



## MALDON DISTRICT COUNCIL HOUSEHOLDER ENQUIRY FORM

Please complete this form to find out if planning consent will be required for the proposed works to your home.  
Please note that this form may only be used for development NOT YET UNDERTAKEN.

Office Use Only

Ref. Number:

Officer:

Target Date:

### FOR YOUR INFORMATION

This form relates to householder enquiries only. If your house is a Listed Building or located within a Conservation Area please complete the other pre-application form. Building regulation advice can be obtained from [building.control@maldon.gov.uk](mailto:building.control@maldon.gov.uk). We are happy to give you informal advice regarding the need for planning consent but this form is not a legal determination.

If a formal determination is required please submit the necessary planning application.

### THANK YOU

Please take the time to fully complete this form. The more information/sketches/photos you can provide about your property and the proposed works the better. If insufficient information is provided we may be unable to answer your enquiry. The research required to answer your enquiry may be complex and may take some time.

**We aim to respond to enquiries within 28 from the date of receipt of the information and payment.**

Please return your completed form by email or direct any enquiries to:

[planning@maldon.gov.uk](mailto:planning@maldon.gov.uk)

Tel number: 01621 854477

Alternatively return your completed form to:

Planning Services  
Princes Road  
Maldon  
Essex CM9 5DL

### YOUR DETAILS

Name : ..... Telephone/Mobile : .....  
Address : ..... Email Address : .....  
Postcode : .....  
*If you provide your email address we will respond to your enquiry electronically.*

### THE PROPOSED WORKS

Site Address : **AS ABOVE?** YES/NO  
(if different) ..... Postcode : .....

### DESCRIPTION OF PROPOSED WORKS

*Examples – 'Erection of rear single storey pitched roof extension' / 'Erection of conservatory' / 'Installation of satellite dish' / 'Erection of single storey shed or outbuilding' / 'Erection of 2m high boundary fence'*

### ABOUT YOUR HOME (Please circle as appropriate)

Was the dwelling built before 1<sup>st</sup> July 1948? YES/NO Year of construction if known: .....  
Type of dwelling? DETACHED / SEMI-DETACHED / TERRACED / FLAT / MAISONETTE / BUNGALOW  
Is your property a Listed Building? YES/NO  
Is your property within a Conservation Area? YES/NO

**ABOUT YOUR HOME (continued)**

Height to Ridge:

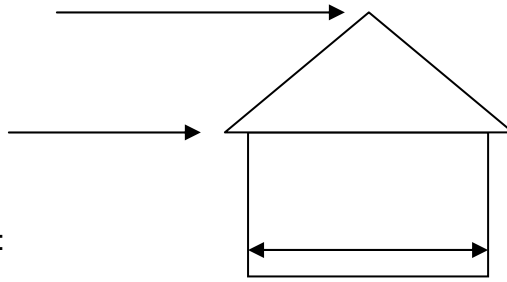
.....

Height to Eaves:

.....

Width of Original Property:

.....



All Existing Materials:  
(e.g. slate, render, brick, felt)

.....  
.....  
.....  
.....

**Details of Existing Extensions/outbuildings?**.....  
.....  
.....

**THE PROPOSED WORKS**

**PLEASE COMPLETE THE RELEVANT SECTION(S) BELOW & ANNOTATE YOUR SKETCH PLAN.  
ALL DIMENSIONS SHOULD BE EXTERNAL MEASUREMENTS AND BE GIVEN IN METRIC.**

**Extension/Conservatory**

Single or two storey?

Overall height?

Depth & Width?

Flat or Pitched roof?

Height to eaves if pitched?

Materials to be used?

**Outbuilding**

Single or two storey?

Overall height?

Depth & Width?

Distance from boundary?

Flat or Pitched roof?

Height to eaves if pitched?

Includes Veranda / balcony?

Use? e.g storage / workshop

**Loft Conversion / Dormer window / Rooflight / Alteration to the roof**

Extend beyond roof plane fronting a highway?

All dimensions or dormers / rooflights

Installation, alteration or replacement of chimney, flue or soil and vent pipe?

Overall Height?

Materials to be used?

Includes Veranda / balcony?

**Porch Extension**

Overall height?

Depth & Width?

Distance from footpath / highway?

**Hard Surfacing**

Please provide dimensions of the ground to be covered by hard surfacing.

Please show the position of the hard surfacing in relation to your house and the highway on your sketch plan.

Is the surface, including the base below, porous?

**OR**

YES/NO

Is there a means of water run off / drainage to a porous area within your property?

YES/NO

**Installation, alteration or replacement of chimney, flue or soil and vent pipe**

Height of chimney flue or soil and vent pipe?

How far will the proposed chimney, flue or soil and vent pipe protrude above the highest part of the existing roof?

Is the chimney, flue or soil and vent pipe on a wall or roof slope which fronts the highway and forms the front or side elevation of the dwelling?

**Erection of Fence or Wall**

Maximum Height?

Distance from footpath / highway?

**Installation of Satellite Dish**

Existing number of dishes on building?

Dimensions of proposed dish?

Where is the dish to be installed? e.g rear roof slope / chimney

Will the dish protrude above the highest part of the existing roof?

Will the dish protrude above the highest part of the chimney?

Will the dish be visible from the highway?

**Signed:**

**Dated:**

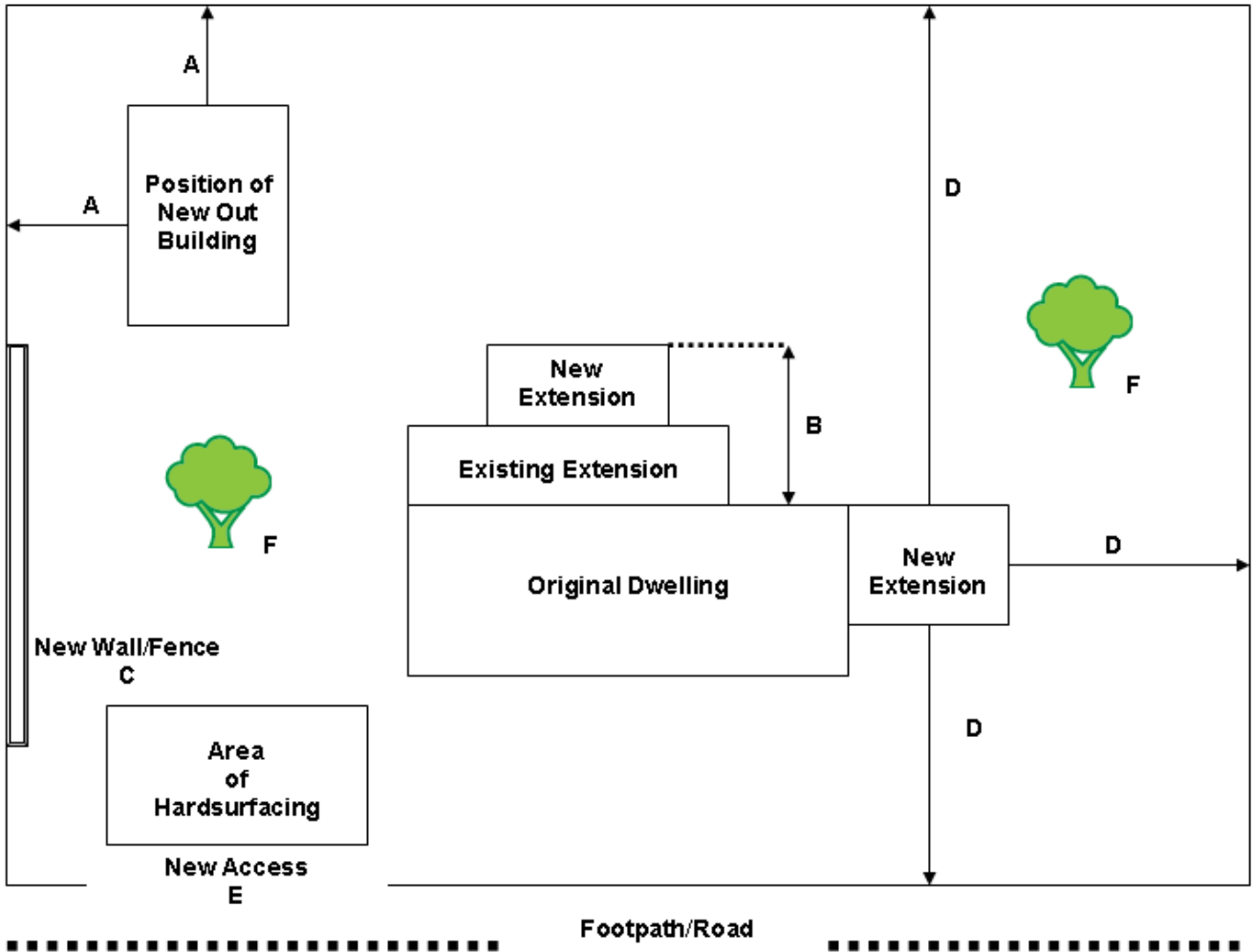
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**YOUR SKETCH PLAN – See example overleaf**

**PLEASE ENSURE ALL MEASUREMENTS ARE GIVEN IN METRIC**

# EXAMPLE SKETCH PLAN



- A** Show all existing and proposed outbuildings and the distances between property boundaries.
- B** Show distance between proposed extension and the original dwelling.
- C** Position and height of proposed boundary wall/fence.
- D** Show distance between proposed extension and the property boundaries.
- E** Position of proposed access.
- F** Position of any existing trees that may be affected.

## OFFICE USE ONLY

LISTED	CON AREA	TPO	OTHER		
MAP REF & HISTORY		RELEVANT RESTRICTIVE CONDITIONS? (E.G PD RIGHTS REMOVED)		CALCULATIONS & NOTES	
<b>PP REQUIRED?</b>		<b>YES/NO</b>	<b>INITIAL:</b>	<b>DATE:</b>	