



Householder enquiry form

What is this form for? This form is for homeowners who are planning an alteration or extension to their home. Certain works to residential dwellings do not require the submission of a planning application to Council. You can use this form to request advice as to whether planning permission would be required.

Who is this form for? This form is for private freeholders and leaseholders seeking to undertake work to their home. Note, this form cannot be used for converting your house to flats, new houses, commercial or retail development.

What can this form be used for? This form can be used to enquire whether you will require planning permission for works to your home. It can include projects such as an extension, loft conversion, driveway, garage, new windows, summerhouse, photo voltaic panels, satellite dishes, patios or fencing and the like.

What information is required? Generally only fairly simple information is required. Detailed plans are not normally required but if you do have these they can be helpful. You can provide a sketch plan using the space provided overleaf if this helps to illustrate your proposal. Dimensions of the work you are looking at doing will generally be required. For example, if you are looking at a constructing an extension we will need details of the width, depth and height and the location it is to be constructed. Please ensure that dimensions given are metric (metres/centimetres).

When can I expect a response? For simple enquiries Council Planners can respond relatively quickly. This can be faster and save paper if you are happy for advice to be emailed to you. The more detailed the information you supply the simpler and quicker it is to supply you with a response. Generally we can reply within ten (10) working days.

Name:	Address of property to be altered (if different from postal address):
Postal address:	
Post code:	What is the type of property (eg. semi-detached house, terraced house, detached bungalow, flat, maisonette, mobile home):
Contact number:	
Email address:	May we reply to you via email?
Brief description of the work you are looking at doing (eg. extension, loft conversion, driveway):	

Please indicate the dimensions of your proposal where applicable:

Width (m):

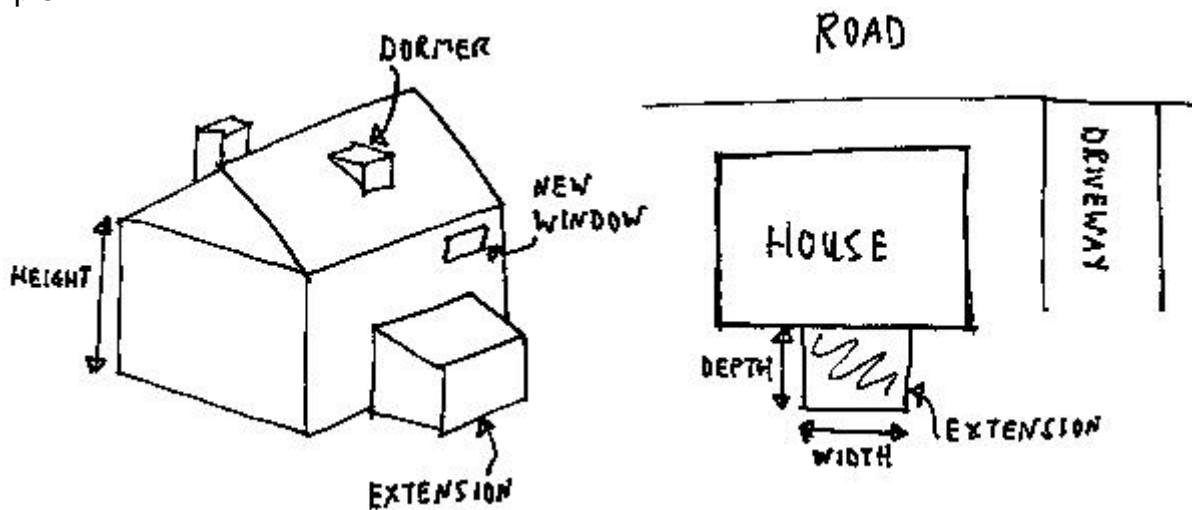
Length (m):

Height (m) to eaves:

Height (m) to ridge/rooftop:

Please use this space to provide any more details on the project you are looking at doing. You can use this space to draw a sketch plan to illustrate your idea. Other things to include are details of materials, window locations, position of surrounding buildings and roads, size and nature of the project.

Example:



Signed:

Date:

Send this form to - Post: Adur & Worthing Councils, Planning Services, Portland House, Richmond Road, Worthing, BN11 1LF **Email:** planning@adur-worthing.gov.uk **Fax:** (01903) 221072 **By hand:** To any Council administration building.