

## Do I need planning permission? (Other)

For more information, please visit <http://www.chichester.gov.uk/planningpermission>

THIS IS NOT AN OFFICIAL PLANNING APPLICATION OR DETERMINATION FORM. It has been designed to help people who want to know if they are likely to need planning permission to carry out works or to change a use.

There is a separate service for householder extensions and alterations.

We aim to reply within **15 working days of receipt**. This will constitute an informal response, as a definitive response can only be obtained through the submission of a Certificate of Proposed Lawful Development.

**Please complete all sections of this form and mark (N/A) at the beginning of each section, if not applicable to your enquiry. Please note incomplete forms may lead to a delay in the response given by the Planning Service.**

### What to expect from this service

- An informal officer opinion as to whether permission is required for a development
- A written response in the form of a letter or email within 15 working days
- Input from the Council's Planning Technicians

### What not to expect

- Advice on complex proposals. If the facts of the case are inconclusive, require significant research in to case law or a formal legal opinion then a Lawful Development Certificate may be required
- A site visit or meeting. All advice will be via a desktop analysis.
- Views as to whether permission would be granted if required

### **1. Applicant**

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

### **2. Agent (if appropriate)**

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

**3. Full Site address**

**4. (a)Description of proposed works (please continue on a separate sheet if necessary and include a sketch plan)**

**4. (b)If any new buildings/extensions are proposed please detail the materials and measurements.**

**Construction materials of proposed development**

Roof

Walls

Other

	Height to eaves	Height to ridge	Width	Length	Distance to nearest boundary
External measurements					
Internal measurements					

**5. (a) What is the existing authorised use class of the site?**

**(b) What is the proposed use class of the site?**

**6. Please detail the existing and proposed opening hours**

**7. Please detail the existing and proposed number of employees at the site**

**8. Is the site a Listed Building?**

Yes

No

Don't Know

**9. Is the site within a Conservation Area?**

Yes

No

Don't Know

**10. Is the site within an Area of Outstanding Natural Beauty (AONB)?**

Yes

No

Don't Know

## 11. Please provide any other information which is relevant to your enquiry

## 12. Declaration

I/we undertake to carry out the works as specified and understand that legislation is subject to change and that the Planning Authority's decision as to whether or not your proposal requires permission may be subject to change.

I/we also confirm my intention that if planning permission is not required I/we shall only carry out the proposed work in accordance with the submitted details.

I/we understand that the decision given by the Planning Authority is based on the information provided in this form and any variation from these details may require a re-assessment and possibly planning permission.

I/we understand that any decision given does not relate to the need for Building Regulation approval which may also be required.

I/we understand that any response given by the Planning Authority is an informal opinion based on the submitted information. If a formal response is required I/we shall submit a Certificate of Proposed Lawful Development.

Name (please print)

On behalf of

Date

Please email/send the completed form directly to:

- Email address [dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk)
- Address: Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex PO19 1TY

**There is a fee of £150 for this service.**

I have made the appropriate fee to Customer Services by Debit Card and the payment authorisation code is:

### Example sketch plan

Please provide a sketch plan like this one showing all the details as shown. Please show your site, existing buildings and boundaries as well as the works you intend to carry out.

- A - Show distance between proposed buildings and the site boundaries.
- B - Show distance between proposed building and the existing buildings.
- C - Position and height of boundary fence or wall, if one proposed.
- D - Show distance between proposed extension and the property boundaries.
- E - Position of new access.
- F - Position of any trees that may be affected.
- G - Show distance between proposed extension and existing building.
- H - Indicate which is the principal elevation (e.g front extension).
- I - Indicate the position of roads and footpaths around the property.
- J - Indicate the width of the original building.

