

# Householder Prior Approval Application for Single Storey Rear Extensions

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## Publication on website

Please note that the information provided on this form and in supporting documents may be published on the Authority's website. **From 19 August 2019 a fee of £96 applies.**

## Please read the attached notes before completing this form.

Please complete using block capitals and black ink.

### 1. Site Address and Applicant Details

Title:  First name:  Last name:

House name or no:  Address 1:

Address 2:

Address 3:

Town:

Postcode:

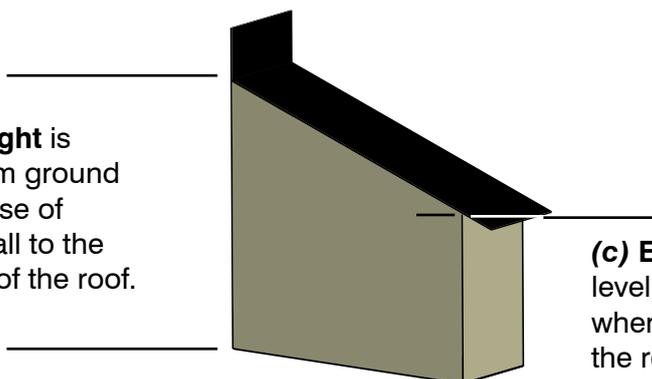
### 2. Description of Proposed Works (add in the measurements - see below for guidance)

Single storey rear extension, extending beyond the rear wall of the original dwelling by (a) \_\_\_\_\_ metres, with a maximum height of (b) \_\_\_\_\_ metres, and an eaves height of (c) \_\_\_\_\_ metres.

Please provide the external dimensions (in metres) of the proposed extension.

**(a) Overall length** (including any previous extensions from the rear wall of the original dwelling) (see note i on page 2).

**(b) Ridge height** is measured from ground level at the base of the outside wall to the highest point of the roof.



**(c) Eaves height** is measured from ground level at the base of the outside wall to the point where that wall would meet the upper surface of the roof slope.

**NB** If the extension has a **flat roof** please provide the maximum height of the extension at **(b)**

Has work on the proposed extension started?

 Yes No

(if 'Yes' see note iii)

### 3. Details of the Proposed Extension

- a) Type of Dwelling  Terraced/Semi-detached/Link-detached  
(see note ii)  Detached
- b) Will the proposed extension be single storey?  Yes  No (if 'No' see note iii)
- c) Will the ridge height of the proposed extension exceed the highest part of the roof of the existing dwelling?  Yes  No  
(if 'Yes' see note iii)
- d) Will the eaves height of the proposed extension exceed the eaves height of the existing dwelling?  Yes  No  
(if 'Yes' see note iii)
- e) Will the proposed extension include the construction or provision of a veranda, balcony or raised platform, (see note iv) chimney, flue or satellite dish?  Yes  No  
(if 'Yes' see note iii)
- f) Will the proposed extension be within 2 metres of any boundary of the dwelling and the proposed eaves height exceed 3m?  Yes  No  
(if 'Yes' see note iii)
- g) Will more than 50% of the area of land within the property boundary (excluding the footprint of the original dwelling (see note i)) be covered by the proposed extension and/or other buildings?  Yes  No  
(if 'Yes' see note iii)
- h) Will the materials of the proposed extension match those used in the exterior of the original dwelling (unless it is a conservatory)?  Yes  No  
(if 'No' see note iii)
- i) Is the application site in a Conservation Area?  Yes  No  
(if 'Yes' see note iii)

**Note i: original dwelling** means the house as it was first built or as it was on 1st July 1948 (whichever is the later of the two dates).

**Note ii: terrace** means a dwelling situated in a row of three or more dwellings. **link-detached** means dwellings joined, usually at ground floor only, e.g. by a garage.

**Note iii:** Your proposed extension appears to exceed the criteria in the General Permitted Development Order, and planning permission is required.

**Note iv: raised platform** means a platform with a height greater than 30cm - this includes decking.

#### 4. Addresses of neighbouring premises

Please provide the addresses of all adjoining properties (all properties that share boundaries with your property)

**Please Note:** You will need to provide a plan indicating the site and showing the proposed development (see notes for further guidance on what to provide)

#### 5. Additional Information

Please provide any information about materials, windows, any level differences etc here or on a drawing to accompany this Application

#### 6. Declaration

I/we hereby apply for Prior Approval as described in this form (and the accompanying plans/drawings and additional information if applicable). I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate.

Signed - Applicant

Or Signed - Agent

Date (DD/MM/YYYY)

#### 7. Applicant Contact Details

Name:

Telephone Number:

E-mail address:

#### Please return this form to:

Broxtowe Borough Council, Neighbourhoods and Prosperity,  
Council Offices, Foster Avenue, Beeston, Nottingham NG9 1AB

Tel: 0115 917 7777 e-mail: [pabc@broxtowe.gov.uk](mailto:pabc@broxtowe.gov.uk)

# GUIDANCE NOTE FOR ADDITIONAL PERMITTED DEVELOPMENT RIGHTS FOR CERTAIN HOME EXTENSIONS

**Legislation** - The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015 (as amended) allow certain larger rear home extensions to be deemed as permitted development.

However, in order to help safeguard the amenity of adjacent properties, the legislation puts in place a new simplified process known as Prior Approval.

**Limitations** - All existing permitted development rights remain, as does the need to meet the criteria in the General Permitted Development Order, for example matching materials, eaves height no more than 3 metres where within 2 metres of a boundary and no more than 50% of the garden area to be covered. In addition, this process cannot be used for any proposals where the land being developed lies in an Area of Outstanding Natural Beauty, a Conservation Area (article 2(3) land) nor on a site of Special Scientific Interest or for a Listed Building or flat. **Extensions extending no more than 4 metres from the original rear wall of a detached dwelling (3 metres for all other dwellings) can still benefit from the existing permitted development rules and do not have to go through this new process.** Information on existing rules can be viewed on the Planning Portal website: [www.planningportal.gov.uk/permission/commonprojects/extensions/](http://www.planningportal.gov.uk/permission/commonprojects/extensions/)

If your proposed extension still meets the existing criteria, and its dimensions meet the 5 criteria below, then the Prior Approval process can be used.

- Single storey,
- On the rear elevation,
- Not more than 4 metres in height,
- If on a detached dwelling – extend no more than 8 metres from the original rear wall of the dwelling,
- For any other dwelling – extend no more than 6 metres from the original rear wall of the dwelling

**Prior Approval Process** – Before starting the development the developer (applicant) must provide the following information to the local planning authority (LPA).

1. A written description of the proposed development including:
  - a. How far the proposed extension extends beyond the rear wall of the original dwelling,
  - b. The maximum height\* of the proposed extension,
  - c. The maximum height\* of the eaves of the proposed extension.

\* Note – height is measured from the highest point of the ground surrounding the proposed extension and eaves height is taken from the junction of the **top** of the wall/fascia and the roof.

2. A plan indicating the site (preferably with house numbers/road names included) and showing the proposed extension.

3. The address of any adjoining premises or land that shares any boundary with the site.

4. The developer's (applicant's) contact address and telephone number.

5. If the developer (applicant) is happy to receive communication electronically, the developers email address

6. A fee of £96 (payable for applications submitted from 19 August 2019).

**Additional Information** - To help with any necessary assessment of potential effect on the privacy of adjoining premises, you may wish to submit further information about any windows and other areas of glazing:

- their position and size,
- whether they would be clear-glazed or obscure-glazed,
- whether they would be opening or non-opening.

To enable the owners and occupiers of the adjoining premises to know what materials would be used for the proposed extension, you may wish to submit further information about materials e.g. matching brick, tiles etc.

**Consultation process** – The LPA will notify the neighbours and the developer (applicant) by serving a notice on them which includes much of the above information and allows neighbours 21 days from the date of the notice to make any representations. No other individual or body (including Town & Parish Councils) are consulted. The details will be published on the councils website.

**No objections received** – Where no objections from owners or occupiers of adjacent premises are received, the LPA will issue a written notice that their prior approval is not required. This will be issued no later than 42 days after the date the LPA received the required initial information from the developer (applicant).

**Objections received** – Where an owner / occupier of an adjacent premises objects to the proposed development, the Prior Approval of the LPA will be required.

**Prior Approval required** – Where Prior Approval is required, the LPA can only consider the impact of the proposed development on the amenity of any adjoining premises. This relates to all adjacent properties and not just those from which representations have been received. However, the LPA may ask for additional details from the developer (applicant) as may reasonably be required in order to assess this. This process must be completed within the 42 day period taken from the original receipt of the required information from the developer (applicant). Consequently, failure to supply any additional information in a timely manner (7 days from the date of the request) may result in the refusal of the Prior Approval.

**Prior Approval given** - Where it is necessary for the LPA to consider a Prior Approval, and following the receipt of any additional information (if required) and consideration of the original information and any subsequent neighbour / occupier comments, if the LPA consider that a Prior Approval should be agreed then a written notice will be given to the developer (applicant) within 42 days of receiving the initial information.

**Prior Approval refused** - Where it is necessary for the LPA to consider a Prior Approval, and following the receipt of any additional information (if required) and consideration of the original information and any subsequent neighbour / occupier comments, if the LPA consider that a Prior Approval should not be agreed then a written notice of refusal will be given to the developer (applicant) within 42 days of receiving the initial information. The developer (applicant) may appeal to the Secretary of State following the receipt of a refusal. See [www.planningportal.gov.uk/planning/appeals/planningappeals](http://www.planningportal.gov.uk/planning/appeals/planningappeals) for further information.

**Carrying out the development** – The developer (applicant) can go ahead with the development in any of the following circumstances:

- The LPA notifies the developer that because no objections were received from adjoining owners / occupiers it will not be necessary to consider a Prior Approval,
- That following the consideration of a Prior Approval it has been decided that the effect on the amenity of adjoining properties is acceptable and a Prior Approval has been issued,
- That no notification has been received from the LPA within the permitted 42 day determination period.

The development must be carried out in accordance with the details approved by the LPA or, where no objections were received, in accordance with the details originally submitted.