# **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 or
* The relevant partner Local Authority for all sites in the following districts within the National Park area: Chichester (dcplanning@chichester.gov.uk), East Hants (planningdev@easthants.gov.uk), Lewes/ Eastbourne) (PlanningFirst@lewes-eastbourne.gov.uk) and Winchester (sdplanning@winchester.gov.uk)
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**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 [ ]**

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| **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?       metresIf the extension has more than one storey, please state the distance to the rear boundary from any proposed rear elevation       metresIs 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?       metresDo 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 [ ]**

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| **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?       metresWill 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       metresWill 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?       cmAre 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 locatedWhat is the maximum height above ground level of the proposed fence/wall/gage?       metresWill 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?       metresWill 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?       litresDoes 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



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)