

*If you live in a flat, maisonette or mobile home or wish to develop a commercial property, please email our [enquiry service](#) as this form will not apply to you.*

## DO I NEED PLANNING PERMISSION FOR MY DORMER WINDOW OR ROOF EXTENSION?

If you answer **YES** to any question you **WILL** Require Planning Permission.

*Please apply online, relevant application forms are available to download [here](#) where you can also make an online application through the **Planning Portal**.*

**Explanatory Notes:**

Below are a series of questions designed to assist you in assessing whether Planning Permission is required for the type of development you are proposing. An addition or alteration to the roof of your home will be considered to be "Permitted Development" not requiring planning permission **ONLY** if you are able to answer "NO" to **ALL** of the following questions (while also complying with **Conditions** below) and so long as there are no other special planning restrictions removing permitted development rights from your property. **You should check the planning history of the property address before completing the form using our [Public Access](#), our guide to [Viewing Historical Planning Application Documents](#) and addresses covered by an [article 4 direction](#).**

If your property is a listed building, [check here](#), then Listed Building Consent is also likely to be required and you can contact us [here](#) to check whether a proposal of this nature would be acceptable.

A separate permission under Building Regulations may be required and you should obtain the appropriate consent before carrying out the work. Please call Building Control on ph: 01892 602005 for further information.

**Important:** Only if you have answered NO to ALL the questions below and wish your assessment to be checked by the Planning Authority, please [email](#) us a copy of this completed form with supporting information detailed at the end of this form. A fee is payable for this service details of which can be found [here](#). Fees are payable in advance. We can contact you to take a debit or credit card payment over the telephone. We will then write to you providing an **informal opinion** as to whether planning permission is required. The Council's informal opinion is not a legal determination. An application for a Certificate of **Proposed Lawful Development** will legally confirm your permission. Forms can be found [here](#), validation check list can be found [here](#) and fees [here](#).

**Remember** to carry out self-assessments for dormer windows/roof extensions (Classes A and C) as what you propose may be permitted under those allowances. A guide to permitted development can be found at [Permitted development rights for householders](#), which provides useful definitions and explanations such as how to measure eaves height.

Town and Country Planning (General Permitted Development) Order 2015 (as amended) Sch2 Part1 <b>Class B Additions etc to the Roof of a Dwellinghouse</b> <i>To determine whether permission is required for your proposal please answer the following:-</i>			
<b>IS THE PROPOSAL?</b>		<b>YES</b>	<b>NO</b>
<b>1</b>	Higher than the highest part of the existing roof? (Not including chimneys)		
<b>2</b>	To extend beyond the plane (surface) of any existing roof slope which forms the principal elevation and fronts a highway?		
<b>3</b>	A roof extension that would add more than <b>40 cubic metres</b> to the volume of the original roof space of a <b>terraced</b> dwellinghouse or <b>50 cubic metres</b> to the volume of the original roof space in any other case?		
<b>4</b>	Is your proposal is in a <b>Conservation Area</b> ? You can check <a href="#">here</a>		
<b>DOES THE PROPOSAL?</b>			
<b>5</b>	Involve the construction of verandas or balconies?		
<b>6</b>	Involve the construction of a raised platform or decking with a height greater than 300 millimetres (0.3 metres)?		
<b>7</b>	Other than in the case of an enlargement which joins the original roof to the roof of a rear or side extension, enlarge the roof beyond the outside face of any external wall of the original dwellinghouse?		
<b>8</b>	Involve the installation, alteration or replacement of a chimney, flue or soil and vent pipe?		
<b>Houses created since April 2015 through permitted development rights to change use from shops, financial and professional services premises (e.g. estate agents) or agricultural buildings cannot use householder permitted development rights to improve, alter or extend homes: planning permission is required. If you do not know what the use of your property was prior to April 2015 you are advised to check <a href="#">the planning history</a> of your property.</b>			

<b>9</b>	Was the use of your property as a house granted through permitted development rights?		
<b>10</b>	Was the house, that you are proposing to extend, built under permitted development (part 20, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) which allows the construction of houses)?		
<b>11</b>	Was the house, that you are proposing to extend, enlarged under permitted development (Class AA, Part 1, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended))?		

### CONDITIONS

The following conditions **Must be complied with** or planning permission will be required

<b>A</b>	External materials to be of similar appearance to those used to construct the existing house.		
<b>B</b>	The enlargement must be built so that:-		
	(i) other than in the case of a hip-to-gable enlargement or an enlargement which joins the original roof to the roof of a rear or side extension— (a) the eaves of the original roof are maintained or reinstated; and (b) the edge of the enlargement closest to the eaves of the original roof is, so far as practicable, not less than 0.2 metres from the eaves, measured along the roof slope from the outside edge of the eaves; and		
	(ii) other than in the case of an enlargement which joins the original roof to the roof of a rear or side extension, no part of the enlargement extends beyond the outside face of any external wall of the original dwellinghouse;		
<b>C</b>	Any window inserted on a wall or roof slope forming a side elevation of the dwellinghouse must be:- (i) obscure glazed (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.		

Town and Country Planning (General Permitted Development) Order 2015 (as amended) Sch2 Part1  
**Class C Other alterations to the roof of a dwellinghouse**  
*To determine whether permission is required for your proposal please answer the following:-*

### WAS THE PROPOSAL?

**Houses created since April 2015 through permitted development rights to change use from shops, financial and professional services premises (e.g. estate agents) or agricultural buildings cannot use householder permitted development rights to improve, alter or extend homes: planning permission is required. If you do not know what the use of your property was prior to April 2015 you are advised to check the planning history of your property.**

<b>12</b>	Was the use of your property as a house granted through permitted development rights?		
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### IS THE PROPOSAL?

<b>13</b>	To project more than 150 millimetres (0.15 metres) beyond the plane (surface) of the slope of the original roof?		
<b>14</b>	Higher than the highest part of the roof? Not including chimneys		

### DOES THE PROPOSAL?

<b>15</b>	Involve the installation, alteration or replacement of a chimney, flue or soil and vent pipe?		
<b>16</b>	Involve the installation, alteration or replacement of solar photovoltaics or solar thermal Equipment?		

### CONDITIONS

The following conditions **Must be complied with**. Side facing windows or roof lights **Must** be either:-

<b>E</b>	Obscure glazed <b>“and”</b>		
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<b>F</b>	Non-opening unless any parts of the window that can be opened are more than 1.7 metres in height above the floor of the room in which the window is installed		
<b>Renewable Energy Generation Equipment</b>			
<p>If the proposal includes the installation of solar panels and / or solar collectors or other renewable energy microgeneration equipment, then please complete either the  <b>“Do I need Permission for my Solar Energy Microgeneration Equipment”</b> Form  <b>“Do I need Permission for my Renewable Energy Microgeneration Equipment”</b> Form</p>			
<p>This fact sheet provides advice on roof extensions, dormer windows and other alterations to roofs of dwellinghouses. If your proposal relates to other types of work to your property then you may need to look at other <a href="#">self-assessment forms</a>.</p>			

Information required for self-assessment check:

- 1) A sketch, brochure details or elevations showing what the dormer window, roof extension, roof light or other roof alteration would look like from all sides, with its height, the height to eaves, length and width clearly stated in metres.
- 2) A sketch plan showing where the dormer window, roof extension, roof light or other roof alteration would be on the house and showing the boundaries of the property and its relationship with the nearest boundary and public highway.
- 3) Photographs of the site and where the works are proposed can also be helpful.

Contact Details		Site Details (if Different)	
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Post Code:</b>		<b>Post Code:</b>	
<b>Tel No:</b>		<b>Tel No:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Declaration</b>	I have read all the information above and I have answered all the questions above to the best of my knowledge.	<b>Tick Declaration</b>	<b>Date</b>

**Disclaimer:** The information and advice contained within this form is **NOT** a formal determination under **s192 of the Town and Country Planning Act 1990**. If you wish to obtain such a legal determination you must apply for a ‘**Certificate of Lawfulness**’ for which the relevant application forms are available to download [here](#) where you can also make an online application through the **Planning Portal**.