Householder planning enquiry form - do I need to apply?

Please use this form if you would like our informal view about if you need to apply for either consent under the Householder Development Order (LDO) or planning permission for your proposed extension or other alterations.

AVDC’s householder extensions LDO allows larger extensions including wrap-around rear and side extensions, and some first floor rear extensions, without needing to apply for planning permission. Applications are processed within 2 weeks.

National permitted development rights mean some alterations and extensions can be carried out without needing planning permission, providing they meet certain criteria. Please note, some houses have permitted development rights restricted.

The planning portal provides further advice about when planning permission is required.

Notes
- Please ensure you include the required drawings (see overleaf) and pay the relevant fee. We will not be able to process your enquiry without these. Please provide as much information as possible to enable us to give you the best advice.
- Ensure you keep a copy of the information you send to us as we are unable to return your enquiry and cannot re-use the drawings if an application is required.
- We will normally provide a full written response within 20 working days of receiving your request. We will however keep you informed if this is likely to be delayed and explain the reasons why.
- If you require a legal confirmation that planning permission is not required, you will need to submit an application for a Certificate of Lawfulness for a Proposed Development.
- Many types of development also require Building Regulations Consent.

Contact details – Please note that where there is an agent, all contact/correspondence will be via them

Applicant name:  
Agent's/applicant’s daytime phone number:  
Agent name (If applicable):  
E-mail address/correspondence address:  

Description of proposed works (eg single storey side extension)

Site address

Type of property: Please tick all that apply

Detached  
Semi detached (including link detached)  
Terraced (including end of terrace)  
Maisonette, flat or apartment.  
Listed Building  
within a Conservation Area

Postcode:

OFFICE USE ONLY:

Case Officer  
Reference  
Fee  
Received  
Target Date
**Property history** - Please provide details of any previous extensions to the property and any existing outbuildings eg garages, sheds, or other structures within the site. Please mark these on your drawings and include external measurements in metres.

<table>
<thead>
<tr>
<th>Type (eg porch)</th>
<th>Length</th>
<th>Width</th>
<th>Maximum height (inc. flat roof)</th>
<th>Height of eaves</th>
<th>Did it have planning permission?</th>
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**Details of your proposal**
What works are you proposing? Please tick all that apply

- Extension to dwelling
- Roof alteration
- Other alterations to dwelling
- Outbuilding or other garden structure
- Environmental improvements (eg solar panels)
- Dropped kerb
- New or replacement driveway or hard-surface
- Wall, fence or other means of enclosure

**Now please complete one or more of the three sections below:**

**Section 1 - For extension to dwelling; roof alterations; other alterations to a dwelling; outbuilding or other garden structure and/or environmental improvements (eg solar panels)**
Please provide details, including proposed use, of the extension, alteration or outbuilding, including external measurements in metres (please mark these on your drawing)

<table>
<thead>
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<th>Type (eg dormer window)</th>
<th>Please state the use</th>
<th>Length</th>
<th>Width</th>
<th>Maximum height (inc flat roof)</th>
<th>Height of eaves</th>
<th>Materials to be used</th>
<th>Distances to boundaries</th>
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Will any part of the eaves or overall height of the extension or alteration be higher than those of the existing dwelling (excluding any chimney)? Please circle your answer  YES / NO

Are any side windows or roof lights proposed at first floor level or above? YES / NO
Section 2 – For dropped kerbs and/or new and replacement driveways or hard-surfaces

Name of road that dropped kerb will be on. Please show precise location of dropped kerb on your block plan

Do you already have a vehicular access to your property? YES / NO
Is a new driveway, parking area or other hard-surface proposed at the front of the property? YES / NO
What are the dimensions and materials of any proposed or replacement drive/parking area/hard-surface?

Will the surface be permeable? YES / NO
If NO, how will the surface be drained? (eg into a private soak-away on site)

Will the ground level need to be dug out, raised or otherwise levelled? YES / NO
If yes please give details

Any works to the public highway require consent from Bucks County Council. Please contact Bucks CC Highways Department on 0845 2302882 or email tjb@buckscc.gov.uk.

Section 3 – For walls; fences and/or other means of enclosure

How high will the wall / fence / other means of enclosure be, in metres? .......... Will the wall / fence / other means of enclosure be next to a road / pavement or highway verge? YES / NO

Required documents

We have to check the proposal against a wide range of criteria; therefore it is important that you provide us with all of the measurements for your proposal and you are as accurate with the information as possible. If we provide an informal opinion that your proposal does not require planning permission but you undertake works that differ from the information you provided, you may be in breach of planning regulations which could result in enforcement action.

Drawings – If you already have scale drawings, please provide these, however it is not necessary at this point. If the drawings are not to scale you must show all the dimensions (in metres). Some guidance is provided below.

As a minimum, you need to provide a Block Plan like the one shown here – This should show your house and any other structures including your proposal and any previous extensions in relation to your boundaries. Please state the distances to the boundaries in metres.

Where possible and where relevant, please also provide:

A location plan: This should show your house and garden in relation to the surrounding properties.
Elevations and floor plans: These should show what your proposal would look like, how big it would be, if it would be attached to the house and where it would attach. Please state all dimensions in metres.
Photographs: These can help show how the property is now, please include dimensions in metres.

Fee – The fee for this enquiry is £60 including VAT. Please note no refund is payable once an application has been registered. We cannot process your enquiry until we have received the correct fee.

Please pay online at www.aylesburyvalvedc.gov.uk/planningpayment and quote payment reference ..........