



Householder development enquiry form

including (where appropriate):

Application for a lawful development certificate (LDC) for a proposed use or development
Town & Country Planning Act 1990 (as amended): Section 192
Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39

Notification of a proposed larger home extension
Town & Country Planning (General Permitted Development) Order 2015: Schedule 2 Part 1 Class A

Applicant details

Title First name

Last name

House N^o Unit N^o Flat N^o
etc.

House name

Address

Town

Country

Postcode

Phone

Mobile

Email

Agent / architect details (if applicable)

Title First name

Last name

House N^o Unit N^o Flat N^o
etc.

House name

Address

Town

Country

Postcode

Phone

Mobile

Email

The site

House N^o Unit N^o Flat N^o
etc.

House name

Address

Town

Postcode

If the site does not have an address, please provide a grid reference and description.

Easting Northing

Whom should we contact if we need to arrange a site visit?

Applicant Agent Other (details below)

Name

Phone

Email

The proposal

Length m Height to eaves m

Width m Height to highest point m

Distance to boundary m

What to send with this form

- The fee of **£103**. We will refund your fee if your proposal is eligible for the larger home extension procedure.
- A **location plan**. Your plan must:
 - be drawn to a **scale** of 1:1250 or 1:2500;
 - have the application site **outlined in red**;
 - indicate the direction of **north**; and
 - show enough **nearby roads** and **buildings** that we can easily find the application site.

Several companies can provide a suitable plan; please visit www.planningportal.co.uk/buyaplan. You could also call the local Ordnance Survey Partner, on 01902 422700.

- **Drawings** and **documents** describing your proposal in as much detail as possible. For any new building or extension, you must tell us its:
 - **length**;
 - **width**;
 - **height** to both **eaves** and **highest point**; and
 - the **distance** to the nearest **boundary**.

If necessary, I/we apply for a lawful development certificate (LDC) as described on this form and in the accompanying documents. I understand that South Staffordshire District Council will process my personal data for the purposes of considering my enquiry, consulting other officers and conducting a pre-application meeting, where appropriate. I understand that the documents I submit may be publicly available online and elsewhere, and that the Council will retain my personal data indefinitely. I consent to this processing of my data, by signing below and/or by submitting this form electronically.

Signed

Date