

# Domestic Enquiry Form



Broxtowe  
Borough  
COUNCIL

**This form should only be used to establish if Planning Permission will be needed for alterations/additions to an existing dwelling**

Broxtowe Borough Council,  
Planning and Economic  
Development, Foster Avenue,  
Beeston, Nottingham NG9 1AB

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

**Building Control**  
**Tel: (0115) 907 2221**  
**E-mail: [buildingcontrol@erewash.gov.uk](mailto:buildingcontrol@erewash.gov.uk)**

If you are proposing to enlarge or alter your dwelling or erect a building within the curtilage of your dwelling, it is possible that planning permission will be required. Proposals include extensions, porches, dormer windows, conservatories, garages, car ports, garden sheds, new walls & fences, removal of walls, and vehicular access and drop kerbs etc.

Complete section one and any other sections relevant to the type of development you propose and return this form to us, with the fee of **£72.50** to the above address to determine exactly what approvals (if any) you must obtain before commencing work. If you have any problems in completing this form please contact the duty officer on **(0115) 917 7777** between the hours of 10:30am and 12:30pm.

**If you have already applied for planning permission for this proposal please give the relevant reference number of the application below**

|                  |  |
|------------------|--|
| <b>Reference</b> |  |
|------------------|--|

## Section One (to be completed by ALL applicants/agents)

|   |  |   |  |
|---|--|---|--|
| <b>1 Applicant</b>  |  |   |  |
|   | Name:                                  |   |  |
|   | Address:                               |   |  |
|   | Postcode:                              | Mobile Telephone No:  |  |
|   | E-Mail:                                | Home Telephone No:  |  |
| <b>2 Agent to whom (if any) correspondence should be sent</b>   |  |   |  |
|   | Name:                                  |   |  |
|   | Address:                               |   |  |
|   | Postcode:                              | Mobile Telephone No:  |  |
|   | E-Mail:                                | Home Telephone No:  |  |
| <b>3 Full address of property to be altered or extended</b>   |  |   |  |
|   | Address:                               |   |  |
| <b>4</b>  | What type of dwelling is the Property? | Terraced/Semi-Detached/Detached/Other (Flat/ Apartment/Bedsit) (please delete as appropriate) |  |
| <b>5 Proposed Works</b> (include all elements e.g. insert windows, remove walls, extension, garden shed etc.) |  |   |  |
| <b>6</b>  | Signed:                                | Name:   |  |
|   | On behalf of:                          | Date:   |  |

Note when completing any part of this form dimensions **must only** be given in metres and square metres

| <b>Section two</b>   |  | <b>Porches (an extension serving the main entrance to the house)</b>   |          |                                  |  |      |          |          |          |
|----------------------|--|--|----------|----------------------------------|--|------|----------|----------|----------|
| 1                    | Please state the <b>external</b> dimensions of the porch   | Height from ground level   |          |                                  |  |      |          | <b>m</b> |          |
|                      |  | Length   |          |                                  |  |      |          | <b>m</b> |          |
|                      |  | Width  |          |                                  |  |      |          | <b>m</b> |          |
| 2                    | How close will the proposed porch be to the highway boundary (including footpath)?   |  |          |                                  |  |      | <b>m</b> |          |          |
| <b>Section three</b> |  | <b>Extensions or Alterations to a dwelling or erection of an outbuilding - this section also includes conservatories carports &amp; covered ways</b> |          |                                  |  |      |          |          |          |
| 1                    | Is the proposal  | Single Storey  |          | Two storey/first floor extension |  |      |          |          |          |
| 2                    | Where will the proposal be positioned on the property?   |  |          | Front                            |  | Side |          | Rear     |          |
| 3                    | <b>If side extension</b> will the width be greater than half the width of the original house?  |  |          |                                  |  | Yes  |          | No       |          |
| 4                    | <b>If rear extension</b> how far will it project from the rear wall of the <b>ORIGINAL</b> house?  |  |          |                                  |  |      |          | <b>m</b> |          |
| 5                    | <b>If rear extension</b> how far will the extension be from the rear boundary line?  |  |          |                                  |  |      |          | <b>m</b> |          |
| 6                    | Will the proposal be within 2m of any boundary?  |  |          |                                  |  | Yes  |          | No       |          |
| 7                    | Will the proposal result in more than half the residential curtilage (garden area) being covered by buildings (excluding the original house)?                    |  |          |                                  |  | Yes  |          | No       |          |
| 8                    | Will the proposal be attached to your dwelling?  |  |          |                                  |  | Yes  |          | No       |          |
| 9                    | <b>If no</b> please specify the minimum distance of the building from the dwelling   |  |          |                                  |  |      |          | <b>m</b> |          |
| 10                   | What are the <b>external</b> dimensions of the proposed building or extension?   |  |          |                                  |  |      |          |          |          |
|                      | Length   |  | <b>m</b> | Width                            |  |      |          |          | <b>m</b> |
|                      | Eaves height   |  | <b>m</b> | Maximum height                   |  |      |          |          | <b>m</b> |
| 11                   | Has the property previously been extended, if so what are the <b>external</b> dimensions? Please show and label any previous extensions in <b>Section Nine</b> . |  |          |                                  |  |      |          |          |          |
|                      | Length   |  | <b>m</b> | Width                            |  |      |          |          | <b>m</b> |
|                      | Eaves height   |  | <b>m</b> | Maximum height                   |  |      |          |          | <b>m</b> |
| 12                   | Will the proposal be closer to any highway than the existing dwelling?   |  |          |                                  |  | Yes  |          | No       |          |

|  |  |  |             |        |                |    |        |  |   |
|--|--|--|-------------|--------|----------------|----|--------|--|---|
| 13   | Does the proposal involve a veranda/balcony/raised platform?                         |  |             | Yes    |                | No |        |  |   |
|  | If yes please provide details and show a plan in Section Nine:                       |  |             |        |                |    |        |  |   |
| 14   | Is a new chimney/flue/soil and vent pipe proposed?                                   |  |             | Yes    |                | No |        |  |   |
|  | If <b>yes</b> please provide details and show a plan in <b>Section Nine</b> :        |  |             |        |                |    |        |  |   |
| 15   | What materials will be used in the construction of your proposal?                    |  |             |        |                |    |        |  |   |
|  | Roof   |  |             |        |                |    |        |  |   |
|  | Walls  |  |             |        |                |    |        |  |   |
| 16   | Is a container for the storage of oil or LPG for domestic heating purposes proposed? |  |             | Yes    |                | No |        |  |   |
|  | If <b>yes</b> what is the capacity of the container in litres?                       |  |             | Litres |                |    |        |  |   |
| <b>Section Four Loft conversions, Dormer windows, Roof extension and Roof lights</b> |  |  |             |        |                |    |        |  |   |
| 1  | Is the proposal a loft conversion?   |  |             | Yes    |                | No |        |  |   |
|  | If <b>yes</b> will it include the installation of roof light or dormer windows?      |  | Roof lights |        | Dormer windows |    |        |  |   |
| 2  | Will any part of the proposal exceed the highest part of the existing roof?          |  |             | Yes    |                | No |        |  |   |
| 3  | Will the proposal be situated on a roof slope which fronts the highway?              |  |             | Yes    |                | No |        |  |   |
| 4  | Please provide external dimensions of the proposed roof extension                    |  |             |        |                |    |        |  |   |
|  | Length   |  | m           | Width  |                | m  | Height |  | m |
| 5  | Please provide external dimensions of any previous additions to the roof             |  |             |        |                |    |        |  |   |
|  | Length   |  | m           | Width  |                | m  | Height |  | m |
|  | Additional details:  |  |             |        |                |    |        |  |   |
| 6  | Does the Proposal involve a veranda/balcony/raised platform?                         |  |             | Yes    |                | No |        |  |   |

|   |   |     |                          |    |                          |
|---|---|-----|--------------------------|----|--------------------------|
| 7 | Is a new chimney/flue/soil and vent pipe proposed? If <b>yes</b> please include in <b>Section Seven</b> . | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8 | Will the enlargement be within 20cm of the eaves of the existing dwelling?                                | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**Section Five** **Means of Enclosure - walls, fences and gates etc.**  
(please show the extent of the means of enclosure in Section Seven.)

|   |  |        |                          |    |                          |
|---|--|--------|--------------------------|----|--------------------------|
| 1 | Will the proposal be within 2m of any highway (pavement/road)? | Yes    | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2 | From ground level, what will be the maximum height?            | Height | <input type="text"/>     |    | <b>m</b>                 |

**Section Six** **Satellite dishes and antennas**

|   |  |     |                          |    |                          |
|---|--|-----|--------------------------|----|--------------------------|
| 1 | Is your property over 15m in height?                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2 | Are there any satellite dishes or antenna currently present? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
| 3 | If <b>yes</b> please give dimensions/details <b>and</b> show in <b>Section Nine</b> . |  |  |  |  |
|   |   |  |  |  |  |

|   |   |     |                          |    |                          |
|---|---|-----|--------------------------|----|--------------------------|
| 4 | Will the proposal be on a chimney stack?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5 | Will the proposal protrude higher than the existing chimney or 60cm above the highest part of the roof? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 6 | Please give dimensions of the proposal <b>and</b> show and label it in <b>Section Nine</b> . |  |  |  |  |
|   |  |  |  |  |  |

**Section Seven** **Hard Surface** i.e. footpath or driveway/vehicular access/dropped kerb etc.

|   |  |     |                          |    |                          |
|---|--|-----|--------------------------|----|--------------------------|
| 1 | Is the proposal to create or widen a dropped kerb?     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2 | Will the proposal be between the dwelling and highway? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

|   |  |     |                          |    |                          |
|---|--|-----|--------------------------|----|--------------------------|
| 3 | Will the surface area of the proposal be over 5 square metres?     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4 | What material(s) will be used in the construction of the proposal? |     |                          |    |                          |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

## Section Eight

## Installation of energy generating equipment

### Solar Panels

|   |   |     |        |    |       |   |       |   |
|---|---|-----|--------|----|-------|---|-------|---|
| 1 | Will the proposal be installed above the highest part of the roof (excluding the chimney)?                                      | Yes |        | No |       |   |       |   |
| 2 | Will the proposal protrude more than 200mm from the roof slope or wall surface?   | Yes |        | No |       |   |       |   |
| 3 | Will the proposal be fitted to a wall which fronts a highway?   | Yes |        | No |       |   |       |   |
| 4 | Will the solar units stand-alone (not attached to the dwelling)?  | Yes |        | No |       |   |       |   |
| 5 | If <b>yes</b> how many units will be installed and what will be their dimensions? (please provide the height from ground level) |     |        |    |       |   |       |   |
|   | Number of Units   |     | Height | m  | Depth | m | Width | m |
| 6 | Will the proposal be visible from the highway?  | Yes |        | No |       |   |       |   |
| 7 | Will the proposal be within 5m of a boundary?   | Yes |        | No |       |   |       |   |

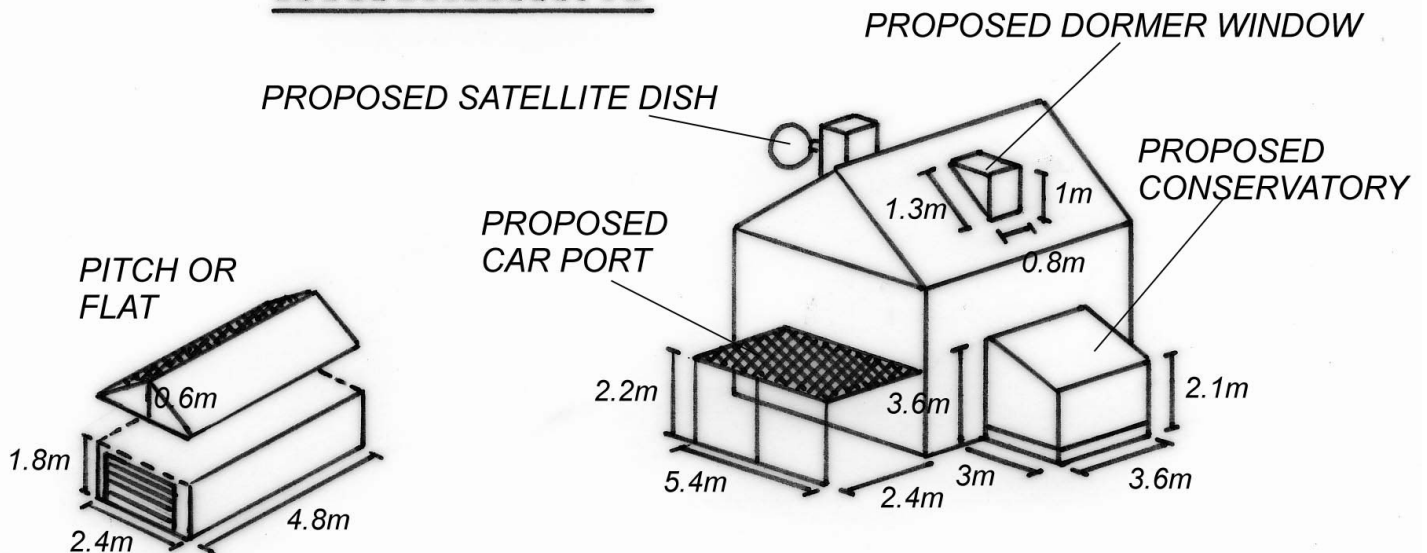
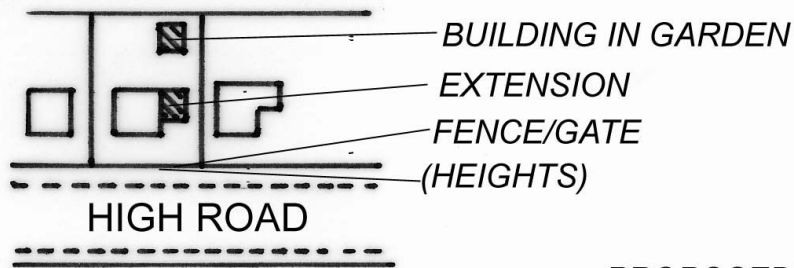
### Flue for a biomass or combined heat and power system (please show a Section Nine)

|   |  |     |  |    |  |
|---|--|-----|--|----|--|
| 1 | Is the flue attached to the dwelling?                            | Yes |  | No |  |
| 2 | Will the flue exceed the highest part of the roof by 1m or more? | Yes |  | No |  |

### Installation of other energy generating equipment

Please provide details:

## LOCATION PLAN

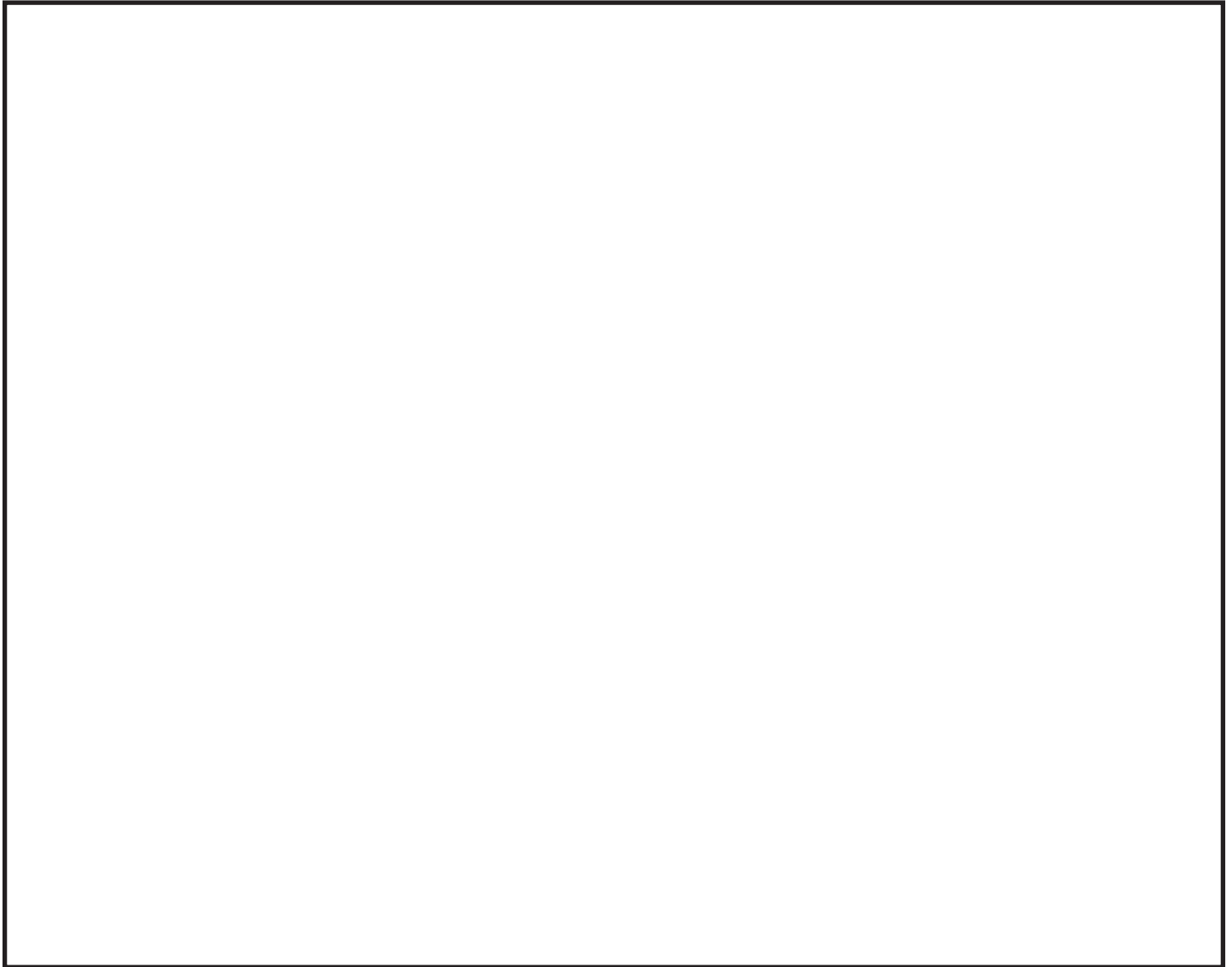


- The completed form should be returned to:  
Broxtowe Borough Council, Planning and Economic Development,  
Foster Avenue, Beeston, Nottingham NG9 1AB
- Once the Council has considered your proposal a letter will be forwarded advising you of our opinion as to whether or not planning permission is required. It is important to note that the opinion of the Council is given on an informal basis only. A formal decision can only be obtained by submitting an Application for a Certificate of Lawfulness, forms for which are available from this office.
- If your dwelling is council owned (i.e. Council House) or has been purchased by you under the "Right to Buy" legislation (i.e. formerly a Council House) you should separately notify the Council's Director of Housing, Health and Leisure in writing of your proposals.

## Plan/Sketch of proposal

Please sketch a plan which shows the size and position of your proposal (i.e. from a “birds-eyes” view) in relation to your property, neighbouring boundaries, and roads (including footpaths). This should be drawn to scale if possible, but if not to scale, dimensions should be clearly stated. Any previous extensions and outbuildings, sheds, greenhouses, garages, etc. within 5 metres of the dwelling should also be shown with dimensions (including height) clearly stated.

In the space provided below you should sketch your plan. Any additional drawings that you may wish to submit should be securely attached to this form.



### For Office Use Only

|                                 |     |  |    |  |          |       |
|---------------------------------|-----|--|----|--|----------|-------|
| Planning Permission required?   | Yes |  | No |  | Officer: | Date: |
| Additional information required |     |  |    |  |          |       |
| Observations/Comments           |     |  |    |  |          |       |