

Guidance Notes:

Please read the following guidance to help you complete this Business Development Enquiry Form (It will also form part of any pre-application advice). Please note this information and enquiry form is to cover many business premises and projects, therefore some aspects of the guidance notes may not be relevant to your particular enquiry.

The following is recommended to help the Planning Team advise on your enquiry:

- * An OS location map (1: 2500 or 1: 1250) indicating clearly the property.
- * A sketch plan of your proposals. Please indicate the main entrance door into the property. Further guidance for sketches attached.
- * All measurements must be in **metric** and measured externally, not internally.
- * Photographs of existing site and buildings.

For the following proposals in particular, you should include the following information:

For adding solar or PV panels :

- * The measurements of the proposed panels
- * The relevant roof elevation
- * If stand alone – the exact location and measurements including the housing and any pipework necessary

For new extensions, sheds (agricultural or otherwise) and/or associated building works:

- * Where the extension/structure/shed is to be built (for example, at the front, back or side of an existing building or for proposed agricultural sheds is it within the existing farmyard or other location);
- * Dimensions of the extension/structure (height, width & length);
- * How far is it to the boundaries;
- * Details of any existing extensions, sheds and any other outbuildings (including distances they are from the main building and from the proposed new extension/structure);
- * What it will be used for;
- * Location of any existing roads, cycleways or footpaths next to the site;
- * Which way is North.

For Wind or Hydro works:

- * Give details of the proposed position;
- * The proposed height;
- * If it replaces or is being added to an existing system;

Continued over ...



Sketch Layout Plan Guidance:

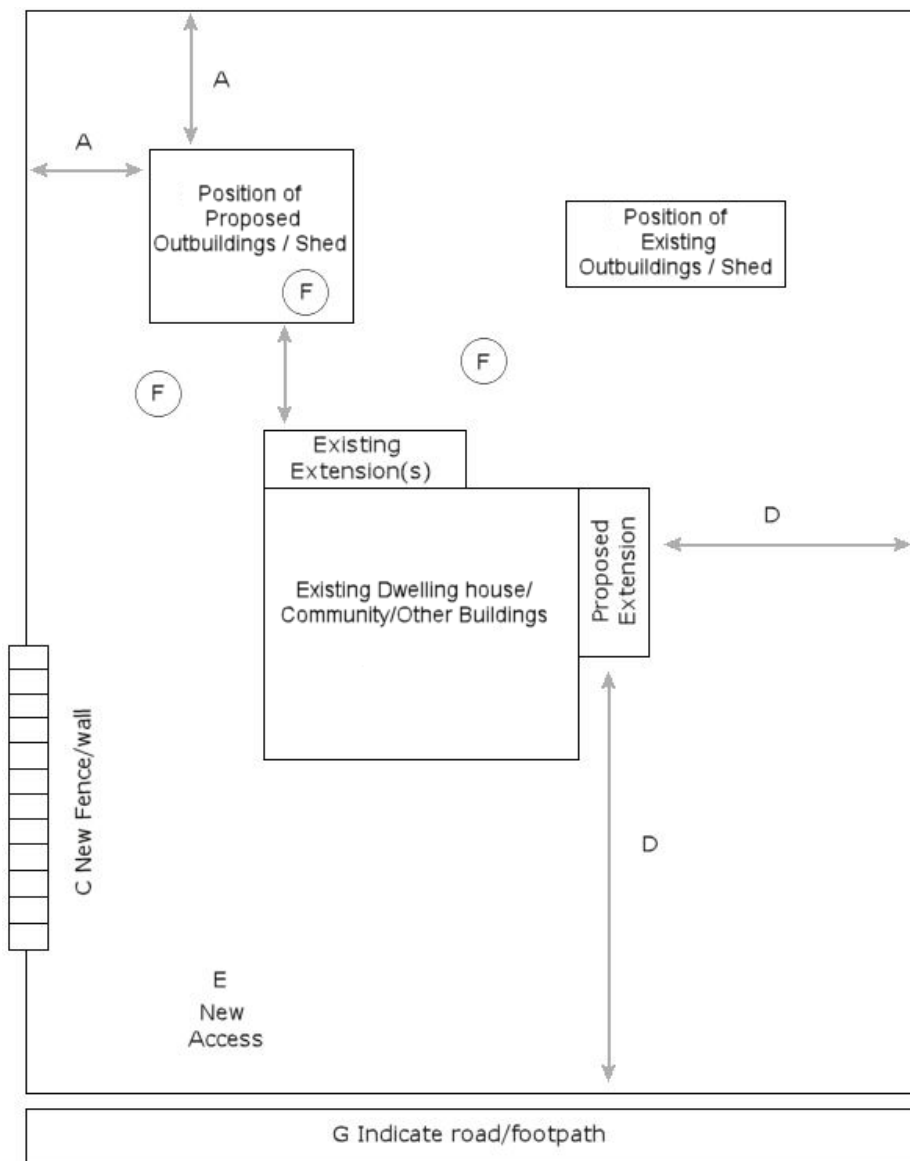
Setting out the following information will help us deal with your enquiry. Please provide a sketch plan like the one below, with measurements A to G where appropriate to your enquiry.

Please can measurements be accurate and in metric.

Key:

- A. Show distance between proposed outbuildings and the property boundaries
- B. Show distance between proposed outbuilding and the existing building
- C. Position and height of boundary fence/wall (if one is proposed)
- D. Show distance between proposed extension and property boundaries
- E. Position of new access (if one is proposed)
- F. Position of any trees that may be affected
- G. Position of any adjoining roads or footpath

NOTE: For roof alterations, eg. solar, PV or flues please provide a sketch drawing of the proposal with the necessary dimensions in metric.





EXMOOR NATIONAL PARK

Exmoor National Park Authority
Exmoor House, Dulverton
Somerset TA22 9HL
Tel: (01398) 323665 Fax: (01398) 323150
www.exmoor-nationalpark.gov.uk
E-mail: plan@exmoor-nationalpark.gov.uk

Ref No: P3/

BUSINESS DEVELOPMENT ENQUIRY FORM

This is not an official planning application or determination form

1. Your Name and full contact details

Postcode:

Telephone Nos:

Email:

2. Site address (address or location of the proposed works):

Postcode:

Is the site a:

Farm Shop B&B/Guesthouse/Hotel

Pub Village Hall Offices

School Care Home Camp/Caravan Site

Other type of Building/Business Please state:

For Office Use Only

Date Received:

Target Date:

Date Acknowledged:

To Be Dealt with By:

Use Class...

Which Planning Permission/Consent Required

PD Rights removed?

Yes No

Article 4?

Yes No

Reason:

Conservation Area?

Yes No

Listed Building?

Yes No

Grid Ref:

Which Area?

LB No:

Plotted on GIS Yes No



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

4. Please use this space to draw a sketch layout of your proposal (please refer to guidance notes with this form) (If the enquiry is for a change of use – please provide a floor plan of existing and proposed layout).

5. Sketch elevations of outbuilding or extension with dimensions.

Please attach any additional notes, drawings, documents, or photographs that you feel might help the Planning Section with your enquiry.

Please return the completed form to: Exmoor National Park Authority, Exmoor House, Dulverton, Somerset TA22 9HL or email: plan@exmoor-nationalpark.gov.uk

