



Householder enquiry service – do I need planning permission?

Important notes:

- A. You cannot use this form if the work has started or has been completed
- B. There is a fee of £55.00 (inclusive of VAT) to use this service, cheques to be made payable to South Tyneside Council or you can call us and pay using a debit card
- C. Please provide all of the information requested on the form
- D. Requests will not be processed without payment of the fee and all of the requested information being provided

I. a) Your name	I. b) Your Agent
Address	Address
Postcode	Postcode
Tel. No.	Tel. No.
Email	Email
	(To be completed where someone is acting on your behalf and you wish us to deal with them directly)

2. Date form completed:

3. Address of the property that your enquiry relates to:

- a) Is it the same address as at I a) above, Yes ☐ No ☐ (tick appropriate box)
- b) If NO please provide the address and postcode below

4. Type of property (tick boxes that apply)

House ☐ Bungalow ☐ Flat ☐ Detached ☐ Semi-detached ☐ Terraced ☐
Other (Please specify)

5. a) Brief description of your proposal: (e.g. front porch / detached garage to rear / two-storey side extension and conservatory to rear)

- b) Please confirm that the proposal has not been commenced or completed by ticking this box ☐ This service cannot deal with proposals that have commenced or been completed

6. Are there any Trees and/or Hedgerows within 5 metres of your proposal?

Yes ☐ No ☐ (Tick appropriate box, if necessary show their location on your sketch overleaf)

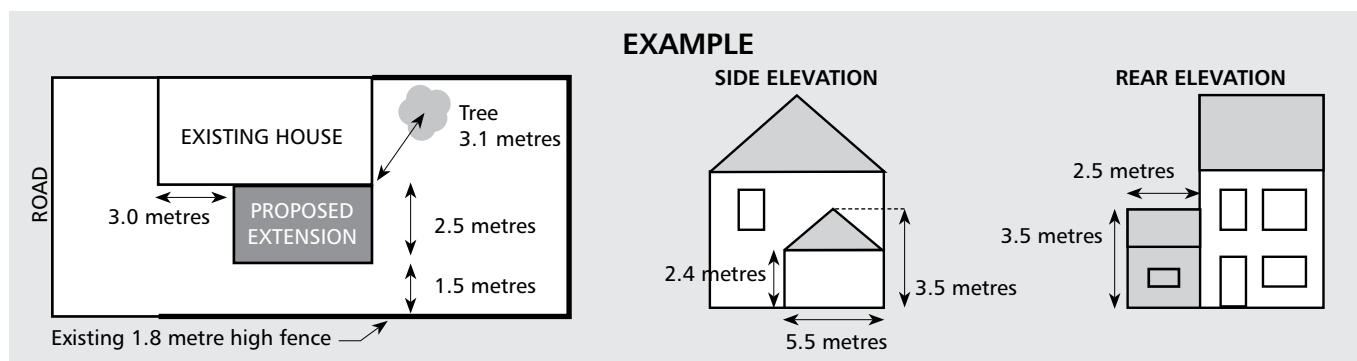
7. Are there any existing structures or extensions?:

- a). Are there any buildings or other structures (such as garages, sheds or greenhouses) within the boundary of the property? Yes ☐ No ☐
- b). Has the property been extended or altered (since 1948 if the house was built before then), either by you or by a previous occupier? Yes ☐ No ☐

If you have answered yes to either of the above, please provide details below and include them in the sketch overleaf (or on a separate sheet if necessary)

	Development 1	Development 2	Development 3
Description			
Date constructed			
Length			
Width			
Height of walls			
Height of roof peak			

- **All measurements must be in metric** (an example is shown below for a single story extension).
- If you have already had plans prepared, these can be attached instead.
- Any trees/hedges or existing structures and extensions should also be shown.

[illegible]

For the purposes of Data Protection legislation, South Tyneside Council is the Data Controller. The Council's general privacy notice is held on our website alongside that for the Development Management Service.