



**Mansfield District Council**  
*Creating a District where  
 People can Succeed*

# Planning & Building Control

Civic Centre  
 Chesterfield Road South  
 Mansfield  
 NG19 7BH

**Tel:** (01623) 463207  
**Email:** pbc@mansfield.gov.uk

<b>For Office Use Only</b> <b>Reference No.</b> _____/_____/HE1/_____  Date Received: _____ Fee Received _____ Receipt No. _____
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## Householder Enquiry Form

**THIS FORM SHOULD ONLY BE USED FOR ENQUIRIES REGARDING DOMESTIC DWELLINGS**

If you are proposing to enlarge or alter your dwelling or erect a building within the curtilage of your dwelling, it is possible that planning permission and/or building regulations approval will be required. Proposals include extensions, porches, dormer windows, conservatories, garages, car ports, garden sheds, new walls & fences, removal of structural walls, and vehicular access and drop kerbs etc.

Complete and return this form to us at the above address **with the required fee (from 1<sup>st</sup> April 2017 - £44.70 inc. VAT)** to determine exactly what approvals (if any) you must obtain before commencing work. If you have any problems in completing this form please contact an officer on **(01623) 463077 or (01623) 463207**.

**If you have already applied for planning permission or building regulations consent for this proposal please indicate with X below and give the relevant reference number of the application**

Planning permission

Building Regulations

Reference	_____
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Reference	_____
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### SECTION ONE (to be completed by ALL applicants)

(Please complete in BLOCK capitals)

<b>1 Applicant</b>	Name		
	Address		
	Postcode	Daytime Telephone No.	
	e-mail	Fax No.	
	<b>2 Agent</b> (if any) to whom correspondence should be sent		
<b>2 Agent</b>	Name		
	Address		
	Postcode	Daytime Telephone No.	
	e-mail	Fax No.	
<b>3 Full address of property to be altered or extended</b>	_____		
	_____		
	_____		
<b>4 What type of dwelling is the property ?</b>	Terraced/Semi-Detached/Detached/Other (Flat/Apartment/Bedsit) (please delete as appropriate)		
<b>5 Proposed Works</b> (include all elements eg. Insert window, remove structural wall, extension, garden shed etc.)	_____		
	_____		
<b>6 Signed</b>	_____		<b>Name</b>
	<b>On behalf of</b>		<b>Date</b>

*Insert applicants name if signed by agent*

**NOTE** When completing any part of this form dimensions must only be given in metres and square metres

<b>SECTION TWO</b>	<b>Porches</b>
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- |          |   |                          |     |                          |    |
|----------|---|--------------------------|-----|--------------------------|----|
| <b>1</b> | Will the floor area of the porch (measured <b>externally</b> ) be <b>less</b> than 3sq. metres?   | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
|          | Please state the <b>external</b> dimensions of the porch  | length                   | m   | width                    | m  |
| <b>2</b> | Will all of the porch be <b>less</b> than 3m high when measured from ground level?  | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| <b>3</b> | Will the porch be further than 2m away from a highway boundary (including a public footpath)  | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| <b>4</b> | Will the proposed porch be located on an existing entrance to the dwelling and is the entrance door to remain?                          | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| <b>5</b> | Will the glazing in windows within 800mm of floor level in doors and adjacent windows upto 1500mm high above floor level, be to BS6206? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

<b>SECTION THREE</b>	<b>Extensions or alterations to a dwelling or erection of an outbuilding – this section also includes conservatories, carports &amp; covered ways</b>
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If you propose to extend or alter your property or build a detached building such as a garage etc. within your curtilage you should answer the following questions. You should also include a plan (showing dimensions) in the space provided on the back page of the form.

- |          |   |                          |                          |   |                          |      |                          |
|----------|---|--------------------------|--------------------------|---|--------------------------|------|--------------------------|
| <b>1</b> | Is the extension/proposal (please <b>X</b> )  | Single Storey            | <input type="checkbox"/> | Two Storey or a First floor Extension     | <input type="checkbox"/> |      |                          |
| <b>2</b> | Where will the proposal be positioned on the property? (please <b>X</b> )   | Front                    | <input type="checkbox"/> | Side                                      | <input type="checkbox"/> | Rear | <input type="checkbox"/> |
|          | <b>IF SIDE extension</b> will the width be greater than half the width of the original house?   | <input type="checkbox"/> | YES                      | <input type="checkbox"/>                  | NO                       |      |                          |
|          | <b>IF REAR extension:</b><br>How far will the extension project from the rear wall of the ORIGINAL house?<br>How far will the extension be from the rear boundary line? | Distance                 | m                        | Distance                                  | m                        |      |                          |
| <b>3</b> | Will the extension/proposal be within 2m of ANY boundary?   | <input type="checkbox"/> | YES                      | <input type="checkbox"/>                  | NO                       |      |                          |
| <b>4</b> | Will the extension/proposal result in more than half the residential curtilage (garden area) being covered by buildings? (excluding floor area of original dwelling)    | <input type="checkbox"/> | YES                      | <input type="checkbox"/>                  | NO                       |      |                          |
| <b>5</b> | Will the proposal be attached to your dwelling?   | <input type="checkbox"/> | YES                      | <input type="checkbox"/>                  | NO                       |      |                          |
|          | If <b>NO</b> please specify the minimum distance of the building from the dwelling  | distance                 | m                        |   |                          |      |                          |
| <b>6</b> | What are the <b>external</b> dimensions of the proposed building or extension?  | length                   | m                        | ridge height (if pitched roof)            | m                        |      |                          |
|          |   | width                    | m                        | eaves height (if pitched roof)            | m                        |      |                          |
|          |   | height (if flat roof)    | m                        | (NB height is measured from ground level) |                          |      |                          |
| <b>7</b> | Has the property <b>previously</b> been extended?   | <input type="checkbox"/> | YES                      | <input type="checkbox"/>                  | NO                       |      |                          |
|          | <b>If yes</b> , please give dimensions  | Length                   | m                        | Width                                     | m                        |      |                          |
|          | Please show any previous extensions on plan on page 6 of this form.   |                          |                          |   |                          |      |                          |
| <b>8</b> | Will the proposal be closer to a highway or footpath boundary than the existing property?   | <input type="checkbox"/> | YES                      | <input type="checkbox"/>                  | NO                       |      |                          |

<b>9</b>	What is the internal floor area?	Internal floor area	Sq m
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<b>10</b>	Does the proposal involve any of the following?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	A veranda, balcony or raised platform	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Any form of cladding, ie. Pebble dash/render	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<b>If yes, please provide details</b>					

<b>11</b>	Is a new chimney, flue or soil and vent pipe proposed?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	<b>If yes,</b>				
	Will its height exceed the highest part of the roof by 1metre?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Will it be installed on a roof slope fronting a highway?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

<b>12</b>	Will your proposals involve any electrical installation, or alterations to an existing electrical supply?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	<b>If yes, please provide details</b>				

<b>13</b>	Will any part of the building/extension be within 3m of a drain or public sewer?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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<b>14</b>	What materials will be used for the roof and walls of the proposal? (eg. brick/block/timber/concrete/tiles/glass etc)				
		Roof			
		Walls			

<b>15a</b>	If the proposal is for a <b>conservatory</b> or a <b>covered way</b> will the glazing to the walls and door be to BS6206?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A

<b>15b</b>	If the proposal is a <b>conservatory</b> does it form a separate room, ie will a door or window remain between the existing dwelling and conservatory	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A

<b>15c</b>	Will any window or door opening to the existing dwelling be created or made any wider?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A

<b>16</b>	If the proposal is a <b>carport</b> will it be open on two or more sides?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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<b>17</b>	Is a container for the storage of oil or LPG for domestic heating purposes proposed?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	<b>If yes,</b> what is the capacity of the container in litres	<input type="text"/>	LITRES		

<b>SECTION FOUR</b>	<b>Loft conversions, dormer windows, roof extension and roof lights</b>
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<b>1</b>	Is the proposal for a loft conversion?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	If <b>YES</b> will it include the installation of roof lights or dormer windows? (please <b>X</b> )	<input type="checkbox"/>	Roof Lights	<input type="checkbox"/>	<input type="checkbox"/>

<b>2</b>	Will any part of the proposal exceed the highest part of the existing roof?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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<b>3</b>	Will the proposal be situated on any roof slope that fronts a highway?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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<b>4</b>	Please provide:	<b>Length</b>	<b>Width</b>	<b>Height</b>
	External Dimensions of proposed roof addition	m	m	m
	External Dimensions of any previous additions to the original roof	m	m	m

**5** Does the proposal involve any of the following?  
 A veranda, balcony or raised platform?  
 Installation, alteration or replacement of a chimney, flue or soil and vent pipe?  
**If yes, please complete Question 9 in Section 3**

YES  NO  
 YES  NO

**6** Will the enlargement be within 20cm of the eaves of the existing dwelling?

YES  NO

Please show on sketch plan.

**SECTION FIVE** **Means of enclosure – walls, fences and gates etc.**

If your proposal includes the erection of a wall, fence, gate or other means of enclosure please answer the following questions. You should also include a sketch showing the location of the wall etc. In the space provided on the back page of the form.

**1** Will the proposal be adjacent to, or fronting onto a highway/footpath?

YES  NO

**2** What will be the **maximum** height of the proposal above ground level?

Height  m

**SECTION SIX** **Satellite Dishes and Antennas**

**1** Are there any satellite dishes and/or antennas currently present on the building?  YES  NO  
**If YES, Please give details of the diameter, depth and volume of each existing dish or antenna.**

Diameter	Depth	Volume
m	m	m <sup>3</sup>
m	m	m <sup>3</sup>
m	m	m <sup>3</sup>

**2** Will the proposed satellite dish or antenna be located on a chimney stack?  YES  NO

**2a** If yes, will the proposed dish or antenna protrude above the highest part of the chimney?  YES  NO

**3** If the property has a chimney stack, will the dish or antenna protrude above the highest part of the chimney or 60cm whichever is the lower?  YES  NO

**3a** If the property does not have a chimney stack, will the dish or antenna protrude above the highest part of the roof of the property?  YES  NO

**4** Please give details of the diameter, depth and volume of the **proposed** dish or antenna.

Diameter	Depth	Volume
m	m	m <sup>3</sup>

**SECTION SEVEN** **Hard Surface (i.e. footpath or driveway), Vehicular Access/Drop Kerb**

**1** Is it proposed to create or widen a vehicle access or dropped kerb?  YES  NO

**2** **If hard surfacing is proposed (including replacement of existing hard surfacing) please indicate**

a) Will the surface area be located between the house and a highway?, and  YES  NO

b) Will the surface area exceed 5 square metres?  YES  NO

If yes to **both** a) and b) above please provide details of surface material and means of surface drainage

<b>SECTION EIGHT</b>	<b>Installation of Energy Generating Equipment</b>
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<b>1</b>	<b>SOLAR PANELS</b>				
	Will the equipment be installed on the wall or roof of the existing dwelling or building within its curtilage?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<b>1a</b>	<b>IF YES</b>				
	Will the equipment protrude more than 200mm from the wall or roof plane?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Will the highest part of the equipment be higher than the highest point of the roof (excluding the chimney stack)?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Is the equipment positioned on a wall or roof slope on the front or side of the building that is visible from the highway?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<b>1b</b>	<b>IF NO</b>				
	How many stand alone solar units will there be?	<input type="text"/>			
	Please give dimensions (Width, Depth, Height) of each unit				
		<b>Width</b>	<b>Depth</b>	<b>Height</b>	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	
	How high will the <b>TOTAL</b> unit stand from ground level?	<input type="text"/>	m		
	Will the equipment be visible from the highway?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Will the equipment be positioned within 5m of the boundary?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

<b>2</b>	<b>FLUE FOR A BIOMASS OR COMBINED HEAT AND POWER SYSTEM</b>				
	Is the flue to be positioned on the dwelling?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Will the flue exceed the highest part of the roof by 1m or more?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	Will the flue be on the front or side elevation and be visible from the highway?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

<b>3</b>	<b>INSTALLATION OF OTHER ENERGY GENERATING EQUIPMENT</b>			
	Please specify			
	Please provide dimensions and siting			

<b>FOR OFFICIAL USE ONLY</b>				
BUILDING REGULATION APPROVAL REQUIRED?	<i>Please circle</i>	YES	NO	
COMMENTS				
Signed			Date	
PLANNING PERMISSION REQUIRED?	<i>Please circle</i>	YES	NO	<b>ADD CONDITIONS</b>
COMMENTS				A3
				B2
				C2
				NONE
Signed			Date	

## PLAN OF PROPOSALS

Whilst it may help to draw any plans to scale it is not essential as long as they are drawn in a clear legible manner and important dimensions are clearly stated. You should show any roads that are in front of/next to the property and the plan should also show whether the ground is flat or sloping. If the ground is not flat it is important to show the difference in levels. Any proposed changes to the ground levels should be indicated. Please use pen/ink rather than pencil in order that the plan can be photocopied clearly.



This is an example of the type of sketch that would be useful.

- It need not be to scale but important dimensions should be marked on;
- All outbuildings and previous extensions should be shown;
- The position of all new proposed works should be shown;
- Any change in ground level should be shown.

