

# Planning Preliminary Enquiry Form

## For House Extensions and Alterations



**Rutland**  
County Council

To determine whether or not you will require Planning Permission, please complete Sections **A**, **B**, **C** and **D** of this form and return it to the Planning Department. Where possible, it would be useful if a recent photograph or manufacturer's catalogue is attached. This will aid the decision, and can be returned to you if requested. Provision of your email address will mean that we can respond to you more quickly.

A planning officer will review your proposal, undertake a site visit and aim to respond within 7-10 days, during which time you have the opportunity to discuss any planning issues that may arise

If you require any assistance, please email [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk), or contact Customer Services on 01572 722577. More information is available on our website, [www.rutland.gov.uk/developmentcontrol](http://www.rutland.gov.uk/developmentcontrol).

**A**

Please provide personal details the spaces provided below:

<b>Name of Enquirer(s)</b>	
<b>Address of Enquirer(s)</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Development address of proposal</b> (if different from above)	
<b>Description of proposal</b> eg. "Two storey extension to rear (north) elevation"	

**IMPORTANT:** Please also attach sketch plans (which can be drawn by you) showing the elevations of the proposal. You will also need to include a location and block plan in Part C of this form.

**B**

**Please complete all questions below.** Write N/A next to questions that do not apply.  
Please provide all measurements in **metric** format.

Q1) What type of dwelling is it? For **other** please describe in the space provided.

Detached  Semi-detached  Terrace  Other  \_\_\_\_\_

Q2) What are the external dimensions of the proposed development? The height of the proposal is taken from natural ground level. Dimensions must be in metres (**metric**).

Length	Width	Height of flat roof	Height of ridge (pitched roof)	Height of eaves (pitched roof)

Q3) Is the proposal going to be attached to the dwelling? YES  NO

Q4) What is the minimum distance between the proposal and the nearest boundaries?

Front Boundary	Rear Boundary	Side Left Boundary	Side Right Boundary

Q5) Please state the property's existing materials and colours:

Roof	Walls	Windows/Doors

Q6) Please state the intended materials and colours for the proposal:

Roof	Walls	Windows/Doors

Q7) Is the height of the proposal higher than any part of the original roof?

YES  NO

Q8) Will the proposal involve an alteration to any part of the roof of the existing dwelling?

YES  NO

If YES, please provide more details describing the proposal in the text box below. For example, is the alteration a dormer window, Velux rooflight etc.? Please state the dimensions of projection out from the roofline, if known.

<b>Details</b>	
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Q9) Will the proposal involve the installation, alteration or replacement of:

Satellite Dish / Microwave Antenna YES  NO

Solar Panel YES  NO

Chimney YES  NO

Flue/Soil or Vent Pipe YES  NO

Veranda / Deck / Balcony YES  NO

Q10) Will a new vehicular access be required?

YES  NO

Q11) Will the proposal involve the creation of a new area of hard standing?

YES  NO

If YES, please provide the following:

<b>Location (eg. side/front/back)</b>	<b>Ground area (in square metres)</b>	<b>Material(s) used</b>

**C****Please provide drawings in the spaces below:****LOCATION PLAN**

Please include neighbouring properties and any public rights of way.

**BLOCK PLAN**

Please include existing buildings and trees and clearly mark any alterations and extensions to the original dwellinghouse and distances to boundaries (use separate sheets and/or photographs if necessary).

**EXTERNAL DIMENSIONS**

Length:	m
Width:	m
Height to eaves:	m
Height to ridge:	m
Volume:	m <sup>3</sup>

**D**

I sign to confirm understanding the contents of the form and to the best of my knowledge the information supplied is correct.

**Signed** \_\_\_\_\_ **Name** (BLOCK CAPITALS) \_\_\_\_\_**Date** \_\_\_\_\_