

# Development Management Advice Note

## HOW DO I OBTAIN ADVICE ON HOUSEHOLDER PROPOSALS BEFORE I MAKE AN APPLICATION?

This advice note explains how you can find out if householder proposals need permission from the Council and how to get help in putting together your application if it does. At the end of the note is a form for householders to use to find out if you need to make an application for planning permission for your proposals. We hope you find this document helpful but if you need further information or other documents, details of how to obtain these are given at the end.

## WHEN DO YOU NEED APPROVAL FOR YOUR PROPOSALS?

Under the Town and Country Planning Act 1990, and other pieces of planning legislation, there are a number of activities that require approval from the Development Management Service. These include planning permission for carrying out development, listed building consent for carrying out works to a listed building, Conservation Area consent to demolish certain buildings in Conservation Areas, advertisement consent to display certain advertisements and consent to carry out works to a protected tree. These are explained in our advice note 'What Planning Approvals Do I Need For My Proposals?'

### The need for other consents

There may also be other consents, apart from those from the Development Control Service, that you could need before you can start work. These are explained in our advice note 'What Non-Planning Approvals Do I Need For My Proposals?'

One of the most common of these is approval under the Building Regulations from the Council. We are aware that there is often confusion between the two separate controls of planning and the Building Regulations. Our advice note, 'What Is The Difference Between Development Control And Building Control?' sets out what the two areas cover and gives general advice on what each piece of legislation allows a householder to do without the need to make an application to us.

## HOW TO FIND OUT IF PERMISSION IS NEEDED

The best way to find out whether your proposal needs permission from us depends on how complicated the issue is.

### Visit our web site

Our planning web pages (address at bottom of page) have a lot of information that you might find useful. All the guidance notes and application forms that we produce can be downloaded. For householders we have developed an interactive 'Householders Guide to Permitted Development', which advises on whether you need to apply for permission to alter or extend your house or flat.

### Contact the Duty Planning Officer

A Duty Planning Officer is available for general planning advice between 10am and 4pm Monday to Friday (the offices are closed on Bank and Public Holidays). To contact the Duty Planning Officer please phone (020) 8496 6876 or call into our reception at Sycamore House (address at bottom of page). In addition to general advice, the Duty Planning Officer can also supply you with copies of the guidance notes and application forms that we produce as well as copies of free government booklets such as 'Planning: A Guide for Householdors' or 'Planning Permission: A Guide for Businesses'.

## **How to obtain more detailed advice**

If, however, you want specific advice on a particular householder proposal, we will need further information to be able to advise you. In these circumstances we recommend that you write to us, including plans and details of your proposal, so that we can check the situation carefully before responding. To assist householders in supplying us with the information that we will need we have produced a 'Pre-application Form', which is at the end of this guide. Please complete the form and return it to us at the address at the bottom of the page. However, because we are not able to make site visits for such inquiries, the advice cannot be definitive. (Please note that whilst there is no charge for pre-application advice on householder proposals, there are charges for other types of pre-application advice. Further details are available on our website).

## **Lawful Development Certificates**

If you want a formal answer on the need for planning permission, you will need to apply for a Lawful Development Certificate. If you want to make an application for a certificate, you should obtain the appropriate application form and the guides, which are available in our reception and on our website.

## **GETTING ADVICE BEFORE YOU MAKE AN APPLICATION**

Written guidance is available for all planning application types, which will help you prepare your proposals and to assist you in making the application. These guides and the application forms are available from our reception or our website (address at the bottom of page).

We welcome and encourage discussion before you submit your householder application. Applicants or agents often request advice on whether a particular householder proposal is likely to be successful before they submit an application. Generally the more information you can give us, the more assistance we can give you in developing your proposals and making your application. This is a valuable process because it can identify improvements needed to a scheme before it is submitted to us and can deter applications with little or no prospect of success. Officers will be pleased to offer advice on householder proposals, based upon their own professional judgement, but this cannot, and does not, commit the Council to a particular decision when a formal application is received. Once an application is received the planning case officer dealing with it will adopt a neutral position. This is because not all the relevant information is available yet (for example, full consultation and publicity would not have been undertaken and a site visit would not have been carried out). Above all, the Council's discretion to make the final decision cannot be prejudiced in any way.

## **FOR FURTHER INFORMATION OR HELP**

We hope you find this document helpful. Other documents are available from our reception or our website (addresses at bottom of page). If you need further information please phone Waltham Forest Direct on (020) 8496 3000 or call into our reception at Sycamore House between 9am and 5.15pm Monday to Thursday, or 9am and 5pm Fridays (the offices are closed on Bank and Public Holidays). A Duty Planning Officer is available for general planning advice between 10am and 4pm Monday to Friday on (020) 8496 6876 or in our reception.

For specialist advice on listed building or conservation area matters please contact the Council's Conservation Officer on (020) 8496 6737.

For specialist advice on trees, please contact the Council's tree section in the Green Space Service on 020 8496 2821 or 2819.

# Householder Pre-application Form

FOR THE COUNCIL'S USE ONLY  
Application No: \_\_\_\_\_

## Pre-application inquiry for householders

To find out if you need to make an application for planning permission, please complete this form in full. If you need help please contact the Duty Planning Officer between 10am and 4pm Monday to Friday on (020) 8496 6876 or in our reception at Sycamore House.

Please complete all 8 sections of this form. Failure to do so could delay your inquiry.  
You can continue your answers on a separate sheet if there is not enough space on this form.

**1 YOUR DETAILS** You must fill in the name and address of the person submitting the inquiry.

Name _____	Phone _____
Address _____	Postcode _____
Email _____	Mobile _____

**2 ADDRESS OF THE SITE** Please give the full postal address of the land to which this inquiry relates.

If the same as section 1 – tick box  If not fill out the following:  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_

**3 DESCRIPTION OF PROPOSED WORKS** Please describe clearly the proposed works.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Please tick if continued on a separate sheet

**4 ABOUT YOUR HOME** Please complete as appropriate.

Is your home:  a terraced house (including end-of-terrace)  
 a semi-detached or detached house  
 a flat (including a maisonette)  
 other (please specify) \_\_\_\_\_

**5 PREVIOUS EXTENSIONS AND ALTERATIONS** Please give details of any previous works to your home.

Has your property been extended since it was first built? Yes  No   
If Yes, please provide the following details of the extension (all dimensions in metres):  
Date completed \_\_\_\_\_ Length \_\_\_\_\_ m. Width \_\_\_\_\_ m.  
Height if flat roof \_\_\_\_\_ m. Height to ridge \_\_\_\_\_ m. Height to eaves \_\_\_\_\_ m.

Have any outbuildings been erected since it was first built? Yes  No   
If Yes, please provide the following details of the outbuilding (all dimensions in metres):  
Date completed \_\_\_\_\_ Length \_\_\_\_\_ m. Width \_\_\_\_\_ m.  
Height if flat roof \_\_\_\_\_ m. Height to ridge \_\_\_\_\_ m. Height to eaves \_\_\_\_\_ m.  
Distance from outbuilding to house \_\_\_\_\_ m.

**PLEASE TURN OVER**

6 **DETAILS OF PROPOSED WORKS** Please give details of the proposed works.

What is the size of the proposed extension/outbuilding (all dimensions in metres):

Length \_\_\_\_\_ m. Width \_\_\_\_\_ m.

Height if flat roof \_\_\_\_\_ m. Height to ridge \_\_\_\_\_ m. Height to eaves \_\_\_\_\_ m.

If an outbuilding, distance from outbuilding to house \_\_\_\_\_ m.

Will the extension/outbuilding be higher than the existing dwelling? Yes  No

Detail materials to be used for: Walls \_\_\_\_\_  
Roof \_\_\_\_\_  
Other \_\_\_\_\_

*Please tick if continued on a separate sheet*

7 **SKETCH OF PROPOSED WORKS** Please provide a sketch of your proposed works below, or, if you have drawn up a planning application, please enclose your plans, drawings, photos etc.

- Please show:
- distance between any proposed extension and the property boundaries
  - distance between any proposed outbuilding and the property boundaries
  - distance between any proposed outbuilding and the existing dwelling
  - position and height of boundary fence/wall (if one proposed)
  - position the new access (if one proposed), and/or existing access
  - position any trees that may, or may not be affected
  - any drains or sewers you are aware of on your property

*Please tick if continued on a separate sheet*

8 **DECLARATION AND SIGNATURE** Please make sure you sign and date your application.

I/we hereby declare that, to the best of my/our knowledge and belief, all the information contained in this inquiry and in any supporting documentation is true and correct.

Signed \_\_\_\_\_ (on behalf of \_\_\_\_\_) Date \_\_\_\_\_

**PLEASE SEND YOUR COMPLETED PRE-APPLICATION INQUIRY TO US AT THE ADDRESS BELOW**