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| For office use onlyRef Number…………………………..DM officer ……………………………Date received…………………………Target Date…………………………... |

Do I need planning permission?

For more information, please visit [www.southdowns.gov.uk/planning/pre-application](http://www.southdowns.gov.uk/planning/pre-application)

THIS IS NOT AN OFFICIAL PLANNING APPLICATION OR DETERMINATION FORM. It has been designed to help people who want to know if they are likely to need planning permission to carry out improvements to their home. This form is most useful for dwellings built since 1947 whereby permitted development restrictions may apply to properties. Guidance is available on the planning portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

We aim to reply within **15 working days of receipt.** This will constitute an informal response, as a definitive response can only be obtained through the submission of a Certificate of Proposed Lawful Development.

**Please complete all sections of this form and tick the box labelled (N/A) at the beginning of each section, if not applicable to your enquiry. Please note incomplete forms may lead to a delay in the response given by the SDNPA.**

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| **1. Applicant**Name      Email (the preferred method of contact)     Address               Postcode      Telephone       |

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| **2. Agent (if appropriate)**Name      Email (the preferred method of contact)     Address               Postcode      Telephone       |

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| **3. Site address**          Postcode      Is the property detached? Yes [ ]  No [ ]  Was the property built before 1947? (if known) Yes [ ]  No [ ]   |

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| **4. Description of proposed works**                |

**5. Heritage Assets**

Is the property a listed building? Yes [ ]  No [ ]  Don’t know [ ]

Is the property in the grounds of a listed building? Yes [ ]  No [ ]  Don’t know [ ]

Is the property within a conservation area? Yes [ ]  No [ ]  Don’t know [ ]

**6. Construction materials of proposed development**

 **N/A** [ ]

Roof

Walls

Other

**7. Domestic extensions (extensions/conservatory/porch etc) N/A** [ ]

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| --- | --- | --- | --- | --- | --- |
|  | Height to eaves | Height to ridge | Width | Length | Distance to nearest boundary |
| External measurements |       |       |       |       |       |
| Internal measurements |       |       |       |       |       |

If the extension has more than one storey, please state the distance        metres

to the rear boundary from the proposed rear elevation

Is any part of the extension within 2 metres of any boundary? Yes [ ]  No [ ]

Would the height of the eaves of the extension exceed the height of

the eaves existing dwellinghouse? Yes [ ]  No [ ]

Will any part of the extension exceed the highest part of the roof

of the existing dwelling (excluding chimney)? Yes [ ]  No [ ]

Distance to the nearest boundary with a highway? (public footpath        metres

or road)

What is the overall height of the existing dwelling in metres?        metres

What is the height to the highest eaves of the existing dwelling in metres?        metres

Would the extension extend beyond a wall which fronts a highway

and forms the principal[[1]](#footnote-1) elevation of the original[[2]](#footnote-2) dwelling? Yes [ ]  No [ ]

 (continued……)

Would the extension extend beyond a wall which fronts a highway

and forms the side elevation of the original dwelling? Yes [ ]  No [ ]

What is the width of the original dwelling in metres (i.e., as viewed from

the front, excluding any extensions)?         metres

**8. Dormer windows**

 **N/A** [ ]

Residential properties within National Parks require planning permission for dormer windows[[3]](#footnote-3).

**9, Roof lights** (please clearly indicate their position on your sketch plan – section 16)

  **N/A** [ ]

Will the roof lights project beyond the plane of the existing roof slope by Yes [ ]  No [ ]

more than 150mm?

**10. Detached buildings (car port/garage/shed/summerhouse/outbuilding etc)**

**N/A** [ ]

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| --- | --- | --- | --- | --- | --- |
|  | Height to eaves | Height to ridge | Width | Length | Distance to nearest boundary |
| External measurements |       |       |       |       |       |
| Internal measurements |       |       |       |       |       |

Would the building have more than one storey? Yes [ ]  No [ ]

Is any part if the building within 2 metres of any boundary? Yes [ ]  No [ ]

Will any part of the building be situated on land forward of a wall Yes [ ]  No [ ]

forming the principal elevation of the original dwelling?

Will any part of the building be situated on land forward of a wall Yes [ ]  No [ ]

forming the side elevation of the original dwelling?

Are there any existing buildings, pools or containers situated more than Yes [ ]  No [ ]

20m from any wall of the dwelling?

If yes, please state the total area of ground covered in square metres       sqm

**11. Satellite antenna** (delete where necessary)

 **N/A** [ ]

Will the antenna be installed on a roof/chimney/wall (front/rear/side)

/other (please state)?

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 (in cm)?

Are there any other satellite antennas on the property or within the Yes [ ]  No [ ]

curtilage of the property?

If yes, how many?

**12, New access/ Hardstanding** (please clearly indicate the position on your sketch plan in relation to the dwelling and closest highway – section 16)

 **N/A** [ ]

Will the proposed access be provided in association with any other

works (i.e 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 sqm in area? Yes [ ]  No [ ]

Please state the material of the hard surface to be used (i.e gravel,

concrete, tarmac, block paving etc

How will the surface water from the hardstanding/patio be drained?

(e.g to a drain with the garden, flowerbeds, the highway etc)

**13. Fence/Wall/Gate** (please clearly indicate its position on your sketch plan – section 16)

 **N/A** [ ]

What is the maximum height above ground level of the proposed

fence/wall/gate? (in metres)        metres

Will the fence/wall/gate be within 2 metres of a vehicular highway (including the footpath and grass verge? Yes [ ]  No [ ]

**14. Solar Panels** (please clearly indicate their position on your sketch plan) **N/A** [ ]

Will the panels be installed on a wall/roof of the dwelling? Yes [ ]  No [ ]

Will the panels be installed on a wall/roof of a building in Yes [ ]  No [ ]

the curtilage of the dwelling?

If yes, will the solar panels protrude more than 200mm beyond the plane Yes [ ]  No [ ]

of the wall or roof slope? (continued…..)

If yes, will the solar panels be situated on the front, rear or side of the roof?

If yes, will the highest part of the solar panel exceed the highest part of the

roof (excluding chimneys)? Yes [ ]  No [ ]

Would the solar panels be freestanding? Yes [ ]  No [ ]

If yes, how many stand alone units will there be? (please give dimensions

of the units on sketch plan and also indicate height above ground and

distance to the closest boundary of the dwelling)

**15. Other development**

 **N/A** [ ]

Does the proposal involve a veranda, balcony, raised platform over 300mm

above ground level (e.g patio or decking)? Yes [ ]  No [ ]

If yes, please provide details on the sketch plan of the proposed development including measurements in metric.

Does the proposal involve any form of cladding (e.g pebble dash, Yes [ ]  No [ ]

render etc?)

Is a new chimney, flue or soil and vent pipe proposed? Yes [ ]  No [ ]

If yes, please state which

 will its height exceed the highest part of the roof by 1m? Yes [ ]  No [ ]

 will it be installed on a wall or roof slope fronting a highway? Yes [ ]  No [ ]

Is a container for the storage of oil or LPG for domestic heating

purposes proposed? Yes [ ]  No [ ]

If yes, what is the capacity of the container in litres?        litres

Does the proposal involve installing a new window? Yes [ ]  No [ ]

If yes, which elevation will the window be installed in?

 will the window be obscure glazed? Yes [ ]  No [ ]

 will the window be non-opening below 1.7m above the

 floor of the room in which the window is installed? Yes [ ]  No [ ]

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| **Declaration** I/we undertake to carry out the works as specified and understand that legislation is subject to change and that the SDNPA’s decision as to whether or not your proposal requires permission may be subject to change.I/we also confirm my intention that if planning permission is not required I/we shall only carry out the proposed work in accordance with the submitted details. I/we understand that the decision given by the SDNPA is based on the information provided in this form and any variation from these details may require a re-assessment and possibly planning permission.I/we understand that any decision given does not relate to the need for Building Regulation approval which may also be required.I/we understand that any response given by the SDNPA is an informal opinion based on the submitted information. If a formal response is required I/we shall submit a Certificate of Proposed Lawful Development. Name (please print)       On behalf of       Date      Please email/send the completed form directly to:* the SDNPA for sites within Arun, Brighton & Hove, Eastbourne or Wealden within the National Park,
* or the relevant partner Local Authority – Adur and Worthing, Chichester, East Hants, Horsham, Lewes, Mid-Sussex or Winchester for sites within these Authorities within the National Park.
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**Confidentiality**

The SDNPA operate a transparent service, whereby DINPP details and responses, although not actively publicised will be placed on the online planning register and will be publically visible. This is unless the applicant gives reasons why the enquiry is sensitive.

If you consider your enquiry to be confidential, please clearly explain why and for what period any information in regard to this enquiry needs to remain confidential.

**Example sketch plan**

Please provide a sketch plan like this one showing all the details a shown. Please show your house and garden boundaries as well as the works you intend to carry out.

A - Show distance between proposed outbuilding and the property boundaries.

B - Show distance between proposed outbuilding and the existing dwelling.

C - Position and height of boundary fence or wall, if one proposed.

D - Show distance between proposed extension and the property boundaries.

E - Position of new access.

F - Position of any trees that may be affected.

G - Show distance between proposed extension and existing outbuilding.

H - Indicate which is the principal elevation (e.g front extension).

I - Indicate the position of roads and footpaths around the property.

J - Indicate the width of the original dwelling.

 

**16.** **Your sketch plan** – use separate sheets if required and if submitting electronically. Please include all dimensions in metres.

1. Principal elevation will be taken as that part of the house which fronts (directly or at an angle) the main highway serving the house (the highway which sets the postcode for the house). Further information can be found on the planning portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) ‘Householder Permitted Development Guidance’. [↑](#footnote-ref-1)
2. Original dwelling means a building as it existed on 1 July 1948. [↑](#footnote-ref-2)
3. Dormer windows require planning permission within National Park being sited on article 1(5) land. [↑](#footnote-ref-3)