

Householder Enquiry Form

This permitted development enquiry form is to establish whether planning permission is required. Please note that the completion of this form does not constitute a formal planning application.

Please complete all relevant sections as fully as possible and upload your form and any additional plans, sketches or photos via [the planning advice page on the Eastleigh Borough Council website](#).

We aim to answer enquiries in writing, usually within 28 days of receipt. Should you have any queries on completing this form please contact Development Management on 023 8068 8000.

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1. Contact Details:

Your Name:

Your Address:

.....

..... Post Code:

Contact Number: Email:

Owner

Agent

Prospective purchaser

Developer

2. Property Details:

Address of Proposed Work (if different from above):

.....

3. Please give a brief description of the proposed work:

.....

.....

.....

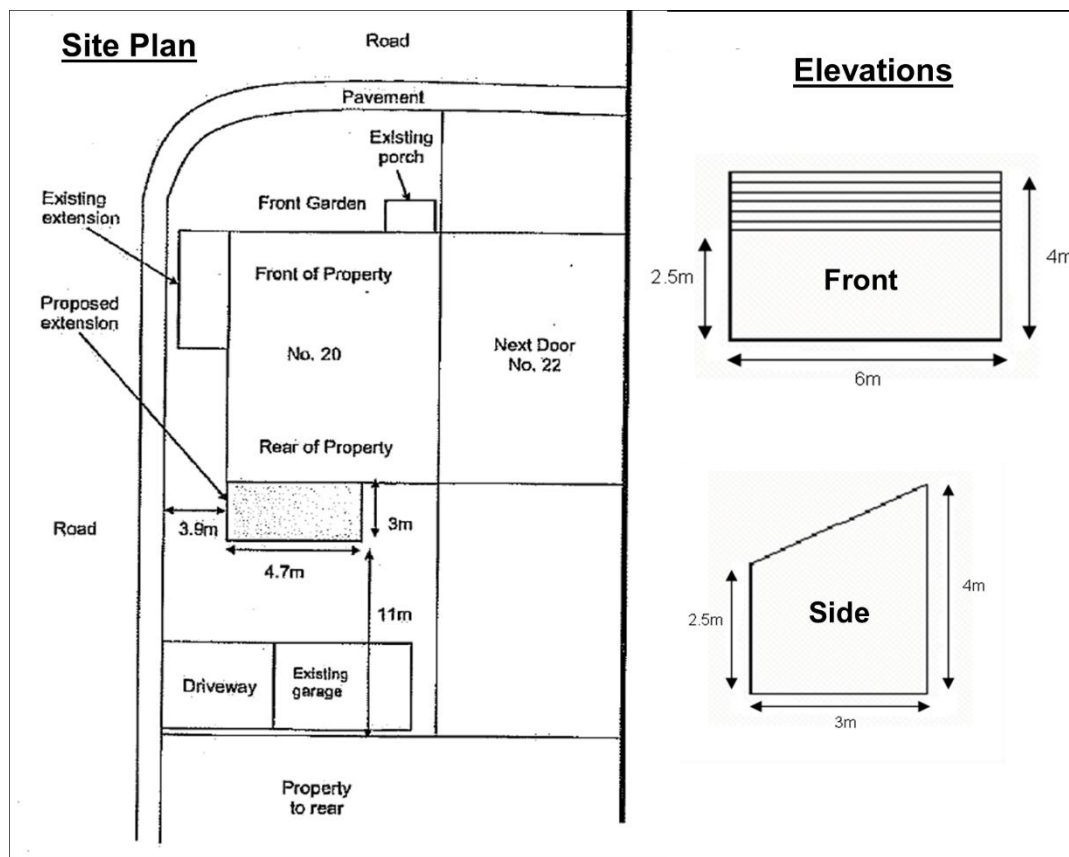
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4. Sketch Plan

Please include a sketch plan of your proposal and of your property giving all external measurements in metres. Please either complete below or upload separate documents.

Example sketch for a single storey rear extension



The plans must include:

- The width, depth and height of the proposal including any new doors or windows.
- A sketch of the property indicating its front & rear and showing any existing extensions, conservatories, outbuildings or hard standings. If any parts of the property are to be demolished these should be marked in a dotted line.
- The position of the proposal in relation to the dwelling and its distance from the nearest boundary or highway. If your enquiry relates to a dormer window, antenna or satellite dish, please clearly show where it is to be installed. If the proposal is for an outbuilding please also state the distance to the nearest part of the existing dwelling.
- Please attach any additional information you consider maybe useful to the Local Planning Authority in providing a response (e.g. photographs, brochure extracts, formal plans etc)

Your Site Plan

Your Proposal

5. About the Property:

Is the property:

Detached Semi-Detached Link Detached Terraced

Is the property:

A listed building? Yes No In a conservation area? Yes No

Is there any adjoining land or buildings in the same ownership? Yes No

Existing Extensions and Outbuildings

Please provide details of any additions, extensions or outbuildings to your property since it was first built, or since 1 July 1948 if it was built before that date. These include conservatories, dormer, bay or bow windows, garages, garden sheds etc)

Description e.g. rear extension	No. of Storeys	Width (m)	Depth (m)	Height (m)		
				to ridge	to eaves	flat roof

Please complete the relevant section(s)

6a) Extensions and Outbuildings

(Including conservatories, bay/bow windows, porches, garages, garden sheds)

Where will the proposal be situated? Front Side Rear

Will the proposal be: Single storey Two storey Three or more stories

Please state the width of the proposal:m

Please state the depth of the proposal:.....m

Please state the overall height of the proposal (from ground level):.....m

Please state the type of roof the building will have: Pitched Flat

If the proposal has a pitched roof, please state its eaves height (from ground level):m

Please state the distance from the proposal to the nearest boundary:.....m

If the enquiry relates to a porch, please state the porch's ground floor area (measured externally).....m²

Will there be any new first floor windows on the side of the property?

Yes No

If yes: Will these windows be either obscure glazed, non-opening or have any opening parts mounted at least 1.7m above the rooms floor level? Yes No

Will the development incorporate a veranda, balcony or other raised platform/decking?

Yes No If yes, please also complete Part 7e of this form.

6b) Loft Conversions, Roof Alterations, Dormer

Where will the proposal be situated? Front Side Rear

Will any part of the proposals exceed the highest part of the existing roof? Yes No

Please state the total volume of any enlargements (excluding the existing roof space):m³

Will there be any new first floor windows on the side of the property?

Yes No

If yes: Will these windows be either obscure glazed, non-opening or any opening parts mounted at least 1.7m above the rooms floor level? Yes No

Will the development incorporate a veranda, balcony or other raised platform/decking?

Yes No If yes, please also complete Part 6e of this form.

6c) Driveways, Accesses & Paving Your Front Garden

Will the area of ground to be covered by the hard surface exceed 5 square metres?

Yes No

Will the hard surface be made of porous material? Yes No

Please state the material you intend to use:

Does your proposal include a new vehicular access to the property? Yes No

If yes:

Will the access be off a classified road (A, B or C)? Yes No Unsure

6d) Fences, Gates and Walls

Please state the height of any existing fence or wall (NB. Not Hedges):

Please give the height of the proposed gate, fence or wall:

Will any point of the gate, fence or wall be adjacent to a highway used by vehicular traffic?

Yes No

6e) Decking and Other Platforms

Will the decking, at any point, be more than 30cm above ground level?

Yes No

Together with other extensions, outbuildings etc, does the decking or platform cover more than 50 per cent of the garden area?

Yes No

6f) Microwave Antenna Including Satellite Dishes

Please state the length of the proposed antenna/satellite dish:.....cm

If known, please give the cubic capacity of the antenna/satellite dish: litres

Where will the satellite dish/antenna be located?

On a chimney On a roof without a chimney On a roof with a chimney

On a wall of the dwellinghouse Please state which:

Other Please give details:

Will this be the only microwave antenna/satellite dish within the curtilage of the dwelling?

Yes No If no please give details:

.....

7. Any other alterations, not listed above e.g., garage conversions.

Please provide description in section 3 and sketch in section 4, together with any other photos or plans you may have.

8. Declaration

Signed Date

Please note: Any advice given is as an officer's opinion, based solely on the information provided. If you require a formal decision with a subsequent right of appeal you will need to make an application for a Certificate of Lawfulness of Proposed Use or Development under Section 192 of the Town and Country Planning Act 1990.

9. Freedom of Information

If you consider your application to be confidential, please set out the reasons why, and for what period, any information in regards to the enquiry needs to remain confidential.

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As a registered Data Controller (Reg. no. Z7118863) Eastleigh Borough Council comply with the General Data Protection Regulations 2018 (GDPR). For more information please see <https://www.eastleigh.gov.uk/privacy>