# Householder Enquiry Form

EASTLEIGH BOROUGH COUNCIL

**Please tick one of the following:**

☐ **Permitted development enquiry** – To establish whether planning permission is required (Fee of £50).

☐ **Pre-application enquiry** – For advice on proposals to extend or alter a dwelling before submitting a planning application (Fee of £50).

☑ **Prior notification application** – To apply for a single storey rear extension or rear conservatory of between 4m-8m deep for a detached dwelling and 3m-6m deep for other dwellings. (Please note that depths are measured from the rear wall of the original dwelling and not from existing extensions) (No fee).

Please complete all relevant sections as fully as possible ensuring you have signed the declaration in section 8, and return your form along with the correct fee and any supporting information to: Development Management, Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN. Please note that your enquiry will not be processed until the correct fee has been received.

We aim to answer enquiries in writing, usually within 28 days of receipt. Should you have any queries on completing this form please contact Development Management on 023 8068 8258 (Northern Team) or 023 8068 8350 (Southern Team).

**Please note that the completion of this form does not constitute a formal planning application (except in the case of a prior notification application).** Planning application forms are available on the council's website at http://www.eastleigh.gov.uk/planning--building-control/planning/apply-for-planning-permission/application-forms.aspx.

## 2. Contact Details:

Your Name: JANE WIBBERLEY

Your Address: 33 MEADOW LANE, HAMBLE,

SOUTHAMPTON Post Code: SO31 4RB

Contact Number: [redacted] Email: [redacted]

Owner ☑ Agent ☐ Prospective purchaser ☐ Developer ☐

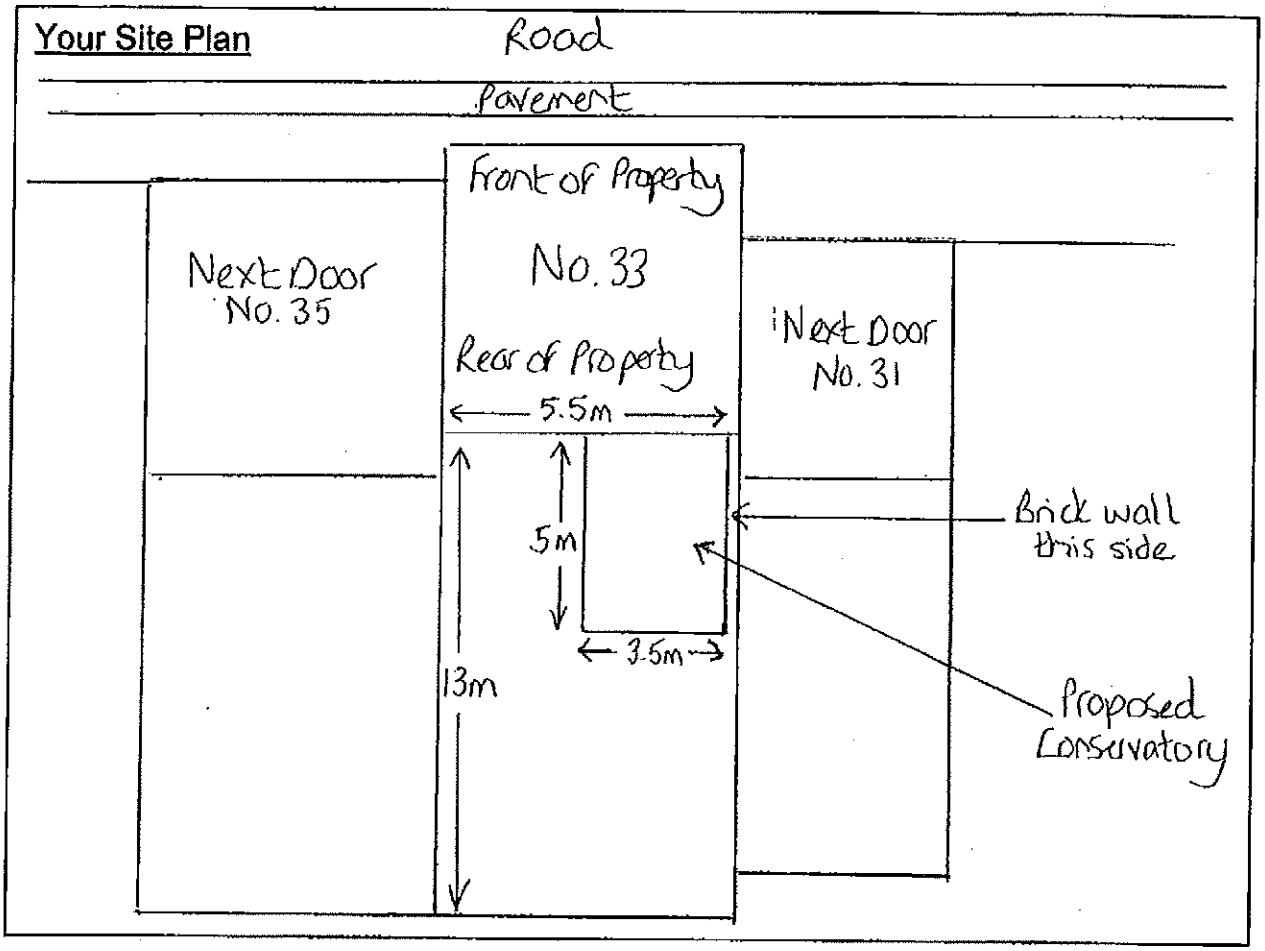
## 3. Property Details:

Address of Proposed Work (if different from above): AS ABOVE

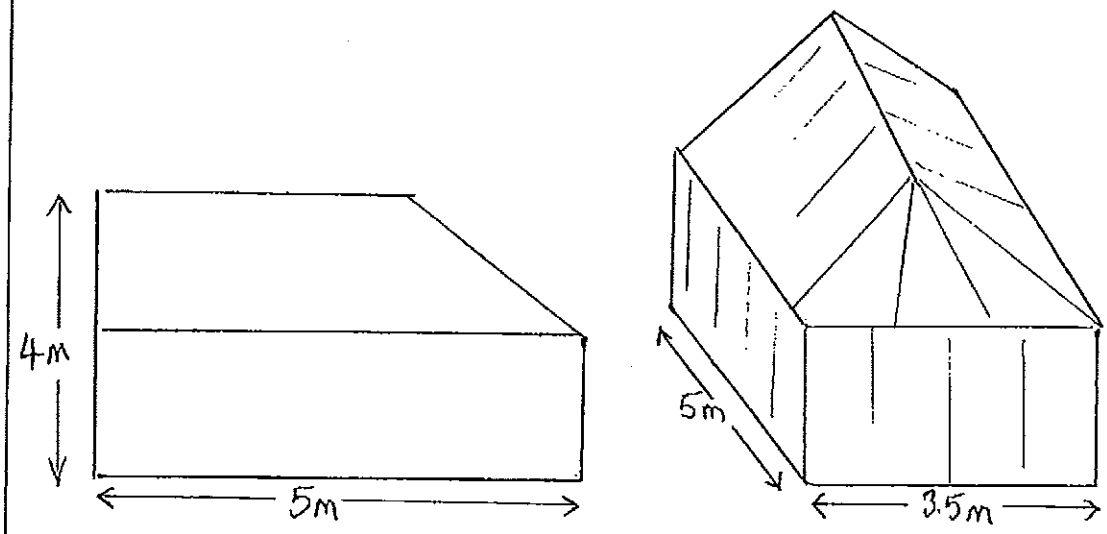
## 4. Please give a brief description of the proposed work:

Building of a glass conservatory at the rear of the property. The side of the conservatory adjacent to the boundary with No 31 to be a brick wall to the height of 1.9m.

## Your Site Plan



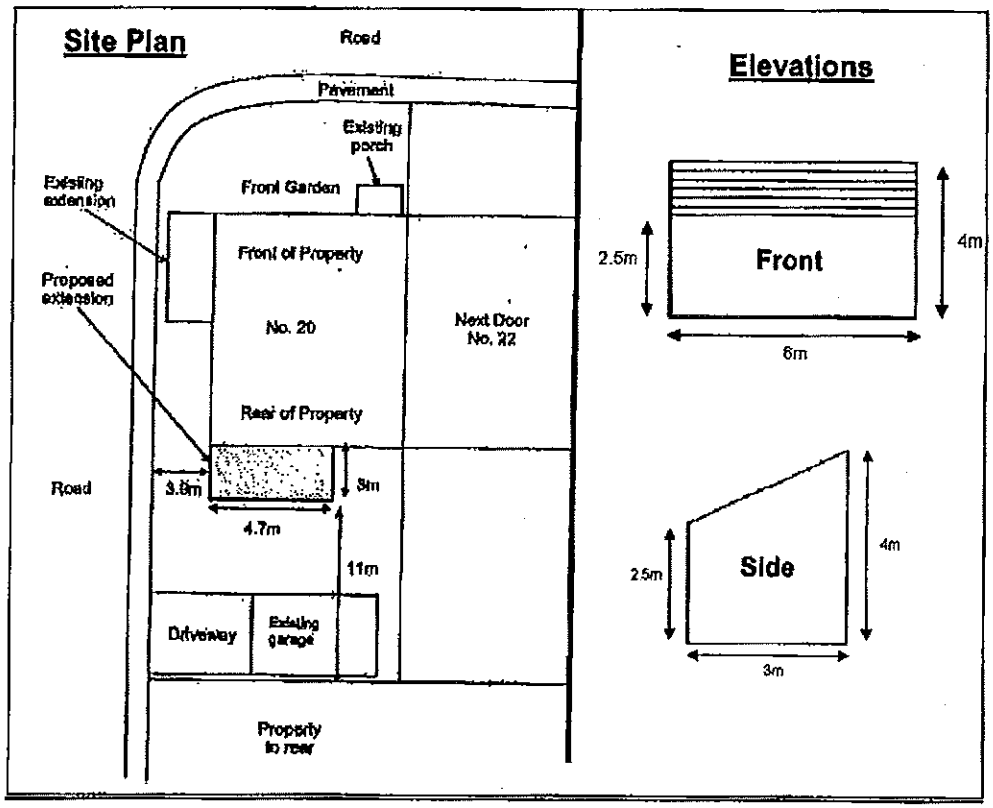

## Your Proposal



## 5. Sketch Plan

Please include a sketch plan of your proposal and of your property giving all external measurements in metres.

Example sketch for a single storey rear extension




The plans must include:

- The width, depth and height of the proposal including any new doors or windows.
- A sketch of the property indicating its front & rear and showing any existing extensions, conservatories, outbuildings or hard standings. If any parts of the property are to be demolished these should be marked in a dotted line.
- The position of the proposal in relation to the dwelling and its distance from the nearest boundary or highway. If your enquiry relates to a dormer window, antenna or satellite dish, please clearly show where it is to be installed. If the proposal is for an outbuilding please also state the distance to the nearest part of the existing dwelling.
- If you require pre-application advice please include existing and proposed floor plans.
- Please attach any additional information you consider maybe useful to the Local Planning Authority in providing a response (e.g. photographs, brochure extracts, formal plans etc)

## 6. About the Property:

**Is the property:**

Detached ☐ Semi-Detached ☐ Link Detached ☐ Terraced ☑

**Is the property:**

A listed building? Yes ☐ No ☑ In a conservation area? Yes ☐ No ☑

**Is there any adjoining land or buildings in the same ownership?** Yes ☐ No ☑

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## Existing Extensions and Outbuildings

Please provide details of any additions, extensions or outbuildings to your property since it was first built, or since 1 July 1948 if it was built before that date. These include conservatories, dormer, bay or bow windows, garages, garden sheds etc)

| **Description** e.g. rear extension | **No. of Storeys** | **Width** (m) | **Depth** (m) | **Height** (m) | | |
|---|---|---|---|---|---|---|
| | | | | to ridge | to eaves | flat roof |
| | | | | | | |
| | | | | | | |
| | | NONE | | | | |
| | | | | | | |
| | | | | | | |

## Addresses of adjoining properties (prior notification applications only)

Address 1: 31 MEADOW LANE, HAMBLE, SOUTHAMPTON, SO31 4RB

Address 2: 35 MEADOW LANE, HAMBLE, SOUTHAMPTON, SO31 4RB

Address 3: 4 FARM CLOSE, HAMBLE, SOUTHAMPTON, SO31 4RZ

Address 4: (at rear of property)

Address 5: .....

Address 6: .....

Address 7: .....

Address 8: .....

## For Permitted Development Enquiries and Prior Notification Applications

### 7a) Extensions and Outbuildings
**(Including conservatories, bay/bow windows, porches, garages, garden sheds)**

Where will the proposal be situated? Front ☐ Side ☐ Rear ☑

Will the proposal be: Single storey ☑ Two storey ☐ Three or more stories ☐

Please state the width of the proposal:.....3.5.....m

Please state the depth of the proposal:.....5.0.....m

Please state the overall height of the proposal (from ground level):.....4.....m

Please state the type of roof the building will have: Pitched ☑ Flat ☐

Please state its eaves height (from ground level): .....2.5.....m

Please state the distance from the proposal to the nearest boundary:.....0.3....m

If the enquiry relates to a porch, please state the porch's ground floor area (measured externally).....m²

Will there be any new first floor windows on the side of the property?

Yes ☐ No ☑

If yes: Will these windows be either obscure glazed, non-opening or have any opening parts mounted at least 1.7m above the rooms floor level? Yes ☐ No ☐

Will the development incorporate a veranda, balcony or other raised platform/decking?

Yes ☐ No ☑ If yes, please also complete Part 7e of this form.

### 7b) Loft Conversions, Roof Alterations, Dormer

Where will the proposal be situated? Front ☐ Side ☐ Rear ☐

Will any part of the proposals exceed the highest part of the existing roof? Yes ☐ No ☐

Please state the total volume of any enlargements (excluding the existing roof space): .....m³

Will there be any new first floor windows on the side of the property?

Yes ☐ No ☐

If yes: Will these windows be either obscure glazed, non opening or any opening parts mounted at least 1.7m above the rooms floor level? Yes ☐ No ☐

Will the development incorporate a veranda, balcony or other raised platform/decking?

Yes ☐ No ☐ If yes, please also complete Part 7e of this form.

## 7c) Driveways, Accesses & Paving Your Front Garden

Will the area of ground to be covered by the hard surface exceed 5 square metres?

Yes ☐ No ☐

Will the hard surface be made of porous material? Yes ☐ No ☐

Please state the material you intend to use: .....

Does your proposal include a new vehicular access to the property? Yes ☐ No ☐

If yes:

Will the access be off a classified road (A, B or C)? Yes ☐ No ☐ Unsure ☐

## 7d) Fences, Gates and Walls

Please state the height of any existing fence or wall (NB. Not Hedges): .....m

Please give the height of the proposed gate, fence or wall: .....m

Will any point of the gate, fence or wall be adjacent to a highway used by vehicular traffic?

Yes ☐ No ☐

## 7e) Decking and Other Platforms

Will the decking, at any point, be more than 30cm above ground level?

Yes ☐ No ☐

Together with other extensions, outbuildings etc, does the decking or platform cover more than 50 per cent of the garden area?

Yes ☐ No ☐

## 7f) Microwave Antenna Including Satellite Dishes

Please state the length of the proposed antenna/satellite dish:.....cm

If known, please give the cubic capacity of the antenna/satellite dish: ..... litres

Where will the satellite dish/antenna be located?

On a chimney ☐ On a roof without a chimney ☐ On a roof with a chimney ☐

On a wall of the dwellinghouse ☐ Please state which: .....

Other ☐ Please give details: .....

Will this be the only microwave antenna/satellite dish within the curtilage of the dwelling?

Yes ☐ No ☐ If no please give details: .....

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## 8. Declaration

Signed .....[redacted]..... Date 8.8.14

Please note: Any advice given is as an officer's opinion, based solely on the information provided. If you require a formal decision with a subsequent right of appeal you will need to make an application for a Certificate of Lawfulness of Proposed Use or Development under Section 192 of the Town and Country Planning Act 1990.

## 9. Freedom of Information

If you consider your application to be confidential, please set out the reasons why, and for what period, any information in regards to the enquiry needs to remain confidential.

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For the purposes of the Data Protection Act 1998, the Data Controller is Eastleigh Borough Council. For more information please contact the Data Protection Officer on 023 8068 8475, or see http://www.eastleigh.gov.uk/ebc-4038.