

Householder pre-application enquiry form

Use this form to get advice on extending or improving a dwelling. Or its surrounding space, known as the 'curtilage'. This form does not cover changing a building into a dwelling. Or building new or replacement dwellings. If you need advice on those things, [use our non-householder form](https://www.northumberland.gov.uk/Planning/Pre-application-enquiry.aspx).

If you have already completed the works, you cannot use this service. In this case a Lawful Development Certificate (LDC) may be an option for you. [Read about LDC on the Planning Portal](https://www.planningportal.co.uk/planning/planning-applications/consent-types/lawful-development-certificate).

**Before you fill this form in** [**read our pre-application charter**](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/PlanningServicesPre-ApplicationCharterAndGuide.pdf). It explains our service, the cost, and the options you have. If you want to know how we handle your information, [view our planning privacy notice](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/PlanningApplicationPrivacyNotice180719.pdf).

#  Choose the service you need

Pick the level of advice you need**, choose one option only**:

[ ]  1) Householder do I need planning permission at cost of £50

[ ]  2) Householder developments with planning advice at a cost of £100

[ ]  3) Householder developments with planning and listed building advice at a cost of £200

#  Applicant contact details

Title and name:

Address and full postcode:

Email:

Telephone:

#  Agent contact details

Leave this section blank if you are not using an agent.

Title and name:

Company name, address and full postcode:

Email:

Telephone:

#  Site details and proposed works

Address and full postcode:

**Property type.** Enter detached, semi-detached, a flat as appropriate:

Full description of the proposal:

#  Further questions

Answer all that apply, ignore any that do not apply.

For all proposed works

Question 1: Will the proposed works be within the ground and buildings immediately surrounding the dwelling?

**Answer 1**:

For a new or altered fence, gate or garden wall

**Question 2:** How high will it be in metres?

**Answer 2**:

**Question 3:** Confirm you have marked the position and height on the location plan.

**Answer 3**:

For dormer windows

**Question 4:** Will it be on the front, side or rear?

**Answer 4**:

**Question 5:** What is the size in cubic metres?

**Answer 5**:

For all extensions

Original house means the house as it was first built. Or from 1 July 1948 if built before that date. You may not have built an extension to the house, but a previous owner may have.

Question 6: Will the extension or other buildings cover more than half the area of land around the original house?

**Answer 6**:

**Question 7**: Will it be on the front, side or rear?

**Answer 7**:

For a new or extended porch

**Question 8:** What is the total external ground floor area of the porch in square metres?

**Answer 8**:

**Question 9:** What is the height in metres from ground level to the tallest part of the porch? Ground level is the surface next to the building. Or on sloping surfaces, the highest part of the surface near the building.

**Answer 9**:

For rear extensions

**Question 10:** How far does the structure extend beyond the rear wall of the original house?

**Answer 10**:

For side extensions

**Question 11:** How far does it extend beyond the rear wall of the original house?

**Answer 11**:

**Question 12:** Does the extension exceed four metres in height?

**Answer 12**:

For sheds or garages and other outbuildings

[Guidance on how to measure or work out your principal elevation at GOV.UK](https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance/permitted-development-rights-for-householders-technical-guidance#class-a-enlargement-improvement-or-alteration) (new window).

**Question 13:** Will it be forward of the principal elevation? Usually that part of the house which fronts the main highway serving the house. This can be directly or at an angle.

**Answer 13**:

**Question 14:** What is the maximum eaves height in metres? Measure from ground level at the base of the outside wall. Up to the point where that wall would meet the upper surface of the roof slope.

**Answer 14**:

**Question 15:** How close will it be in metres to the nearest boundary wall, fence or gate?

**Answer 15**:

**Question 16:** What is the height of the eaves in metres at this point?

**Answer 16**:

**Question 17:** What is the maximum ridge height in metres? Ridge means the highest part of the roof covering measured from ground level.

**Answer 17**:

**Question 18:** Is the proposed ridge higher than the existing roof?

**Answer 18**:

**Question 19:** Will it be forward of the principal elevation? Usually that part of the house which fronts the main highway serving the house. This can be directly or at an angle.

**Answer 19**:

#  Confidentiality

We don't publish pre-application enquiries on our website. However, they are not treated as confidential. If you think we should keep it confidential, explain why and for how long. But we may have to share certain details. This is because of the Freedom of Information Act 2000 (FOI). And Environmental Information Regulations 2004 (EIR). If we receive a FOI or EIR request, we will review why you don't want us to share the information.

Enter your reasons:

#  Declaration

By signing this form you are requesting informal advice from Northumberland County Council. You confirm you understand the advice given:

* will be based on the information submitted;
* may be void or inconclusive if you submit inaccurate or incorrect details;
* is not a formal planning decision or certificate of lawfulness; and

We will not process your application until we receive the correct information. By signing this form you confirm you have included the following.

1. This form completed in full.
2. A location plan, ideally at 1:1250 scale. Clearly mark the site boundary with a red line. We will not accept photos of plans or google maps. [You can buy a location plan online from ReQuestaPlan (new window)](https://www.requestaplan.co.uk/).
3. A payment of the required fee. Note the reference here:

[Pay for this service on our website (new window).](https://www.northumberland.gov.uk/SelfService/Pay.aspx) Or phone Customer Services on 0345 600 6400 to pay by card.

Type or write your signature:

Enter the date:

#  Submitting your pre-application

We prefer to receive applications by email to planning@northumberland.gov.uk

Or post it to us at Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

We will confirm receipt of your application within 5 working days. If you have an agent we will contact them by email, not the applicant.

For further information on the pre-application process [visit our Northumberland County Council website](https://www.northumberland.gov.uk/Planning.aspx).