

Planning Permission enquiry form

This form is to be used to determine informally whether or not planning permission is required. Please complete and send to the Area Planning Manager at the address on page 3, for all other queries (for example if you know that planning permission will be required and you want an informal pre-application assessment of the acceptability of the scheme) please use the Pre-Application Advice Enquiry Form which is also available on our website.

Please note that from 01 April 2026 the charge for this service will be £174.30 (payable on submission). Submissions made without a payment will be returned. There is no charge for enquiries regarding renewable energy for householders.

1

Name:

Address:

Postcode:

Email:

Daytime Tel No:

2

Description of Proposal:

(eg. single storey rear extension, erection of detached garage, front porch etc.)

Address of property if different:

3

Do you propose to demolish any buildings, walls etc.

Yes

Please state:

No

4

Size of Proposed building / extension:

NB. Please state maximum external dimensions

Metres

Metres

(a) Maximum height of proposal

(d) Diameter (if satellite antenna)

(b) Width

(e) Height to eaves of proposals

(c) Depth

(f) Height to eaves of existing building

5

Does your proposal encroach on your neighbours land?

(e.g. foundations, overhanging guttering, party walls etc.)

Yes

No

6

Will the proposed roof be pitched or flat?

7

Will the height of any proposed building / extension exceed the height of the highest part of the roof on the existing property?

Yes No

8

Will the proposed include alterations to any part of the roof. Yes No

If so, on which elevation of the existing building (ie. side, front or rear)?

9

Will the extension consist of or include a veranda / balcony / raised platform
/ chimney / flue / soil and vent pipe ?

(please tick)

10

For Householder enquiries:

Will any new building, together with previous extensions and buildings exceed 50% of the total ground area of the site not including the original house?

Yes No

11

Does the development include the provision or replacement of a hard surface? Yes No

If **YES**, would the ground covered by the hard surface exceed 5 square metres? Yes No

Position of Proposed building / extension

Accurately sketch the position of the proposed building / extension in relation to:

- (i) The position of the existing building.
- (ii) The boundaries of your property (the curtilage)
- (iii) Any other existing buildings / extensions within your property
- (iv) Any road or footpath

Position of proposed building / extension

(If you are submitting this application by email place below or attach a separate drawing).

Please show measurements of your proposals. You must ensure that your plans are accurate. If there is insufficient space in the box please use a separate / additional sheets of paper. You may wish to employ someone experienced in plan drawing to show your proposal. Examples are attached for assistance.

I enclose a cheque (made payable to South Gloucestershire Council for £174.30

You can pay use our online payment facility or by telephoning our Contact Centre 01454 868004 to make (quote: Planning Enquiry, your name & site address)

Please state method of payment here.

Signed:

Date:

Please return to: South Gloucestershire Council, Department for Environment and Community Service, Strategic Planning, PO Box 1954, Bristol, BS37 0DD

email: registrationteam@southglos.gov.uk

Tel No: **01454 868004**

Planning Permission enquiry

Residential Development Guidance Note

When filling in the accompanying form it is essential that your plans are accurate. Here are some examples of how you might answer **Question 12**

