



Permitted Development Enquiry (Do I require Planning Permission?)

The National Park Planning Service is happy to give advice on your proposed work as a way of helping you through the planning process. This should help you avoid making an unnecessary or, unacceptable planning application. By doing so it could save you time and money as well as allow us to provide a better and more efficient service to you.

Legislation allows for levels of development/use without a specific permission. This is known as Permitted Development (PD). Permitted development rights are set out in the Town & Country Planning (General Permitted Development) Order 1995, and it allows certain works to be carried out without obtaining specific planning permission. For your information and guidance a copy of the legislation which covers enlargement, improvement or other alteration of a dwelling-house can be viewed on the website at:

<http://www.planningportal.gov.uk/england/public/tools/house/>

In addition to the above legislation, each property has its own unique planning history which will need to be taken into account when determining the need for planning permission.

To help us understand what you want to do, please fill out this enquiry form. The form will help us to give an INFORMAL OPINION as to whether planning permission is likely to be required for works or alterations to your land and/or property.

We do not charge for this service and the more detailed information you give us the quicker and more accurate our response can be. Occasionally an officer may need to arrange a site visit.

Please note, the response to your enquiry is for guidance only and is not an official determination. If you require a formal legal determination you will need to complete an application for a Certificate of Lawful Development. There is a fee for this type of application.

If planning permission is required for your proposed works, we will advise you of the procedure should you wish to proceed with a formal application. If your proposed works are not considered to be permitted development and a planning application is required, you may require further pre-application advice or comment.

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In addition to advice provided by the Planning Section at Exmoor House there are also two drop-in planning surgeries. You can visit Porlock Planning Surgery at The Lovelace Centre, Porlock on a Monday between 10am and 12 noon, or the Lynton Planning Surgery at The Town Hall, Lynton on a Wednesday between 10am and 12 noon where planning officers are happy to comment on any planning issues you may wish to discuss.

Guidance Notes:

Please read the following guidance to help you complete this Permitted Development Enquiry Form (It will also form part of any pre-application advice – should planning permission be required).

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 a porch:

- * The ground area of the porch (length and width);
- * The height;
- * How far it is from the road or any public paths on the side of the house where it is to be sited.

For new extensions or additions to the house and garden (this includes conservatories, balconies, verandas, sheds and garages):

- * Where the extension/structure is to be built (for example, at the front, back or side);
- * Dimensions of the extension/structure (height, width & length);
- * How far is it to the boundaries;
- * Details of any existing extensions, conservatories, garages, sheds and any other outbuildings in the garden (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 work on a new or existing gate, wall or fence:

- * Give details of the proposed position of any new fence, wall or gate;
- * The proposed height;
- * If it replaces or is being added to an existing fence, wall or gate, please state the height of the original fence, wall or gate.

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Sketch Layout Plan Guidance:

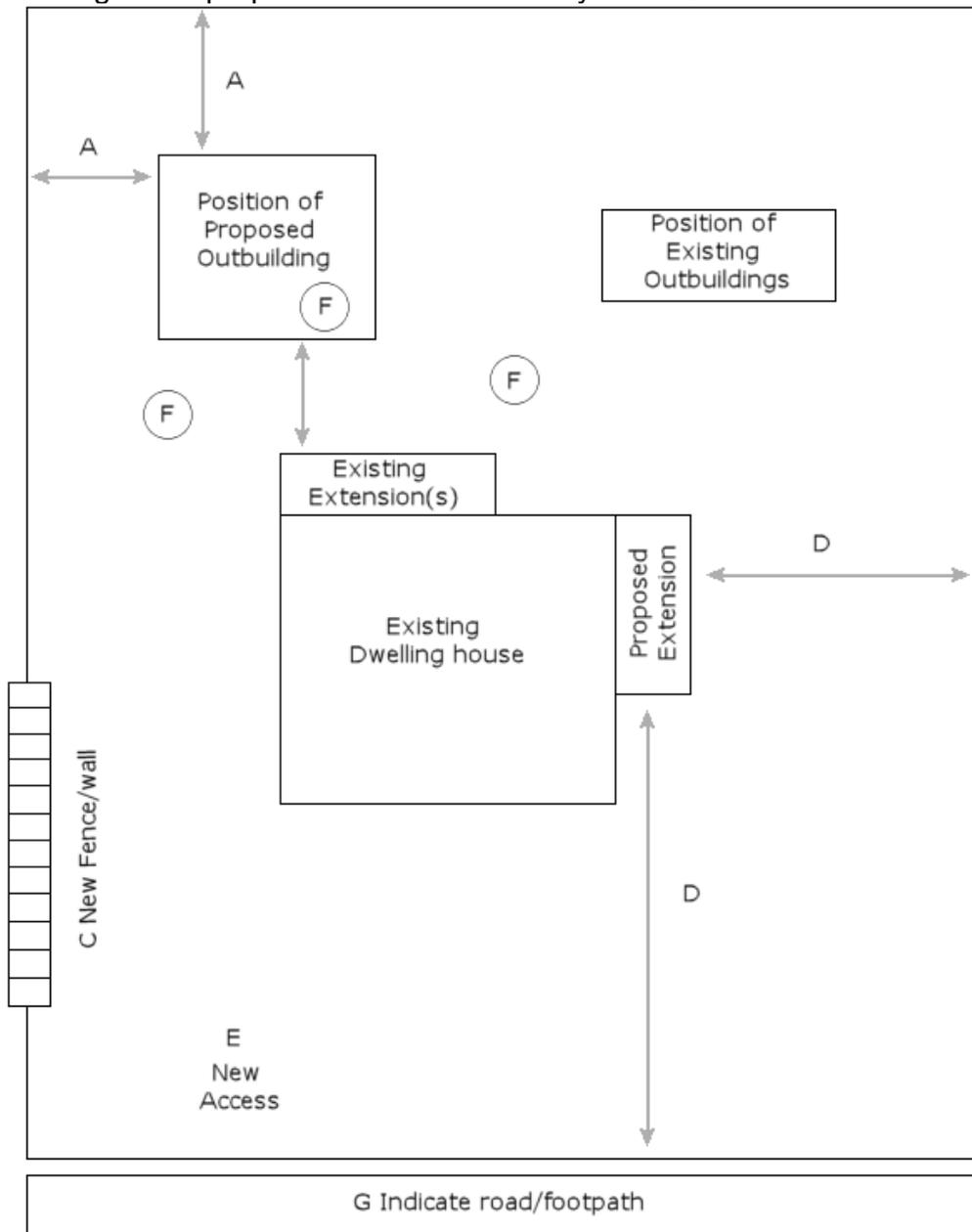
Setting out the following information will help us deal with your enquiry. Please provide a sketch plan like the one below, with measurements A to G where appropriate to your enquiry.

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 dwelling
- 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 extensions, loft conversions and dormer windows please provide a sketch drawing of the proposal with the necessary dimensions in metric.





Enhancing
the qualities that make
Exmoor
special





Ref No: P3/

IS PLANNING PERMISSION REQUIRED? 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:

House

Bungalow

Maisonette/Flat

Is it:

Terraced

Semi-detached

Detached

Please state number of storeys: or

Other type of building Please state:

For Office Use Only

Date Received:

Target Date:

Planning Permission Required?

Yes No

Date Acknowledged:

To Be Dealt with By:

PD Rights removed?
 Yes No

Article 4?
 Yes No

Reason:

Conservation Area?
 Yes No
 Which Area?

Listed Building?
 Yes No
 LB No:

Grid Ref:
 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)

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

