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Please use this form if you wish to receive confirmation that your proposal is exempt from either Planning or Building Regulations, or both.

The form covers most types of building proposals at your home. It does not cover business or commercial use. If you think it does not meet your specific needs please ring your Council Planning office for further help, contact details are given at the end of the form.

Please enter your name and address and complete those parts of the form which cover what you want to do.

Name

Address

.....

Telephone no..... Fax

Email

(we are happy to reply by email without the need for a hard copy)

Please give the address where the work is going to be carried out?

.....

.....

.....

For office use only

Please do not write in here

Listed Building		Highway	
Conservation Area		History	
Article 4 Direction		Permitted Development rights	
Building Regulations		Scheduled Ancient Monuments	

PLANNING PERMISSION

We need to know the size of your proposal and its location within your property, as well as whether there have been any previous extensions. **If you have already had a plan prepared then this will help although you do not need to go to the expense of engaging an architect or draughtsman at this stage - a sketch plan either to scale or with dimensions shown should be adequate.** However if we have a plan this will save time in giving you an answer.

Generally, first extensions under 70 cubic metres (or 50 cubic metres if in a Conservation area or a terraced property) will not need permission, but there are other things to check. Garages and other free-standing buildings may not need permission, but if they are within 5 metres of the house we have to check other factors. Small porches may not need permission either. However there may be conditions on the original permission for your property which limit what you can do. You should also check your title deeds to see if any other limitations apply.

INFORMATION ABOUT YOUR PROPERTY (PLEASE COMPLETE IN ALL CASES)

Has the property been extended before (since 1948), by you or by previous owners? Yes/No

If Yes, please state the total volume of all of the extension(s) or give their measurements

Are there any other buildings within 5 metres of the property (include detached garages)
If so please provide measurements below:

Length.....

Width.....

Total Height

If your building has a pitched roof please complete the following:

Height to Eaves

Height from Eaves to top of pitch

Extensions and alterations

What do you want to build (e.g. kitchen, bedroom, conservatory, dormer windows)?
.....

What size will it be? (If there is to be more than one extension please give details for each one separately). **All measurements must be in metres.**

Length.....

Width.....

Total Height

If your proposal will have a pitched roof please complete the following:

Height to Eaves

Height from Eaves to top of pitch

Is any part of the extension higher than the existing dwelling?..... Yes/No

Garages, sheds, greenhouses and other free-standing buildings in your garden

How near will the new building be to the existing building at the closest point?

What size will it be?

Length.....

Width.....

Total Height

If your proposal will have a pitched roof please complete the following:

Height to Eaves

Height from Eaves to top of pitch

Porches

What is the external floor area of the porch?

How high is it?

Is it within 2 metres of the road or footpath outside your property? Yes/No

Fences and walls

What is the overall height from ground level?.....

Please show the location on a plan, including the position of any roads or footpaths next to your property

Other development

Please describe any other proposal not covered by the questions above

BUILDING REGULATIONS

To be exempt from the Building Regulations the building or extension to a building will need to meet the following conditions:

If a garage or other ancillary building;

- a) not exceeding 30m² in internal floor area
- b) single storey
- c) built substantially of non-combustible materials
- d) be detached
- e) contain no sleeping accommodation

If a conservatory;

- a) not exceeding 30m² in internal floor area
- b) 75% of the roof must be of a transparent or translucent material
- c) 50% of the walls must be glazed
- d) use appropriate safety glass
- e) be at ground level
- f) a permanent external quality door must be maintained between the house and the conservatory

If a porch;

- a) not exceeding 30m² in internal floor area
- b) a permanent external quality door must be maintained between the house and the porch
- c) must not be used as domestic living accommodation

If a carport

- a) not exceeding 30m² in internal floor area
- b) be open on at least two sides

Any electrical work, even to an exempt building will require permission.

PLAN (to be used for both Planning Permission and Building Regulations)

Either enclose a sketch plan or draw one below showing where you intend to erect the building within your property boundary. If you do not draw the plan to scale please indicate all dimensions, **in metres**. This includes the size of the building and distances from other buildings on the property and from your boundaries. If it is an extension for a conservatory, porch or covered way, you will need to show this in relation to the existing dwelling in block plan form. Your plan should indicate:-

- a. the distance between the proposed outbuilding and the property boundaries
- b. the distance between the proposed outbuilding and the existing dwelling
- c. the position and height of boundary fences and walls (if proposed)
- d. the distance between the proposed extension and the property boundaries
- e. the position of any new vehicular access (if proposed)
- f. the position of any trees that may be affected
- g. the location of your property in relation to the street and how it relates to other adjoining property and roadway frontages.
- h. Please also show the location of your proposal in relation to any roads or footpaths surrounding your property

SKETCH PLAN OF BUILDING OR EXTENSION

When complete please return to: Development Team, Planning Services
Directorate of Development & Environmental Services
City of Lincoln Council
City Hall, Beaumont Fee
Lincoln LN1 1DF

The Directorate of Development & Environmental Services is open to the public between the hours of 8.30am. to 5.00pm., Monday, Tuesday and Thursday, 9.30am to 5.00pm on Wednesday and 8.30am. to 4.30pm. on Fridays, other than by appointment.

Note:

1. If your house is owned by the City of Lincoln Council you should also contact the Directorate of Housing and Community Services.
2. If you have purchased your house from the City of Lincoln Council you should check with the Director of Resources, FAO. Legal Services regarding any covenants.
3. If you need to construct or alter an access to a highway you should contact Lincolnshire County Council, Highways Department for the necessary permit
Contact: Mark Welch, Telephone 01522 553087

Signed: Dated:

WARNING

You should not carry out any work until you have received a written response from the Council and been granted any planning permissions which are necessary. The response will be based on the information given on this form and any additional information we ask for after receiving it. If your plans change at any stage afterwards it is up to you to check whether or not this alters the position.

If you are told that you need permission but disagree, you may apply for a Lawful Development Certificate. A fee is payable with such an application and there is a right of appeal against the Council's decision.
