

# Planning Development Control Preliminary Enquiry

## Householder Extensions and Outbuildings

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We need some information from you in order for us to advise whether or not planning permission is required for what you intend to do. Please use this form to set out some brief details about your proposals.

Return the completed form to Development Control, North West Leicestershire District Council, Council Offices, Coalville, Leicestershire, LE67 3FJ, email [development.control@nwleicestershire.gov.uk](mailto:development.control@nwleicestershire.gov.uk). We will try to reply to your enquiry within 7 days, advising you whether or not permission is required. If you require further advice please contact Development Control on 01530 454665/666.

Name	Tel. Number
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Your Address	Site Address (if different from your address)
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Email address:
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Is the property (tick)	
<input type="checkbox"/> detached	<input type="checkbox"/> flat
<input type="checkbox"/> terraced, semi-detached or town house	<input type="checkbox"/> commercial property (e.g. a shop)

Is the property a Council House?    Yes / No / Was Previously / Don't Know
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Give a brief description of what you want to do:-
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What will the proposal be used for:-
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Would the proposed alteration have more than one storey?    Yes / No
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Please give details of all external measurements of the proposal:-

Length.....m                      Height to the eaves (gutter) .....m  
Width .....m                      Height to the ridge.....m

Has the property been altered since it was built? **(If Yes, please give details and measurements and include on the site plan.** Please note that if you live in an older property, only include alterations that have been erected since 1948.)

Please give details of all external measurements of the dwellinghouse:-

Length.....m  
Width .....m  
Width of the original dwellinghouse (as it existed in 1948) .....m

Would the height of the eaves (gutter) of the proposed development exceed the height of the eaves of the existing dwelling?  
Yes / No

Would the height of the proposed development exceed the height of the highest part of the roof (excluding chimney) of the existing dwellinghouse?  
Yes / No

Is the building listed and/or located in a conservation area? Yes / No / Don't know

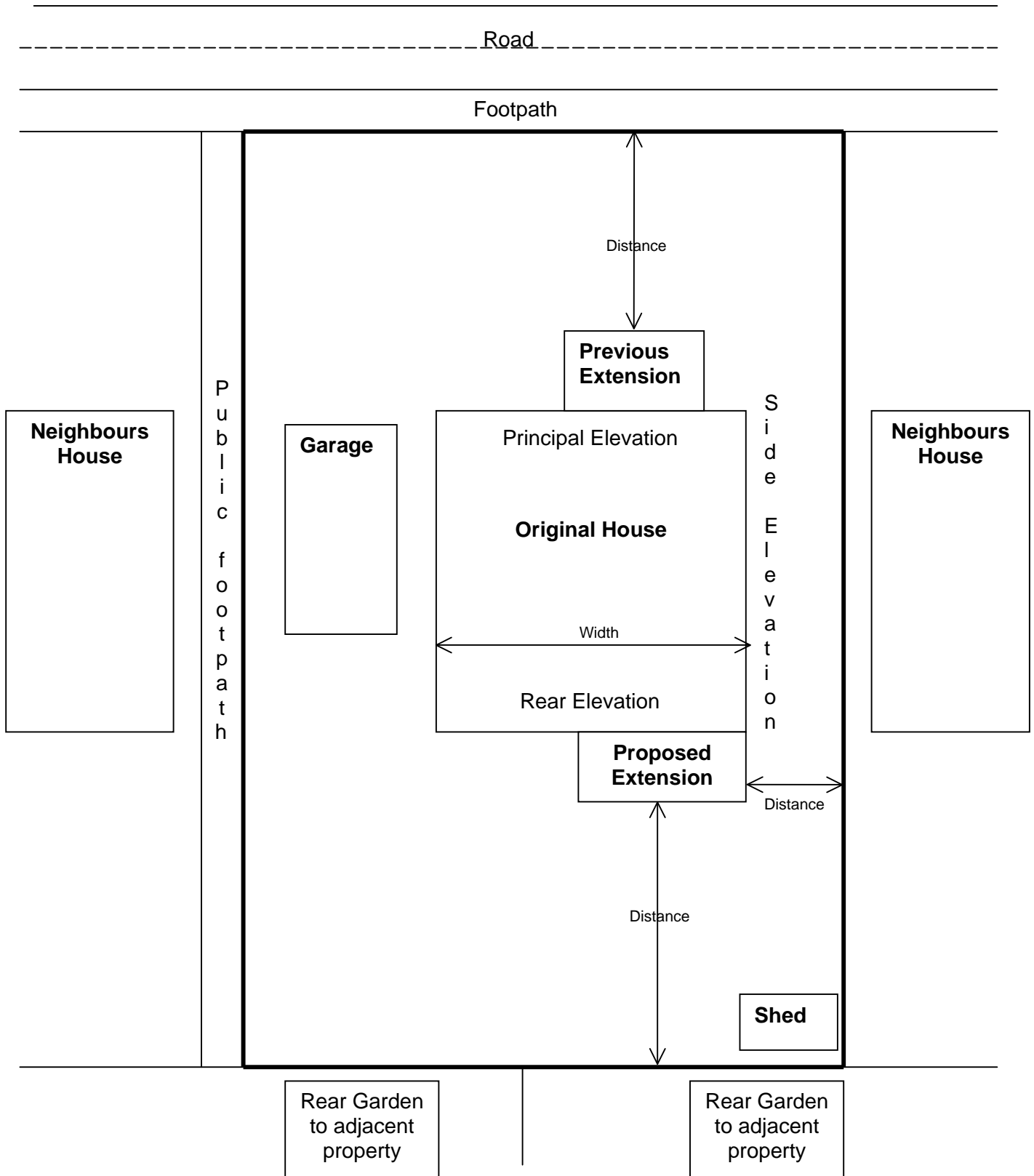
Please ensure that you have done all of the following:

- Completed all questions
- Provided dimensions of all buildings and structures within the boundaries of your property
- Stated the principal, side and rear elevations of your property (photographs will help us)
- Attached a separate sheet and drawn a site plan showing all the required information (refer to sample site plan)

**ALL SECTIONS MUST BE COMPLETED WITH ACCURATE INFORMATION.  
THE COUNCIL CANNOT BE HELD RESPONSIBLE IF MISINFORMED.**

You may also need approval under the Building Regulations. You can contact a Building Control Officer in person at our offices or by telephone on 01530 454692/548, who will be happy to help. Alternatively you can e-mail Building Control on [building.control@nwleicestershire.gov.uk](mailto:building.control@nwleicestershire.gov.uk)

# Sample Site Plan



**NOTE:** Please remember to include dimensions (length and width) of all buildings and structures within the boundaries of your property. Please label the principal, rear and side elevations of the existing dwelling.