



There is a charge of £30 for this service. Cheques should be payable to Leeds City Council. If sending the form via email ensure to include a daytime contact telephone number.

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

Introduction

This 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 222 4409**.

Details on Permitted Development can be found at www.planningportal.gov.uk/permission and it is suggested that you check there prior to submitting an enquiry. If you are satisfied that your proposal does not require planning consent then you are advised to seek confirmation of this from the Local Planning Authority by submitting this form.

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.

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

If you have any questions about any part of the form please contact the **Development Enquiry Centre** on **0113 2224409** 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. Our preferred method of contact is via email which keeps costs down and enables us to respond to you in less time. If you supply an email address then your response will be sent by email.

Proposed Development

If you are an agent completing the form on behalf of a client, please include their name and address in this section.

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

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

Section 2 – Existing Extensions

Please provide details of any extensions which have previously been added to the property. We will need to take these into account when considering your proposal.

Section 3 - 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.

Please note extensions (except porches) which are forward of the front of the original house and facing a highway will require planning consent.

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 which are within 2 metres of a boundary cannot be more than 2.5 metres high at any point.

Please note all outbuildings and garages forward of the front of the house will require planning consent.

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 on rear of form 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 on rear of form for example).

Please note all roof extensions on the front roof plane of the house and facing a highway will require planning consent.

4) Fences/Walls and gates

We will need to know the height of fence/wall that you wish to erect, and exactly where you wish to place it, e.g. between yours and your neighbour's garden. If you are replacing an existing fence or wall then please include the height of the fence/wall which is being replaced.

5) Any other works

Please use this space to draw a sketch of your proposal and/or for any further information you wish to provide. If you are not providing plans with your proposal then you must complete this section. If we cannot see where on the property this development is going to be situated then we will be unable to make a decision. This will result in us having to contact you for further information and will delay our response to you.