

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 HOUSE EXTENSION / ALTERATIONS?

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**.

This form is a self-certification that you can fill in to help you find out whether you need planning permission for your extension.

Explanatory Notes:

Below are a series of questions designed to assist you in assessing whether planning permission is required for extending your home. If you are able to answer “**NO**” to **ALL** of the following questions (while also complying with **conditions A, B & C** below), then your proposal will be considered to be “*permitted development*”. **The only exception to this is** if the permitted development allowances for extensions have been removed, or your property is in an ‘Article 4’ area or is listed, in which case you will most likely require planning permission and listed building consent for listed buildings. **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](#).** You can also check whether your property is a [listed building](#) or in a [conservation area](#).

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 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-certification forms](#) for dormer windows/roof extensions and porches (Classes B, C, D and F) 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
Class A – Extensions
“the enlargement, improvement or other alteration of a dwellinghouse”
To determine whether permission is required for your proposal please answer the following:-

IS THE PROPOSAL?		YES	NO
1	Higher than the highest part of the existing roof?		
2	Higher at the eaves, than the eaves of the existing house?		
3	Forward of the “principal front elevation” or “side elevation” of the “original house” fronting a highway?		
4	If your house is an attached property (semi-detached/terrace), is your proposed extension single-storey, to the rear of the house and more than 3 metres in depth? The depth of the rear extension will include the depth of any existing extension to which it is joined.		
5	If your house is a detached property, is your proposed extension single-storey, to the rear of the house and more than 4 metres in depth? The depth of the rear extension will include the depth of any existing extension to which it is joined.		
6	A single-storey rear extension over 4 metres in height?		
7	(i) If your house is an attached property (semi-detached/terrace), is your proposed extension single-storey, to the rear of the house and more than 6 metres deep? The depth of the rear extension will include the depth of any existing extension to which it is joined. (ii) Is your house located in a conservation area , an area of outstanding natural beauty or a site of special scientific interest		
8	(i) If your house is a detached property, is your proposed extension single-storey, to the rear of the house and more than 8 metres deep? The depth of the rear extension will include the depth of any existing extension to which it is joined. (ii) Is your house located in a conservation area , an area of outstanding natural beauty or a site of special scientific interest		
IF YOU HAVE ANSWERED YES TO EITHER QUESTION 7 OR 8 ABOVE YOU WILL NEED TO APPLY TO THE COUNCIL FOR PRIOR APPROVAL OF YOUR EXTENSION. FORMS AND FEES CAN BE FOUND HERE			
9	A rear extension of more than one storey that extends beyond the rear wall of the “original house” by more than 3 metres? The depth of the rear extension will include the depth of any existing extension to which it is joined.		
10	A rear extension of more than one storey that is within 7 metres of any boundary opposite the rear wall of the dwelling house? The depth of the rear extension will include the depth of any existing extension to which it is joined.		
11	Within 2 metres of the boundary with an eaves height in excess of 3 metres?		
12	Extending beyond the side elevation of the “original house” and over 4 metres in height?		
13	Extending beyond the side elevation of the “original house” and more than one storey?		

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.

14	Was the use of your property as a house granted through permitted development rights?		
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DOES THE PROPOSAL?

15	Extend beyond the side elevation of the “Original House” and at a width of more than half the width of the “original house”? (where the proposal forms a "wrap-around" extension these will usually require planning permission). The width of the side extension will include the width of any existing extension to which it is joined.		
16	Mean that more than half the area of land around the “original house” would be covered by additions, alterations or other buildings?		
17	Involve the construction of verandas or balconies?		
18	Involve the construction of a platform or decking over 300 millimetres (0.3 metres) in height?		
19	Involve the installation, alteration or replacement of a microwave antenna?		
20	Involve the installation, alteration or replacement of a chimney, flue or soil and vent pipe?		
21	Involve an alteration to any part of the roof of the dwellinghouse?		
22	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)?		

If your house is in a Conservation Area or in an Area of Outstanding Natural Beauty

Find out if your property is located in a conservation area

Find out if your property is located in an Area of Outstanding Natural Beauty

Is the proposal?

23	A rear extension of more than one storey?		
24	A side extension?		
25	To include cladding (stone, render, plastic, timber, thermal etc.) to any part of the exterior of the house?		

CONDITIONS

The following conditions **must be complied with** for all development within **Class A – extensions**

A	Other than materials used in the erection of a conservatory, external materials to be of similar appearance and colour to those used to construct the existing house, including		
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	windows and roofs.		
B	Upper-floor, side-facing windows to be obscure-glazed and fixed closed; any opening section must be a minimum of 1.7 metres above floor level.		
C	The roof pitch of any extension higher than single storey or forming an upper storey is to match the roof pitch of the existing house.		
EXTERNAL WALL INSULATION (stone, render, plastic, timber, thermal etc.)			
26	Is the property within a Conservation Area?		
27	Are the materials proposed of a different appearance to those used in the construction of the exterior of the existing house?		
This fact sheet provides advice on extensions to dwellings. If your proposal relates to other types of work to your property then you may need to look at other self-certification forms .			

Information required for self-certification check:

- 1) A sketch, brochure details or elevations showing what the extension would look like from all sides, with its overall height, the height to eaves, length and width clearly stated in metres.
- 2) A sketch plan showing where the extension 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 can also be helpful

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

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**.