

This form can be made available in large print, Braille, on audiotape or in minority ethnic community languages

Introduction

This Permitted Development Enquiry form should be used to determine whether or not what you want to build requires planning permission or building regulations. It is designed to cover most small domestic alterations and extensions.

If your enquiry relates to a commercial property please ring the **Development Enquiry Centre** on **0113 2478000**.

What happens to my form?

We aim to provide you with a response within **10 working days**, although at busy times of year (spring and early summer) this may unfortunately be extended a little.

If your proposal does not require planning permission or Building Regulations will we write and let you know. You should keep this letter as you may need it in the future should you ever wish to sell your property and/or Building Regulations.

If your proposal does require planning permission or Building Regulations will we write and let you know the reason(s) why and send you out the forms and guidance notes for submitting an application.

If you have any questions about any part of the form please contact the **Development Enquiry Centre** on **0113 247 8000** or dec@leeds.gov.uk.

Section 1 – You and your home

Your Details

Please ensure you provide accurate contact details and a phone number or email address that we are able to contact you on during office hours.

Proposed Development

Please ensure you provide accurate details of the property to which the alterations/extensions apply.

Knowing what type of property (eg flat/terrace) and where on the property the extension will be built (ie side/rear) is especially important.

Section 2 – Proposed Works

1) Extensions and Porches

We will **always** need to know the **length, width and height (at both eaves & ridge)** of the extensions, and the **distance to the nearest boundary**. For side extensions we will require the width of the original house and for 2 storey rear extensions we will also need the distance from the proposed extension to the rear boundary of the property.

2) Detached garages and other outbuildings

We will **always** need to know the **length, width and height (at both eaves & ridge)** of the extensions, and the **distance to the nearest boundary**. Outbuildings cannot be more than 2.5 metres high at a point within 2 metres of a boundary.

3) Roof alterations

Roof alterations can sometimes be a little more complex than conservatories or extensions. If you are installing only roof lights or a box dormer (see diagrams for example) then you do not need to provide any further information than that asked for on the form (length, width and height).

If you want to alter a gable end or create a shaped dormer please ensure that you supply either scale drawings or all of the measurements required on the form. See the diagrams below

4) Fences/Walls and gates

We will need to know the height of fence that you wish to erect, and exactly where you wish to place the fence, eg between yours and your neighbour's garden.

5) Any other works

Please use this space to draw a sketch of your proposal and/or any further information you wish to provide.

Basic Extensions, Conservatories, Garages and Sheds

- A Height to Ridge or highest point of roof
- B Height to guttering or lowest point of roof
- C Length
- D Width

Please provide us with all the above dimensions. If you do not, this may hold up your enquiry.

