

Do I Need Planning Permission?

To find out if you need Planning Permission please complete one copy of this form

The regulations concerning the need for planning permission can be complicated. This form can be used for house extensions; alterations to the roof; fences and walls; solar panels and other renewable energy methods; vehicle and pedestrian access, garages and garden outbuildings etc.

The Planning Portal website gives a very helpful guide on what does and does not require planning permission: go to www.planningportal.gov.uk Harlow Council planning contacts can be found on our website at www.harlow.gov.uk.

Only with **ALL** of the information asked for on this form can we give an opinion whether a planning application is needed or not. To enable us to deal with your Householder Exemption Form quickly and accurately, please supply the following essential information:

- Measurements of proposed extension/outbuilding/fence etc (in metres)
- Location plan showing surrounding buildings and streets
- Sketch plan, as indicated on Page 3 & 4 of the form, showing the proposed works
- Sketch elevations as indicated on page 3 & 4 of the form showing the proposed works
- Photographs annotated are acceptable.

Name:

Address:

Post Code:

Tel No:

Address of Proposed Development (if different from above):

Signed:

Date:

This form is about Planning Permission only and advice about Building Regulations should be sought from the Building Control Section.

About Your Home

Part A

1. IS IT:

semi-detached?

detached?

terraced(including end of terrace)?

within a block of flats? If so, then only complete this form if your proposal is for the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure or access. All other works require planning permission.

a mobile home?

If so, then only complete this form if your proposal is for the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure or access. All other works require planning permission.

About Your Proposal

Part B

1. Please describe your proposal as fully as possible.

2. Please provide full dimensions, i.e. height(s), length(s), depth(s), width(s), plus area(s) for hardstandings, and volume(s) for dormer windows.

Height(s) m	Length(s) m	Depth(s) m	Width(s) m	Area(s)	Volume(s)

3. Please provide details of existing and proposed materials:

	Existing	Proposed
Walls		
Roof		

4. Please provide a sketch plan of your location road names, house numbers and/or property name:



5. Please provide sketches of your existing property identifying any previous extensions and state the date when the property was built and each extension (if known)..... together with your proposal(s). Provide as much detail as you can.

On your sketch plan you must indicate the following:

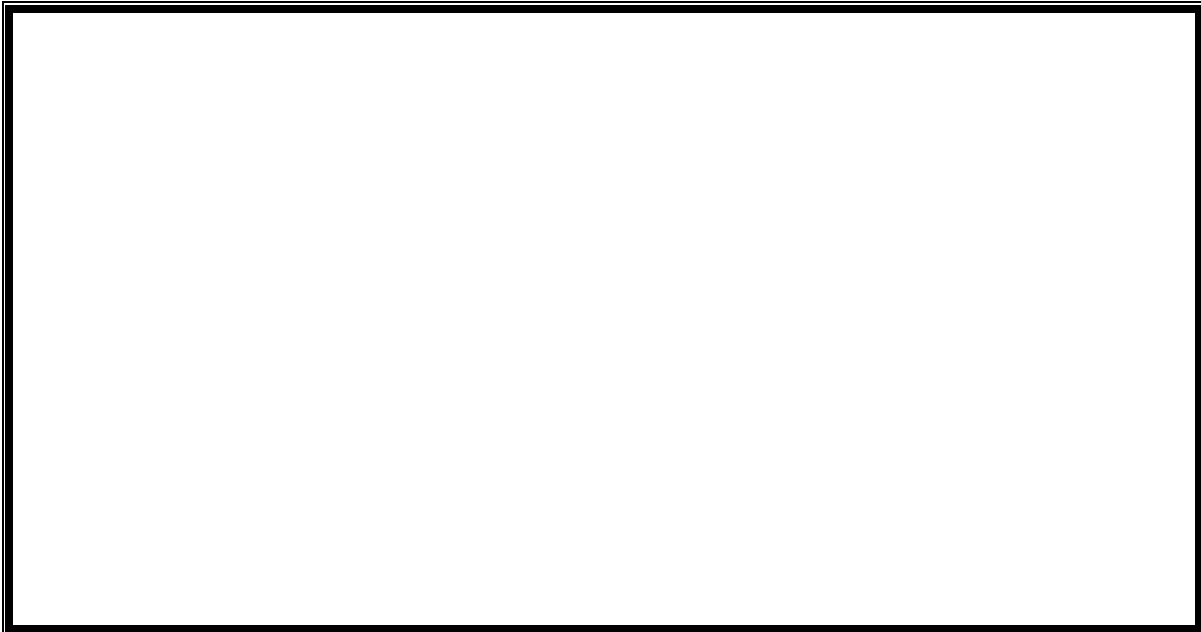
- A** Show distance between proposed outbuilding and the property boundaries;
- B** Show position and height of boundary fence/wall (if one is proposed);
- C** Show distance between proposed extension and the property boundaries;
- D** Show position of New Access (if one if proposed);
- E** Show position of any trees that may be affected;
- F** Show position of hardstanding;
- G** Show size of existing extension (includes conservatory);
- H** Show size (in written measurements of the proposed extension, including, heights to eaves and height to ridge (in metres)
- I** Show the location of any footpath and/or road.

Your Sketch Plan

Part C



Your Sketch Elevation



Environmental Information Regulations.

It is possible that the enquiry you make now, together with any response made by this Council, could be subject to a request for information under the Environmental Information Regulations 2004.

Although there are various exceptions within the legislation that might prevent disclosure of an enquiry/application, all these have to be seen against the 'public interest' test. This means that in every case, the Council may refuse to disclose information **only** if in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information.

I therefore request you to confirm that you agree to the above statement.

I the applicant (or agent on behalf of the applicant) agree to the above statement:

Name..... **Signature**.....

Date.....

If there are reasons why you consider that the information should not be made public in accordance with the exceptions set out in the Environmental Information Regulations e.g. where there are issues of commercial sensitivity or information provided in confidence, please outline them below. However, please be aware that the Council reserves the right to release information in accordance with the requirements of the legislation.