



# Do I Need Planning Permission? HOUSEHOLDER ENQUIRY

This map shows the service areas of Aberdeenshire



**When you have filled in this form, please send it to the address shown opposite the area your development is in**

**Banff & Buchan** The Town House, Low Street, Banff AB45 1AY Phone: 01261 813200  
E-mail: [bb.planapps@aberdeenshire.gov.uk](mailto:bb.planapps@aberdeenshire.gov.uk) Fax: 01261 813281

**Buchan** Arbuthnot House, Broad Street, Peterhead AB42 1DA Phone: 01779 477363  
E-mail: [bu.planapps@aberdeenshire.gov.uk](mailto:bu.planapps@aberdeenshire.gov.uk) Fax: 01779 483727

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**Kincardine & Mearns** Viewmount, Arduthie Road, Stonehaven AB39 2DQ Phone: 01569 768300  
E-mail: [km.planapps@aberdeenshire.gov.uk](mailto:km.planapps@aberdeenshire.gov.uk) Fax: 01569 766549

**Marr** Viewmount, Arduthie Road, Stonehaven AB39 2DQ Phone: 01569 768300  
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## Do I Need Planning Permission?

Please note that this form is for development within the curtilage of a dwellinghouse or flat and not for commercial or industrial development.

Assessments are made on the information you supply, no *formal* drawings are required and we will not make a site visit to your property. Therefore, the advice given is our informal opinion. If you wish legal certification that a proposed (or existing) development does not require planning permission then you should make an application for a Certificate of Lawfulness.

### THINGS TO CHECK

- Building Standards:** the purpose of the building standards system is to protect the public interest. You may therefore need a building warrant before you start work.
- Legal position:** check the legal position and if necessary consult a solicitor to ensure that there are no restriction on the land or the type of work (including legal title, Article 4 directions and rights of way).
- Planning history:** the original permission granted may have a condition restricting or prohibiting the kind of work proposed. If in doubt check with the planning authority.
- Listed Buildings and Conservation Areas:** Listed Building Consent may be needed if you live in a listed building. If you live in a conservation area you may need to apply for planning permission. If in doubt check with the planning authority.
- Historic Monuments:** Work proposed in or near any archaeological site or historic monument may need special permission, or certain precautions may be advisable. If in doubt check with the planning authority.
- Other Consents:** Check that the proposed work does not require a Road or Advert consent or is causing an obstruction.

**You only require to print the pages for the parts that apply to your proposal.**

For all proposals, please answer the following general questions. Depending upon your proposal, you may be required to answer additional questions and provide a sketch and/or photographs.

This is required to enable an assessment to be made as to whether planning permission is required.

**1 Your Details**

Name .....

Address .....  
.....  
.....

Postcode .....

Tel No .....

Email .....

**2 Address of proposal if different from above**

.....  
.....

**3 The property is a**

Detached or semi-detached dwellinghouse

Terraced dwellinghouse

Flat

**4 The property is located within a**

Conservation area

Yes     No     Unknown

**5 The property is a listed building**

Yes     No     Unknown

## 6 What is proposed?

Fully describe the proposal and tick all boxes that apply.

**Description:**.....  
.....  
.....

Tick all boxes that apply and go to the relevant sections of the form as indicated

- Ground floor extension (single storey) *go to part 1*
- Ground floor extension (more than one storey) *go to part 2*
- Porch outside any external door *go to part 3*
- Enlargement by way of addition or alteration to roof *go to part 4*
- Access ramp outside external door *go to part 5*
- Any other external addition or alteration such as roofing material, solar panels on house/flat (not free-standing), satellite dishes, flue (non-biomass), windows, doors, cladding, painting and *go to part 6*
- Erection of an outbuilding (or alteration of an existing outbuilding) for example a detached garage, greenhouse, shed or solar panels on an outbuilding *go to part 7*
- Other engineering operations or installations such as free standing solar panels, flagpoles, ponds/pools or oil tanks *go to part 8*
- Hard surface *go to part 9*
- Decking or raised platform *go to part 10*
- Boundary enclosure for example fence, wall or gate *go to part 11*
- Other – fully describe (for instance flue (bio-mass or combined heat and power system), free standing wind turbine, air/ground/water source heat pump *go to part 12*

.....

## **PART 1 Ground floor extension (single storey)**

### **Photographs shall be required as follows:**

Provide photos of each elevation of the dwellinghouse in relation to any road/footpath/pavement or any other way over which there is a public right of passage.

Label the photos so that it is clear where the photographs have been taken from.

### **A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint and dimensions (metres squared) of the original dwellinghouse.
- Footprint of:
  - all extensions to the original dwellinghouse,
  - all freestanding buildings and
  - areas of patio and decking within the curtilage.
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.
- Clearly highlight the footprint of the proposed development in some way such as hatched or coloured.

**PART 1 Ground floor extension (single storey)**

**Answer the following questions:**

(a) What are the dimensions of the proposed extension (metres)?

Length.....Width ..... Total Height ..... Height to Eaves .....

Total external footprint (metres squared) if known .....

(b) What is the total floor area (external dimensions in metres) of the original house?

.....

(c) Has the house been extended or enlarged since first constructed?

Yes

No

If yes, what are these extensions and what is the floor space (external dimensions in metres) of each?

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

(d) Are there any decking or patio areas?

Yes

No

If yes what is the area in square metres .....

(e) Are there any outbuildings within the curtilage for instance domestic garage, summerhouse or shed?

Yes

No

If yes what are the outbuildings and the area in square metres of each?

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

(f) Are the proposed works to be sited within one metre of the boundary?

Yes

No

## **PART 2 Ground floor extension (more than one storey)**

### **Photographs shall be required as follows:**

Provide photos of each elevation of the dwellinghouse in relation to any road/footpath/pavement or any other way over which there is a public right of passage.

Label the photos so that it is clear where the photographs have been taken from.

### **A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint and dimensions (metres squared) of the original dwellinghouse.
- Footprint of:
  - all extensions to the original dwellinghouse,
  - all freestanding buildings and
  - areas of patio and decking within the curtilage.
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.
- Clearly highlight the footprint of the proposed development in some way such as hatched or coloured.

**PART 2 Ground floor extension (more than one storey)**

**Answer the following questions**

(a) What are the dimensions of the proposed extension (metres)?

Length.....Width ..... Total Height ..... Height to Eaves .....

Total external footprint (metres squared) if known .....

(b) What is the total floor area (external dimensions in metres) of the original house?

.....

(c) Has the house been extended or enlarged since first constructed?

Yes

No

If yes, what are these extensions and what is the floor space (external dimensions in metres) of each?

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

(d) Are there any decking or patio areas?

Yes

No

If yes what is the area in square metres .....

(e) Are there any outbuildings within the curtilage for instance domestic garage, summerhouse or shed?

Yes

No

If yes what are the outbuildings and the area in square metres of each?

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

(f) Will any part of the proposed development be sited within 10 metres of a boundary?

Yes

No

(g) Will any part of the development exceed the height of the existing dwellinghouse (excluding any chimney)?

Yes

No

**PART 3 Porch outside any external door**

**A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint of the dwellinghouse and clearly highlight the footprint of the proposed development in some way such as hatched or coloured

**PART 3 Porch outside any external door**  
**Answer the following questions**

(a) Will the porch be constructed over an external door?

Yes

No

(b) What are the dimensions of the proposed porch (metres)?

Length.....Width ..... Total Height .....

If your porch will exceed 3 square metres in area or 3 metres in height then go to part 1A.

(c) Will the porch be sited within 2 metres of a boundary?

Yes

No

## **PART 4 Enlargement by way of addition or alteration to roof**

### **Photographs shall be required as follows:**

Provide photos of each elevation of the dwellinghouse in relation to any road/footpath/pavement or any other way over which there is a public right of passage.

Label the photos so that it is clear where the photographs have been taken from.

### **A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint of the dwellinghouse and clearly highlight the position of the proposed development in some way such as hatched or coloured.

**PART 4 Enlargement by way of addition or alteration to roof**  
**Answer the following questions**

(a) Are any of the proposed works within 10 metres of a boundary?

Yes

No

(b) Are any of the proposed works within 0.3 metres of the edge of the roof?

Yes

No

(c) Will any part of the proposed works exceed the height of the existing dwellinghouse (excluding chimney)?

Yes

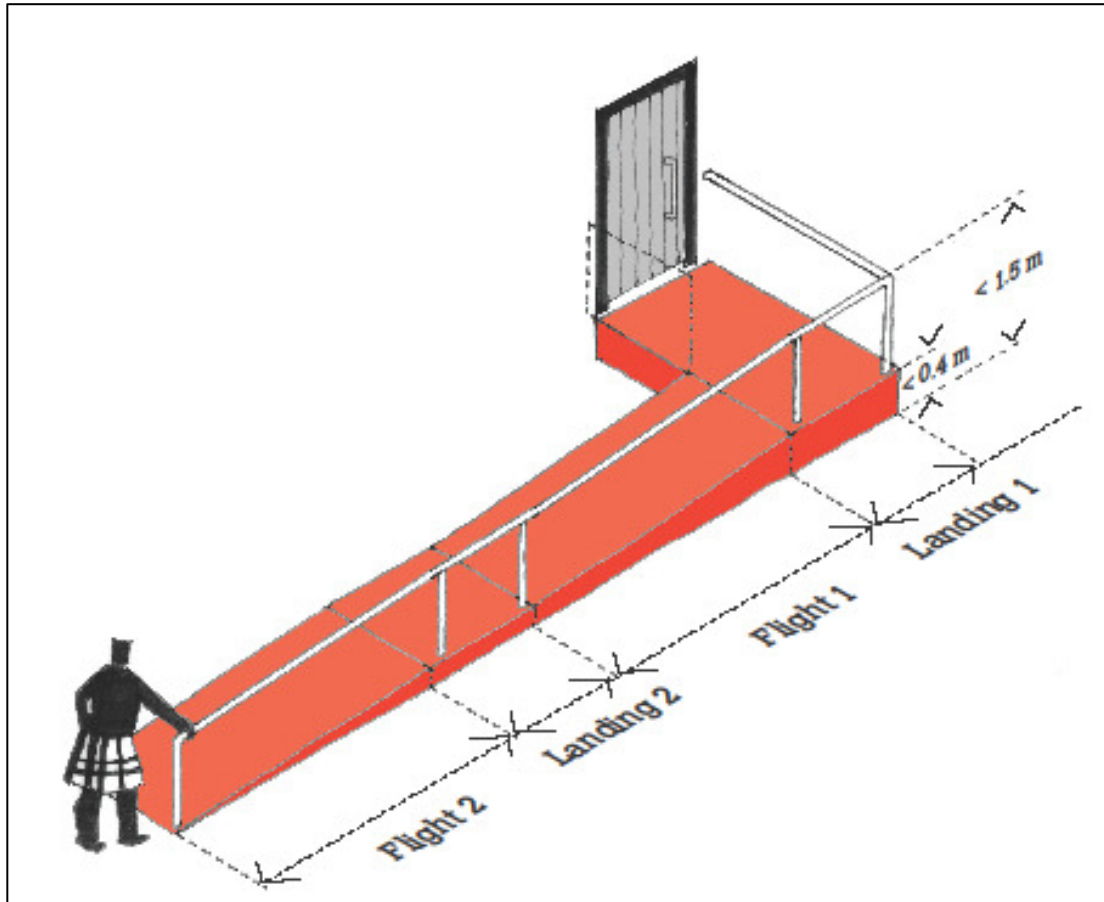
No

(d) In the case of a dormer extension, please provide dimensions (metres):

Total width across roof plane .....

**PART 5 Access ramp outside external door**  
**Answer the following questions**

The following diagram shows typical flights and landings for ramps.



(a) What is the combined length of all flights (metres)?

.....

(b) What is the combined length of all landings (metres)?

.....

(c) What is the height of the ramp from ground level (excluding hand rail/balustrade)?

.....

(d) What is the combined height of the ramp and any associated hand rail/balustrade from ground level?

**PART 6 Any other external addition or alteration**

**Answer the following questions**

- (a) Will the proposal protrude more than one metre from the outer surface of any external wall, roof plane, roof ridge or chimney?

Yes

No

- (b) If the property is a flat, will any existing windows or door openings be altered in size?

Yes

No

- (c) If there are any proposed alterations to the roofing material(s), provide details of existing and proposed materials, colour etc. Labelled photographs of the existing roof would be useful.

Existing: .....

Proposed: .....

## **PART 7 Erection of an outbuilding (or alteration of an existing outbuilding)**

### **Photographs shall be required as follows:**

Provide photos of each elevation of the dwellinghouse in relation to any road/footpath/pavement or any other way over which there is a public right of passage.

Label the photos so that it is clear where the photographs have been taken from.

### **A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

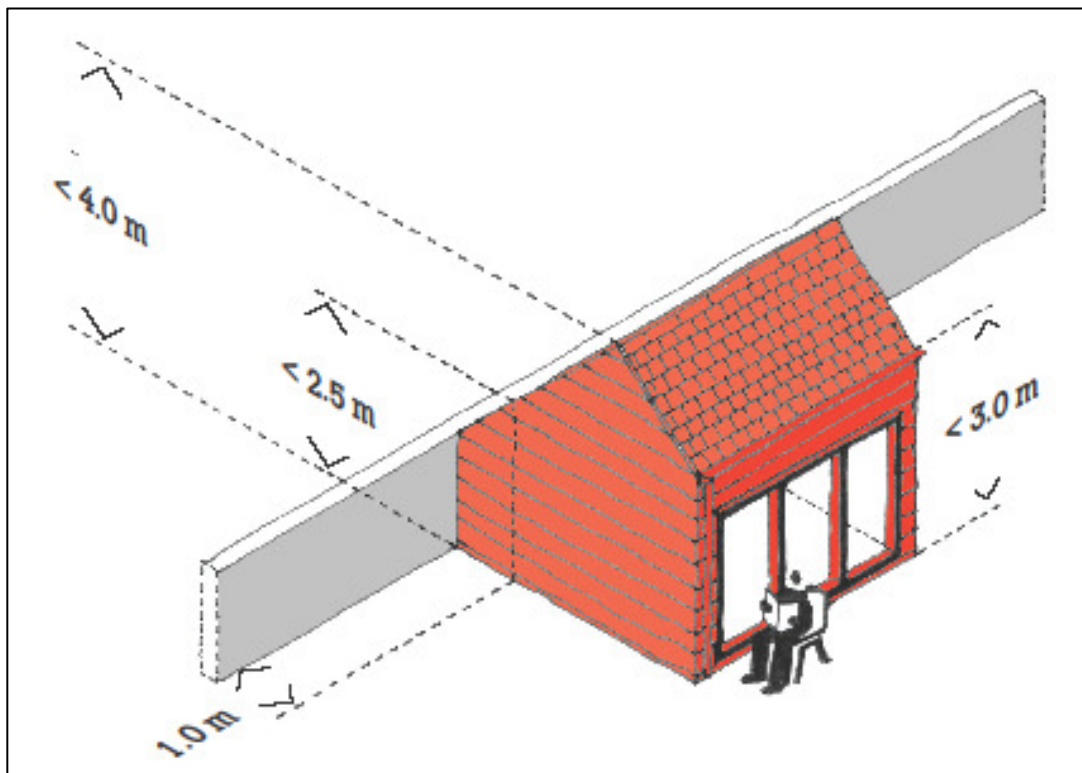
Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint and dimensions (metres squared) of the original dwellinghouse.
- Footprint of:
  - all extensions to the original dwellinghouse,
  - all freestanding buildings and
  - areas of patio and decking within the curtilage.
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.
- Clearly highlight the footprint of the proposed development in some way such as hatched or coloured.

**PART 7 Erection of an outbuilding (or alteration of an existing outbuilding)**

**Answer the following questions:**

- (a) What are the dimensions of the proposed outbuilding (metres)?  
 Length.....Width ..... Total Height ..... Height to Eaves .....
- Total external footprint (metres squared) if known .....
- (b) Will any part of the proposed works (within one metre of the boundary) exceed 2.5 metres in height? Refer to the diagram.
- Yes  No



- (c) What is the total floor area (external dimensions in metres) of the original house?  
 .....
- (d) Has the house been extended or enlarged since first constructed?
- Yes  No

If yes, what are these extensions and what is the floor space (external dimensions in metres) of each?  
 .....  
 .....  
 .....

(e) Are there any decking or patio areas?

Yes

No

If yes what is the area in square metres .....

(f) Are there any other outbuildings within the curtilage for instance domestic garage, summerhouse or shed?

Yes

No

If yes what are the outbuildings and the area in square metres of each?

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

## **PART 8 Other engineering operations or installations**

### **Photographs shall be required as follows:**

Provide photos of each elevation of the dwellinghouse in relation to any road/footpath/pavement or any other way over which there is a public right of passage.

Label the photos so that it is clear where the photographs have been taken from.

### **A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint and dimensions (metres squared) of the original dwellinghouse.
- Footprint of:
  - all extensions to the original dwellinghouse,
  - all freestanding buildings and
  - areas of patio and decking within the curtilage.
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.
- Clearly highlight the footprint of the proposed development in some way such as hatched or coloured.

**PART 8 Other engineering operations or installations**

**Answer the following questions:**

(a) What are the dimensions of the proposed development (metres)?

Length.....Width ..... Height .....

(b) What is the total floor area (external dimensions in metres) of the original house?

.....

(c) Has the house been extended or enlarged since first constructed?

Yes

No

If yes, what are these extensions and what is the floor space (external dimensions in metres) of each?

.....

.....

.....

(d) Are there any decking or patio areas?

Yes

No

If yes what is the area in square metres .....

(e) Are there any other outbuildings within the curtilage for instance domestic garage, summerhouse or shed?

Yes

No

If yes what are the outbuildings and the area in square metres of each?

.....

.....

.....

## **PART 9 Hard surface**

**A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint of the dwellinghouse.
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.
- Clearly highlight the footprint of the proposed hard surface in some way such as hatched or coloured.

**PART 9 Hard surface**  
**Answer the following questions:**

- (a) In addition to the proposed hard surface, are you proposing to form a new vehicular access?

Yes

No

**PART 10 Decking or raised platform**

**Answer the following questions:**

- (a) What is the floor level of the deck or platform from ground level (metres)? Measurement to be taken from the lowest part of the ground level.

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- (b) What is the combined height of the deck and balustrade/handrail measured from lowest part of ground level (metres)?

.....

- (c) What is the area to be covered by decking (metres squared)?

.....

## **PART 11 Boundary enclosure**

### **Photographs shall be required as follows:**

Provide photos of each elevation of the dwellinghouse in relation to any road/footpath/pavement or any other way over which there is a public right of passage.

Annotate the photograph with heights of existing boundary enclosures.

Label the photos so that it is clear where the photographs have been taken from.

### **A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint of the dwellinghouse.
- Clearly highlight the position of proposed boundary enclosure(s) in some way such as hatched or coloured. State the proposed height(s).
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.

**PART 11 Boundary enclosure**  
**Answer the following questions:**

- (a) What is the height of the proposed boundary enclosure (ie fence/wall/gate) in metres? For sloping sites, measurement to be taken from the lowest point of ground level.

.....

- (b) Is the proposal replacing an existing boundary enclosure?

Yes

No

If yes, what is the height of the existing boundary enclosure (metres)?

.....

## **PART 12 OTHER**

**A sketch (drawn to scale or all dimensions shown) shall be required as follows:**

Show the following as an aerial sketch (bird's eye view):

- Location of any road, footpath, pavement and any other way over which there is a public right of passage.
- Footprint of the dwellinghouse.
- Define the extent of your curtilage. This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership, for instance a field or paddock.
- Clearly highlight the position of the proposed development in some way such as hatched or coloured.

**PART 12 OTHER**

**Answer the following questions:**

- (a) What is proposed? Fully describe all works.

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