Lawfulness of Proposed Use or Development for which a fee of half the relevant planning application fee is payable.

**Freedom of information (FOI)**  
Your enquiry, together with any response by the Council, may be released under a Freedom of Information request unless you advise us that the information is commercially sensitive. In any case, once an application is submitted and the proposal is in the public domain, then any pre-application documentation is likely to be released in response to an FOI inquiry

**Building Regulations**  
The advice given covers planning law only and not building regulations. For building regulation advice please visit [www.devonbuildingcontrol.gov.uk](http://www.devonbuildingcontrol.gov.uk)

### Instructions for producing sketch plans

Please provide a block plan (view from above) with measurements. You will need to show your dwelling and the boundaries of your plot/garden as the works you intend to carry out.

Please also provide elevations with measurements, showing the dwelling and the proposed development for all sides of the building where changes are being made, e.g. for extensions.

Please show all measurements in metric. The list below sets out the measurements you are likely to need to include:

- Position of development in relation to dwelling.
- Dimensions of development e.g. height, width and depth of extension or outbuilding.
- Distance between proposed development (e.g. extension or outbuilding etc.) and the property boundaries
- Distance between any proposed outbuilding and the existing dwelling
- Position and height of any proposed boundary fence or wall
- Position of any proposed new access
- Position of any trees that may be affected
- Indicate which is the main elevation (which may not face the road)
- Indicate the position of roads and footpaths around the property

**Your sketch plans** – use separate sheets if required

