

Please Note: THIS FORM IS NOT TO BE USED FOR PRIOR NOTIFICATION OF DOMESTIC EXTENSIONS

HOUSEHOLDER PLANNING CHECK

PO Box 787, Harrogate, HG1 9RW, Tel. 0300 131 2 131
www.northyorks.gov.uk/planning-and-conservation

Case No:

Received:

Payment ref:

Date of payment:

To determine whether you need any of the following consents, please complete this form and the Council will provide you with a "Permitted Development Check". This will cover any requirements for building regulation approval, listed building consent, conservation area consent and approvals for tree works as well as planning permission.

Please note that most additions and alterations in respect of flats will need planning permission but you may use this form to establish whether any other of the above consents are needed. It makes good sense to do this: for your own peace of mind; for record purposes when selling your property; or when raising the money; or to show anyone who questions your right to build.

Submit **one** copy of the form and plan, either via e-mail to dmst.har@northyorks.gov.uk or to the above address with the required fee paid. You can pay online by visiting <https://pay.harrogate.gov.uk/> Alternatively you can pay over the phone by calling 0300 131 2 131. Please make a note of your receipt number and transaction date and include it when you submit the form.

We aim to reply within 15 working days.

Any information submitted with this request is subject to Freedom of Information Act 2000 and Environmental Information Regulations 2004. Full details on how we will deal with these requests can be found here: <https://www.northyorks.gov.uk/planning-and-conservation/find-out-if-you-need-planning-permission-and-apply-harrogate-area>

◆ A grid is provided on the back page so that you can sketch your existing dwelling and your proposal.

◆ Two copies of this form are supplied for you to complete - submit one to us and keep the other for your own records.

Q. 1

Your name & address

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Postcode

Day-time Tel. No.

Email address

Q. 1a (If you are not acting for yourself)

Your agent's name & address

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.....
.....
.....

Postcode

Day-time Tel. No.

Email address

Q. 2

How long have you lived in this dwelling? years

Are you the: Owner ☐ Tenant ☐ Prospective purchaser ☐ (Tick one box)

Is it a Council House? YES/NO (If YES, please advise your Area Housing Office of your proposal.)

Q. 3

Is your dwelling a: detached house ☐ semi-detached house ☐ terraced house ☐ flat or maisonette ☐

Do you know when it was built? If so please state year:

If not please estimate year:

Do you know the planning permission reference no.covering the original building of your dwelling? YES/NO

If Yes, please state:

Q. 4

To your knowledge has the dwelling been extended (including the erection of outbuildings) or altered since 1 July 1948, or since it was first built if sooner?

YES/NO

If Yes, please give details including all extensions, porches, conservatories, garages, sheds, greenhouses, other outbuildings, dormer or other roof extensions, and state their **ground area** and show their location **and distance from your dwelling** on the attached Grid Plan or your own drawing.

*e.g. Kitchen extension length 6.0 metres
width 3.0 metres*

(You may answer in feet and inches if you wish.)

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Q. 5

Will the development be within the existing curtilage* of your dwelling?

YES/NO

(By curtilage we mean the land around your house which is normally the garden area in the same ownership)*

Q. 6

Describe the proposed work (both internal and external) and state the location if different from your address.

(e.g. erection of single storey kitchen extension):

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Please give its **external dimensions**

(you may answer in feet if you wish):

Height to eaves metres

Height to ridgemetres

Lengthmetres

Width.....metres

Please give dimensions of any structure to be **demolished**

(you may answer in feet if you wish):

Height to eaves metres

Height to ridge metres

Length metres

Width metres

Now indicate its location and size on the attached Grid Plan, or attach your own drawing.

Please also indicate the position of any trees and any building (or part of) which is to be demolished.

Q. 7

- Will the development be on an elevation that faces a highway*? YES/NO
(* a highway is a way over which the public have the right to pass and repass and may be a road or a footpath.)
(If YES is that elevation to the FRONT/REAR/SIDE? [delete as applicable])
- Will the development be within 2m of your boundary? YES/NO
- Will the roof pitch be the same as that of your dwelling? YES/NO
- If the development includes a window (other than one serving the lowest floor level),
dormer or rooflight that faces a side boundary will it be obscure glazed? YES/NO
If YES, and if it will have an opening window, please specify the height above floor level
of the lowest part of that opening part of the window (measured to the bottom of the opening) m
- State number of floors?
(If it is more than 1 storey will it be 7m or more from your boundary? YES/NO)
- If the development includes a dormer window will the nearest point of that dormer be within
20cm of the eaves of the dwelling? (The eaves are defined as the part of the roof that meets or
overhangs the walls of the building.) YES/NO
- If your proposal includes a roof light or solar panel will it protrude more than 150mm above the roof YES/NO
- Does your development include any hardstanding in the front garden that exceeds 5 sqm? YES/NO
If YES will it : i) be porous? YES/NO
ii) direct run-off to permeable or porous areas or surfaces within the curtilage? YES/NO
- If your development includes an outbuilding (shed, garage etc) will its roof be like this  (dual pitch)? YES/NO

Q. 8

Materials:	Roofs:	Existing	Proposed
	External Walls:	Existing	Proposed
	Site Boundaries:	Existing	Proposed

Will the proposed external materials match the materials
of the existing house? YES/NO

Q. 9

If the proposal is a conservatory, is safety glazing to be used? YES/NO

Q. 10

Are there doors between the house and conservatory? YES/NO

Q.11

Will the proposal contain any toilet facilities? YES/NO

Q. 12

Does your development involve a new or altered (e.g. wider) vehicular or pedestrian access.
to an A, B or C class road? YES/NO

Q. 13

Would the work you want to do obstruct the view of road users along the highway? YES/NO

DECLARATION

I hereby declare that the information given on the above form is complete and correct and ask the Council to give me a Householder Planning Check. I understand that if I disagree with the response regarding planning permission, I may make a formal application to the Council for a **Lawful Development Certificate** for which a fee is payable and gain a subsequent right of appeal to the Secretary of State if I disagree with the decision.

Signed: Date:

On behalf of: (Insert applicant's name if signed by an Agent)

Please tick to confirm: I am aware that the information I have supplied on this form and any other plans submitted with this enquiry may be requested and released under the Freedom of Information Act 2000 and Environmental Information Regulations 2004. If this is the case, I understand I will not be notified of such a request. Full details of how we handle your personal information can be found in our privacy notice here: <https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices>. If you have any concerns regarding the above, please state them here:

GRID PLAN

Use the grid below to sketch the plan of your existing dwelling (indicate all outbuildings) and your proposed development. Please indicate all dimensions in metres (in feet and inches if you wish) including the distance of outbuildings from your dwelling, the position of the public road and footway, your own drive and/or footpath access, any trees either within or adjoining your property and the boundaries of your property.

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