

Do I Need Planning Permission?

August 2007

You may write to the Vale of Glamorgan Council asking for an informal opinion whether planning permission is required for any development proposals, such as alterations, additions and extensions to your home or for buildings or structures in the garden.

To enable an opinion to be given you should provide the following information on the enclosed form:

1. A **site plan** showing your home, the boundaries of your garden and showing any existing outbuildings (eg. sheds, greenhouses, garage).
2. On the **site plan** you should show where the **new work** is to be positioned or sited in relation to your home and in relation to any of the other details shown on the **site plan**.
3. **Details of the length, breadth/width, height** of the new work etc. to a **metric scale** (e.g. 1:50, 1:100) or **metric measurements**. If you have a manufacturer's brochure detailing the work, this may provide all the information regarding the dimensions of the work. If the extension, shed or other building or structure has a pitched or sloping roof you will need to provide dimensions of the lowest (eaves) and the highest (ridge) part of the roof.
4. You will need to confirm whether your home has ever been extended since it was first built and, if so, provide details of the extensions or additions at this stage to help in assessing whether planning permission is required. Again all measurements should be in metric and included in the details as referred to in points 1 to 3 above.

All details should be submitted to:-
Development Control Group,
Planning & Transportation Division,
The Vale of Glamorgan Council,
Dock Office,
Barry Docks, Barry. CF63 4RT



Once these details are received they will be examined against the relevant regulations (namely the Town and Country Planning (General Permitted Development) Order 1995) and against any planning history relating to your home. A letter of reply will then be sent giving an **informal opinion** as to whether a planning application is required. Occasionally it may be necessary to ask for additional information or clarification. We aim to reply within 20 working days once all the necessary details have been received.

Alternatively a **formal opinion** may be obtained by making an application in accordance with section 192 of the Town and Country Planning Act 1990 (as amended) and forms for this may be obtained from the Planning and Transportation Division at the above address or by telephoning (01446) 704656 or 704657.

A planning application fee of £79.50 would be payable for such a section 192 application which would normally take up to 8 weeks to determine.

This advice note **does not relate to any other form of consent** which may be required including building regulations approval.

Building Regulations

To obtain advice regarding Building Regulations please ring (01446) 704842.

INFORMAL OPINION

Do I need Planning Permission?



In order to receive a response concerning whether Planning Permission is required for your proposed development, please complete the form below with details of the proposal after reading carefully the notes overleaf. The form should then be returned to:-

Development Control Group, Planning & Transportation Division,
The Vale of Glamorgan Council, Dock Office, Barry Docks, Barry CF63 4RT

1 - Applicant

Name

Address

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Post Code Daytime Tel.

Email address

2 - Address of property concerned (if different from above)

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3 - Please describe the proposed development

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4 - Additional information required

Is the property? Detached Semi-detached Terraced A Flat Please Tick As appropriate

Please give the EXTERNAL dimensions of the proposed development (metric measurement)

Height Width

Length

If the development relates to a proposed outbuilding (e.g. a shed, garage) will it be within 5 metres of the house? Yes
No

Are there any other extensions to the house or outbuildings (including a shed, garage) within 5 metres of the house (excluding neighbouring properties)? Yes
No

If yes, please give details of the dimensions (height, width and length in metric) of each outbuilding or extension and the approximate date of construction.

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5 - Please sketch the proposal in as much detail as possible in the space below to show its size and position in relation to the dwelling, other buildings within the curtilage and proximity to boundaries etc. In addition you may wish to enclose photographs of the dwelling to assist in dealing with your enquiry.

6 - Signature and Date

Signed..... Date.....

Note: - All drawings, photographs or plans will be retained by the Vale of Glamorgan Council

Please note that we will endeavour to reply to your enquiry **within 20 working days** of receiving all the necessary information.

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