

Pre-application advice for extending or altering your property - guidance notes on what you need

Please make a note of the relevant measurements relating to your development. It will help us to determine whether your proposal requires planning permission or building regulations. We have also provided example sketch plans to show you the kind of drawings we need you to submit as part of your application.

You can note your measurements on this form, before you enter them into our system as part of your online application for pre-application advice. You will need to provide details of the existing or proposed works in all **relevant** sections in **metres** unless otherwise stated.

You and your home

You will need to provide the following measurements:

- Width of the existing property

Existing extensions/alterations/outbuildings

You will need to provide measurements for each of any existing alterations and/or extensions/outbuildings

- Length of extension/outbuilding
- Width of extension/outbuilding

If apex roof (sloping on both sides)

- Height to ridge (ie. the highest point of the roof)
- Height to eaves (ie. the overhanging lower edge of the roof)

If flat roof

- Height (ie. the highest point of the roof)

Distance of the extension/outbuildings from the following boundaries as you face the property

- Front
- Left side
- Right side
- Rear

Proposed works - Extensions/outbuildings

You will need to provide measurements for each of the **proposed** alterations, extensions and/or outbuildings

- Length of extension/outbuilding
- Width of extension/outbuilding

If apex roof (sloping on both sides)

- Height to ridge (highest point of the roof)
- Height to eaves (ie. the overhanging lower edge of the roof)

If flat roof

- Height (highest point of the roof)

Distance of the extension from the following boundaries as you face the property

- Front
- Left side
- Right side
- Rear

Roof alterations, chimneys/flues and dormer windows

You will need to provide measurements of the relevant proposed alterations/extensions in metres or millimetres as indicated.

- If you are planning to add roof lights/solar panels, how far these will be raised from the roof plane (mm)
- If you are planning to add a chimney/flue, how far the chimney/flue will extend above the highest part of the roof (m):
- If you are planning to add dormer windows you'll need to **refer to the example sketch plan** and provide the following measurements
 - Depth (m) [refer to item (f) on example sketch plan]
 - Width (m) [refer to item (d) on example sketch plan]

If apex roof (sloping on both sides)

- Height to ridge (m) [refer to item (e) on example sketch plan]
- Height to eaves (ie. the overhanging lower edge of the roof) (m)

If flat roof

- Height (highest point of the roof)

Measurement from eaves (ie. the overhanging lower edge of the roof) to start of dormer (m)
[refer to item (c) on example sketch plan]

Distance from gable wall/party wall (m) (ie. an outside side wall / the wall between your house and your neighbours') [refer to items (a) and (b) on example sketch plan]

Fences and walls

You will need to provide measurements of the proposed alterations/extensions in metres of the following

- The side boundary fence/wall height
- The rear boundary fence/wall height
- The front boundary fence/wall height

Dropped kerbs, hard surfacing and decking

You will need to provide measurements of the proposed alterations/extensions in metres or square metres as indicated

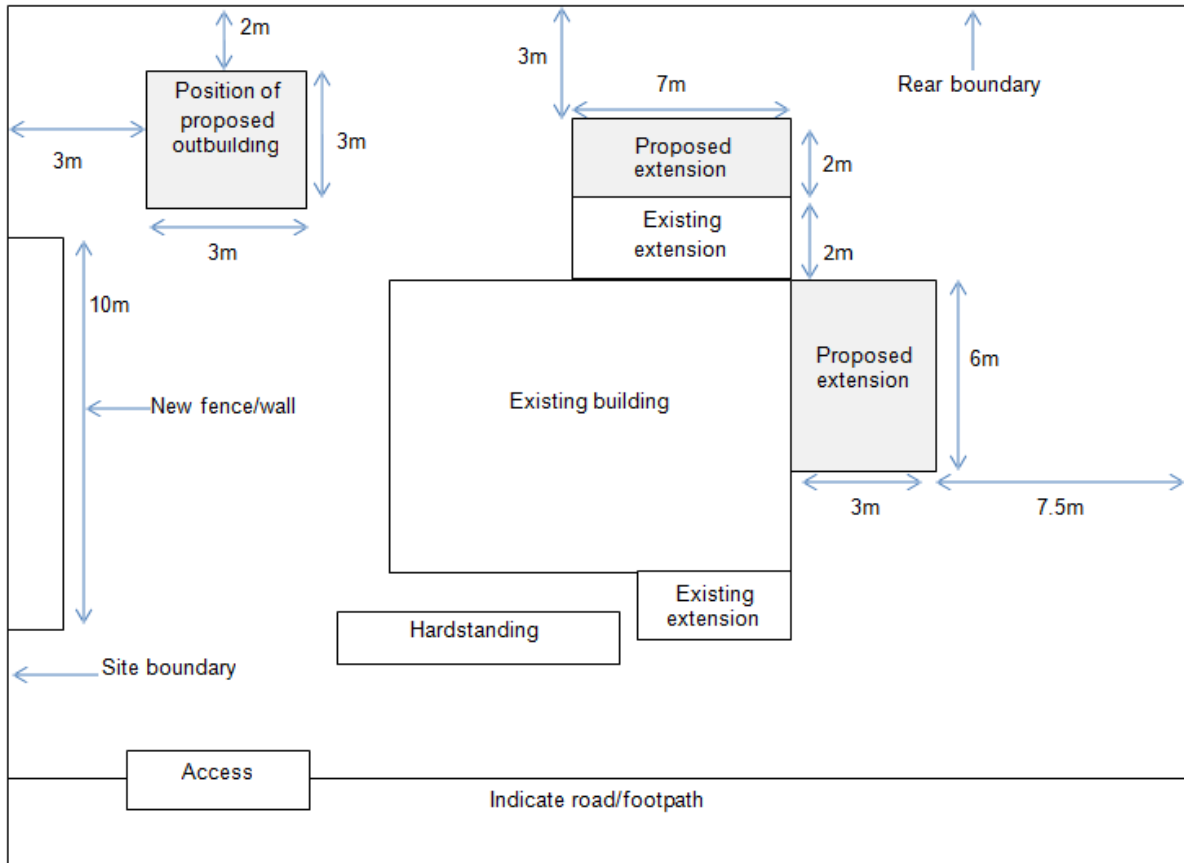
- If you're adding a dropped kerb then you'll need to provide the width of access (m)
- If you're adding hard surfacing then you'll need to provide the area to be hard surfaced (m²)
- If you're adding decking then you'll need to provide the proposed height of the decking (m)

Your sketch plan

When you fill out the online application form you will need to provide a brief sketch plan showing the location and size of the proposed building. Examples of sketch plans are provided below for your reference. You may need to provide more than one sketch, depending on your proposal.

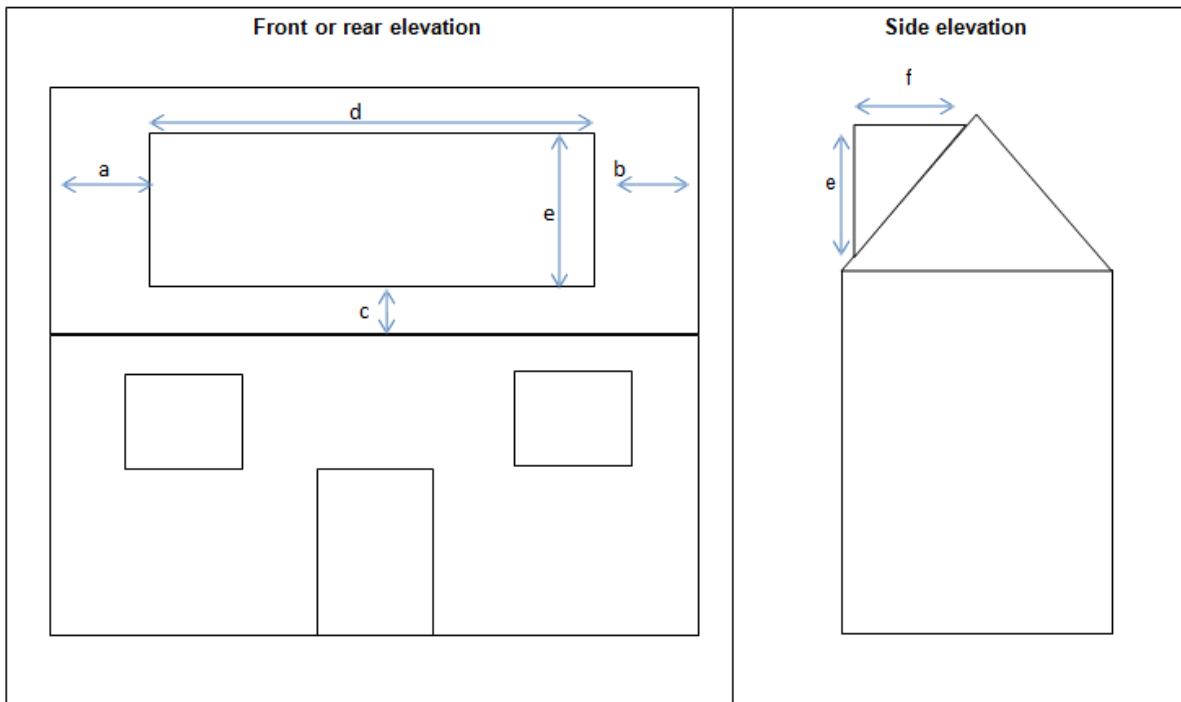
- It is not necessary for the sketch to be drawn to scale, but it must include:
 1. External dimensions;
 2. Relationship to the dwelling and boundaries;
 3. Relationship to any road or public footpath
- Please give all measurements in metres.
- Please note that the drawing you submit will be used for enquiry purposes only and will not be adequate to submit as part of a planning application.

Example sketch plan (non - roof alteration)



Example sketch plan (roof alteration)

(Letters indicate where measurements are required for dormer windows in the eForm)



Example sketch plan (guidance on where to take measurements from)

