# **Request for Do I Need Planning Permission Advice**

For more information on our pre-application advice service, please visit our website

[Do I need planning permission? - South Downs National Park Authority](https://www.southdowns.gov.uk/planning-applications/do-i-need-planning-permission/)

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| Please email/send the completed form and supporting information directly to:   * The SDNPA for all sites in Adur and Worthing, Arun, Brighton & Hove, Horsham, Mid-Sussex or Wealden districts within the National Park, to [planning@southdowns.gov.uk](mailto:planning@southdowns.gov.uk) or * The relevant partner Local Authority for all sites in the following districts within the National Park area: Chichester ([dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk)), East Hants ([planningdev@easthants.gov.uk](mailto:planningdev@easthants.gov.uk)), Lewes/ Eastbourne) ([planningfirst@lewes.eastbourne.gov.uk](mailto:planningfirst@lewes.eastbourne.gov.uk)) and Winchester ([sdplanning@winchester.gov.uk](mailto:sdplanning@winchester.gov.uk)) |

**Important notes:**

This is not an official planning application or determination form. It has been designed to assist anyone wanting to know if they are likely to need planning permission to carry out development. More guidance is available on the planning portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

We aim to provide a response within **15 working days** from receipt of a valid request. This will constitute an informal response. A formal decision can only be obtained via the submission of a Certificate of Proposed Lawful Development.

Please complete all sections of the form. Incomplete forms will likely result in a delay to the response. The quality of the advice we can give depends on the quality of the information we receive, and you may be asked to provide additional information.

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| **1 Applicant details**  **Name:**  **Email (preferred method of contact)**  **Address**        **Postcode:**  **Telephone:** |  | **2 Agent details (if relevant)**  **Name:**  **Email (preferred method of contact)**  **Address**        **Postcode:**  **Telephone:** |
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| **3 Site Location**  **Full Address of site**      **Postcode:**  **Is the property detached Yes  No**  **Was the property built before 1947 Yes  No**  **Don’t know** | | |

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| **4 Description of the proposed development** | |
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| **5 Heritage Assets**  **Is the property a listed building? Yes  No**  **Don’t know**  **Is the property in the grounds of a listed building? Yes  No**  **Don’t know**  **Is the property in a Conservation Area? Yes  No**  **Don’t know** | |
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| **6 Existing Construction Materials N/A**  **Roof**  **Walls**  **Windows**  **Other** | |
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| **7 Domestic Extensions (including conservatory/porch etc) N/A**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Measurements** | **Height to Eaves[[1]](#footnote-1)** | **Height to Ridge** | **Width** | **Length** | **Distance to Nearest Boundary** | | **External** |  |  |  |  |  |   What is the distance from the dwelling to the nearest boundary with a highway/footpath?       metres  If the extension has more than one storey, please state the distance to the rear boundary from any proposed rear elevation       metres  Is any part of the extension within two metres of any boundary? Yes  No  Would the height of the eaves of the extension exceed that of the existing dwelling? Yes  No  Will any part of the extension exceed the height of the roof of the existing dwelling? Yes  No  Will the extension extend beyond a wall which fronts a highway and forms the principal[[2]](#footnote-2) elevation of the original[[3]](#footnote-3) dwelling? Yes  No  Will the extension extend beyond the side elevation of the original dwelling? Yes  No  How many storeys is the proposed extension?       metres  Do the works involve a veranda, balcony or raised platform 300mm above ground level Yes  No | |
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| **8 Dormer Windows N/A**  Residential properties within National Parks require planning permission for all dormer windows | |
| **9 Roof Lights N/A**  **Please indicate clearly on your sketch plan where these will be located**  Will these project beyond the plane of the existing roof slope by more than 150mm? Yes  No | |
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| **10 Detached buildings (car port/garage/shed/summerhouse/outbuilding etc.) N/A**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Measurements** | **Height to Eaves** | **Height to Ridge** | **Width** | **Length** | **Distance to Nearest Boundary** | | **External** |  |  |  |  |  |   Would the building have more than one storey? Yes  No  Is any part of the building within two metres of any boundary? Yes  No  What is the distance between the building and the nearest wall of the dwelling?       metres  Will any part of the building be situated on land forward of a wall forming the principal elevation of the original dwelling? Yes  No  Will any part of the building be situated on land forward of a wall forming the side elevation of the original dwelling? Yes  No  Are there any existing buildings, pools or containers situated more than 20m from any wall of the dwellings? Yes  No  If yes, please state the total area of ground covered by existing buildings in sqm       metres  Will the building have a dual pitched roof? Yes  No  Do the works involve a veranda, balcony or raised platform 300mm above ground level Yes  No | |
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| **11 Satellite Antenna N/A**  Will the antenna be installed on a roof/chimney/wall (front/rear/side/other)? Please state  Will the highest part of the antenna when installed exceed the height of the roof/chimney/wall?  Yes  No  What is the diameter of the antenna?       cm  Are there any other satellite antennas on or elsewhere within the property? Yes  No  If yes, how many? | |
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| **12 New Access/Hardstanding N/A**  **Please indicate clearly on your sketch plan where this will be located**  Will the proposed access be provided in association with any other works (e.g. new or replacement hardstanding/driveway? Yes  No  Will the proposed hardstanding/patio be situated on land between a wall forming the principal elevation of the dwelling and a highway? Yes  No  Will the area of hardstanding/patio exceed 5sqm in area? Yes  No  Please state the material of the hard surface to be used (e.g. gravel, concrete, tarmac, block paving)  How will the surface water from the hard surface be drained/where will run-off be directed? | |
| **13 Fences/Walls/Gates N/A**  Please indicate clearly on your sketch plan where the fence/wall/gate will be located  What is the maximum height above ground level of the proposed fence/wall/gage?       metres  Will the fence/wall/gate be within two metres of a vehicular highway? Yes  No  Does the proposal seek to replace a fence/wall/gate in the same location? Yes  No  If yes, would the proposed replacement fence/wall/gate exceed its former height? Yes  No | |
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| **14 Solar Panels N/A**  **Please indicate clearly on your sketch plan where these will be located**  Will these serve a residential property? Yes  No  Will the panels be installed on a roof/wall of the dwelling? Yes  No  Will the panels be installed on a roof/wall of a building in the curtilage of the dwelling? Yes  No  Will the panels be sited on a pitched roof slope or wall? Yes  No  If yes, will they protrude more than 0.2m beyond the plane of the wall or roof slope? Yes  No  If yes, will any of the panels exceed the highest part of the roof (excl. chimney)? Yes  No  Will any of the panels be installed on a flat roof? Yes  No  If yes, will any panels be more than 0.6m higher than the highest part of the roof? Yes  No  Will the panels be installed within a scheduled ancient monument? Yes  No  Don’t Know  Will the panels be free standing? Yes  No  If yes, how many standalone units will there be?  If yes, what will the height of the panels be?       metres  If yes, what is the distance between the panels and the property boundary?       metres  Will the panels be installed on/within the grounds of a listed building? Yes  No  Don’t Know  Will the panels be installed within a Conservation Area? Yes  No  Don’t Know  If yes, will they be installed on a wall that fronts a highway? Yes  No  Please also give dimensions of the panels on the sketch plan, including the height above ground and distance to the closest boundary if free-standing. | | |
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| **15 Air Source Heat Pumps (AHSPs) N/A**  Will this serve a residential property? Yes  No  Does the property already have an AHSP? Yes  No  Does the property have a wind turbine? Yes  No  If yes, where is the wind turbine located?  Will the size of the AHSP (including any housing) exceed 0.6 cubic metres?Yes  No  Will any part of the AHSP be installed within 1m of the property boundary? Yes  No  Will the AHSP be installed on a pitched roof? Yes  No  Will the AHSP be installed within 1m of the external edge of a flat roof? Yes  No  Will the AHSP be installed on a scheduled ancient monument? Yes  No  Don’t Know  Will the AHSP be installed on or near a listed building? Yes  No  Don’t Know  Will the AHSP be installed within a Conservation Area? Yes  No  Don’t Know  If yes, will it be installed on a roof or wall fronting onto a highway? Yes  No  If yes, will it be installed above the ground floor storey? Yes  No  If yes, will be installed closer to a highway than any part of the dwelling? Yes  No | | |
| **16 Other Renewable Energy Equipment N/A**  Please provide details  Please also give dimensions of the equipment on the sketch plan. | | |
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| **17 Other Development N/A**  Do the works involve a veranda, balcony or raised platform 300mm above ground level Yes  No  If yes, please provide details on the sketch plan including measurements in metric  Do the works involve any form of cladding (e.g. pebble dash, render etc.) Yes  No  Do the works involve a new chimney, flue, soil or vent pipe? Yes  No  If yes, please state which  If yes, will its height exceed the highest part of the roof by 1m or more? Yes  No  If yes, will it be installed on a wall or roof slope fronting a highway? Yes  No  Is a container for the storage of oil or LPG for domestic heating purposes proposed? Yes  No  If yes, what is the capacity of the container?       litres  Does the proposal involve installing a new window? Yes  No  If yes, which elevation will the window be installed in?  If yes, will the window be obscure glazed? Yes  No  If yes, will the window be non-opening below 1.7m above the floor of the room in which the window is installed? Yes  No  Does the proposal involve the installation of other renewable energy equipment? Yes  No | | |

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| **Confidentiality**  The SDNPA operate a transparent service, whereby DINPP applications and responses, although not actively publicised, will be placed on the online planning register and will be publically visible, unless a valid reason is provided to justify why the enquiry should be treated sensitively.  If you consider you enquiry should be confidentially, please explain why and for what period of time the enquiry should remain confidential. |

**18 Declaration**

I/we the undersigned, confirm that I/we are seeking ‘do I need planning permission’ advice on the proposed development described in the attached documentation, and to undertake the works as specified.

I/we also confirm my/our intention that, if planning permission is not required, I/we shall only carry out the proposed works in accordance with the submitted details.

I/we understand that legislation, and therefore the SDNPA’s advice as to whether or not a proposal requires permission, is subject to change.

I/we also understand that the advice given by the SDNPA is based on the information provided in this form and any variation of the details may require re-assessment and potentially planning permission.

I/we understand that any advice given does not relate to the need for Building Regulation approval which may also be required.

I/we understand that any response given by the SDNPA is an informal opinion based on the submitted information. If a formal decision is required I/we shall submit a Certificate of Proposed Lawful Development.

Name (please print)

On behalf of

Date

**19 Sketch Plan**

Please provide a sketch plan like the one below including an outline of the house/building and boundaries, and the location and dimensions of the works you intend to carry out. Please indicate:

* The distance between any new building and the property boundaries
* The distance between any new building and the existing house/building
* The distance between any proposed extension and existing outbuilding(s)
* The position and height of the boundary fence or wall, if a new boundary is proposed
* The distance between any proposed extension and the property boundaries
* The position of any new access
* The position of any trees that may be affected
* The location of any solar panels or air source heat pump
* The principal (front) elevation
* The position of roads and footpaths around the property
* The width of the original dwelling

A diagram of a construction project

Description automatically generated

1. For the purpose of measuring height, the eaves of a house are the point where the lowest point of a roof slope, or a flat roof, meets the outside wall. Further information can be found on the planning portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) [↑](#footnote-ref-1)
2. ‘Principle elevation’ in most cases will be taken as the part of the house which fronts (directly or at an angle) onto the main highway serving the house, and contains the main architectural features Further information can be found on the planning portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) [↑](#footnote-ref-2)
3. Original dwelling means a building as it existed on 1 July 1948, or as built [↑](#footnote-ref-3)