

HOUSEHOLDER ALTERATIONS FORM

To find out if planning permission is needed.

It is not a formal determination by the Council as local planning authority. If you wish to obtain a formal determination as to whether your proposal would be lawful without needing any further planning permission you can make an application for a certificate of lawfulness of proposed use or development (a CLOPUD). To discuss the procedures involved and the application fee, please contact the Development Control office. Tel.01394 444403 or 444423



Name: Address: Postcode: Tel:	Address where work is to be carried out: Postcode:
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Description of work: (extension, fence(s), hardstanding)

ABOUT YOUR HOME

1. Type of dwelling (Please tick one) Detached Semi-detached Terraced Flat/Maisonette		2. Year property was built (if known) 3. Has it been extended or any garages or outbuildings added since it was first built or 1947 whichever is the later? Yes No
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If yes – What are the **external** sizes of the previous extension(s) (including conservatories and porches) or outbuilding (including garages, sheds). Please use metric measurement.

Type of extension/building	Length	Width	Height to ridge	Height to eaves

5. Will the erection of the proposed works require any trees to be felled? **Yes No**

If **YES** mark on sketch plan

ABOUT THE NEW WORK

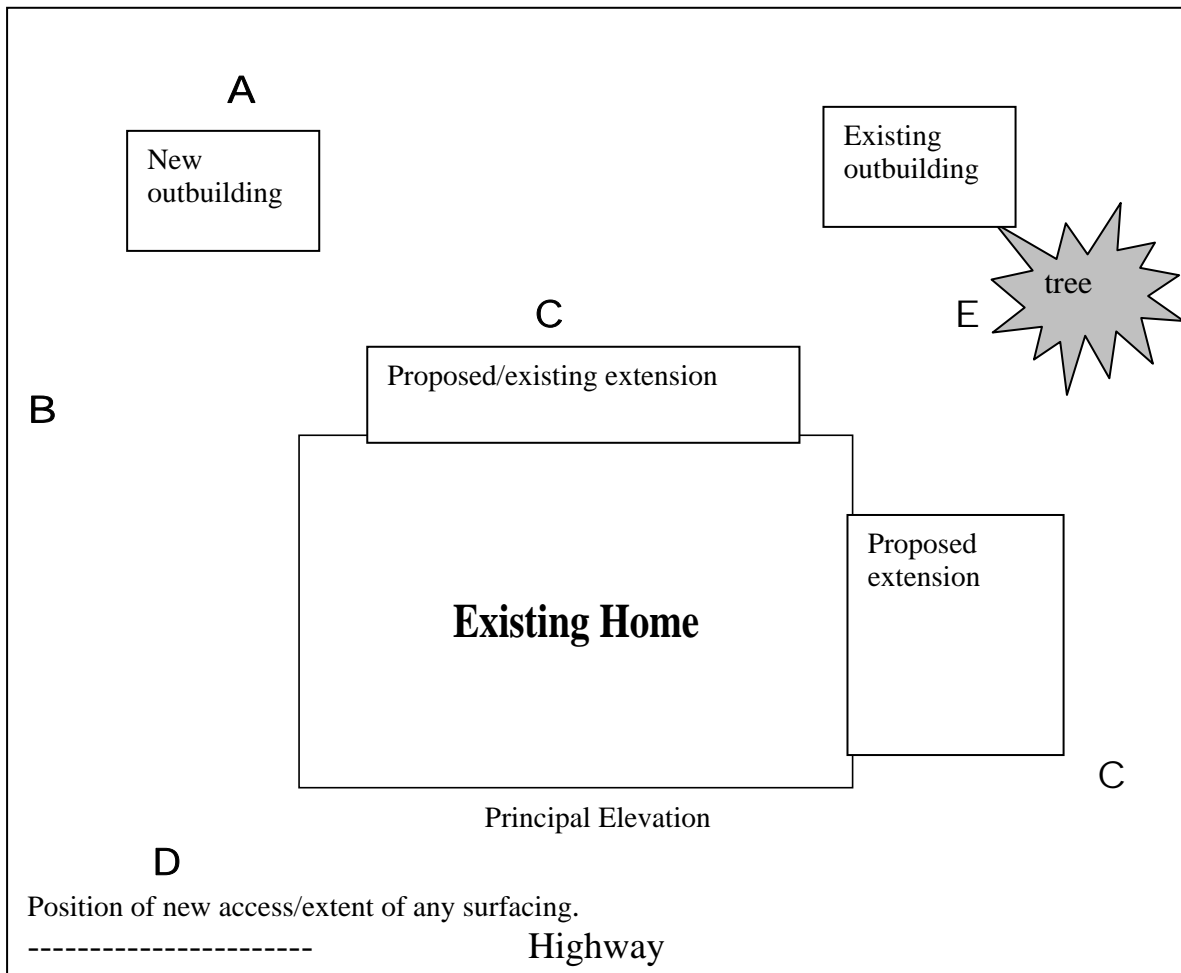
What is the size of the new extension/outbuilding. Please state in metres

Length	Width	Height to Ridge	Height to Eaves	Height if flat roof	Distance from side/rear boundary

Photographs of the existing dwelling and of position of proposed extension/alteration would be helpful

SKETCH PLAN EXAMPLE

Please provide a sketch plan showing the details shown below.



- A – Show distance between new outbuilding and the property boundaries.
- B – Position and height of boundary fence/wall (if proposed).
- C – Show distance between new extension and the property boundaries.
- D - Position of new access (if proposed) and/or hardstanding/surfacing.
- E - Position of any affected trees.

Will any part of the proposal come within 2 metres of the boundary of your property?

Yes/NO

If Yes please mark distance on sketch

Is a new or altered vehicular or pedestrian access to the highway (road or pavement) proposed as part of the scheme?

Yes/No

If Yes please mark on sketch

Will the materials used for any extension match those of the existing dwelling.?

Yes/No

If No please give details of existing materials and those proposed.

SKETCH PLAN

Please provide all measurements in metric

- A - Show distance between new outbuilding and the property boundaries.
- B - Position and height of boundary fence/wall (if proposed).
- C - Show distance between new extension and the property boundaries.
- D - Position of new access and any hardstanding (if proposed).
- E - Position of any affected trees.

THIS FORM RELATES TO PLANNING PERMISSION ONLY.
ADVICE ABOUT BUILDING REGULATIONS CAN BE OBTAINED
FROM OUR BUILDING CONTROL SECTION

TEL: (01394 444412)

Please return completed form to:

Head of Planning Services
Melton Hill
Woodbridge
Suffolk
IP12 1AU

Tel: (01394) 444403 or 444423

Fax: (01394) 444342

Website: www.suffolkcoastal.gov.uk

For Official use only

Date received
in this office:

Officer
allocated to: