

**Self-Assessment Form A - Do I need planning permission for an alteration or extension attached to my house? (E.g. this includes conservatories, attached garages, windows and doors etc.) (Class A)**



If the proposal is for a flat, maisonette, mobile home, commercial property, this form will not apply. Also, if your home is as a result of a conversion from an office, barn, retail use etc., this form is also unlikely to apply.

An extension, addition or alteration to your property does not need planning permission if:

1. You can answer 'NO' to ALL of the following questions;
2. You comply with the requirements of the statements;
3. You comply with all of the conditions (A, B and C below); and
4. There are no planning restrictions removing rights to extend your property under this Class. If you are unsure if any restrictions have been removed, please email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk). A fee of £45.00 (inclusive of VAT) is applicable and we aim to respond within 10 working days of receipt and payment.

**IMPORTANT:** See 'Guidance' towards the end of this form, or for more information refer to the [Planning Portal](#) or [Permitted development rights for householders: technical guidance](#).

**If you answer "YES" to any of the questions, or do not comply with the conditions you will need to apply for [Householder Planning Permission](#) (a fee of £258.00 is required, however there are some exemptions to fees). If you answer "TRUE" to the statements at 18 or 19 you will be required to complete the 'Prior approval larger homes extension' form and provide the required details.**

Please check whether your property is located in a [Conservation Area](#) before answering these questions (see the guidance towards the end of this form).

Is the proposal:			
1.	Higher than the highest part of the existing roof?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Higher at the eaves than the eaves of the existing house?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	In relation to the "original house <sup>1</sup> " forward of a side elevation that fronts a highway <sup>2</sup> , or forward of the principal elevation <sup>3</sup> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	A rear extension of a length (taken from original rear wall) of more than 4 metres in the case of a detached house, or more than 3 metres in the case of any other house?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	A rear extension of more than 1 storey and extends beyond the rear wall of the "original house <sup>1</sup> " by more than 3 metres?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	A rear extension of more than 1 storey that is within 7 metres of the rear boundary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Within 2 metres of the boundary and over 3 metres high at the eaves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Extending beyond a side elevation of the "original house <sup>1</sup> " and over 4 metres in height?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Extending beyond a side elevation of the "original house <sup>1</sup> " and more than 1 storey?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Extending beyond a side elevation of the "original house <sup>1</sup> " and more than half the width of the "original house"?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	A single storey rear extension over 4 metres in height?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.	A rear extension of more than 1 storey located within a conservation area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.	A side extension located within a Conservation Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	To carry out cladding (stone, render, plastic, timber etc.) to any part of the exterior of the house located within a Conservation Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>NOTE:</b> Your proposal <b>MUST</b> take account of other extensions to the dwelling added to the property either since 1947 or, if the house has been built after this date, any extensions since it was originally constructed. For instance if you are building a single storey extension beyond a two storey rear extension, the measurements of the two storey rear extension need to be taken account of.</p>			

Does the proposal:			
15.	Mean that half the area of land around the “original house” would be covered by additions or other buildings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.	Involve the construction of verandah(s) or balcony(ies)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17.	Involve the construction of raised platform(s) or decking with a height greater than 300mm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please answer the following statements:			
Any part of your proposal extends beyond the rear wall of an <b>attached house</b> by:			
18.	Between 3-6 metres (with reference to/measured from the “original house”) and it is not located within a Conservation Area	True <input type="checkbox"/>	False <input type="checkbox"/>
Any part of your proposal extends beyond the rear wall of a <b>detached house</b> by			
19.	Between 4-8 metres (with reference to/measured from the “original house”) and it is not located in a Conservation Area?	True <input type="checkbox"/>	False <input type="checkbox"/>
If your response to 18 or 19 is “True” and you answer “No” to all other questions you are required to submit details to the Council. Please complete the form “Prior Notification for Householder Development” and provide the required details. This only applies if works have not started. If they have, planning permission will be required.			
20.	Your proposal includes the installation, alteration or replacement of a microwave antenna, chimney, flue, soil or vent pipe, dormer window, roof light, or alteration to any part of the roof.	True <input type="checkbox"/>	False <input type="checkbox"/>
If you answered “True” you must comply with the following conditions and complete Self-Assessment Form D for ‘Additions or Alterations to the Roof’ and/or Form E for ‘Chimneys, flues and soil or vent pipes’ and/or ‘Form G for ‘Microwave Antenna’			
<b>CONDITIONS: The following conditions <u>must always</u> be complied with:</b>			
A	Other than the materials used in the erection of a conservatory, materials to be used on any exterior work to be similar in appearance to the existing house.	Check <input type="checkbox"/>	
B	Upper-floor, side facing windows to be obscured-glazed, and any opening section must be 1.7m above that room’s internal floor level.	Check <input type="checkbox"/>	
C	The roof pitch of any extension higher than one storey is to match the roof pitch of the “original house” so far as is practicable.	Check <input type="checkbox"/>	

**Please note:** The information and advice contained in this form is not a formal legal determination under Section 192 of the Town and Country Planning Act 1990 and Newark and Sherwood District Council accepts no responsibility for any action taken arising from its use. If you require a written legal determination on the requirement for planning permission, an application for a Certificate of Lawful Proposed Development is required. Applications may be submitted via the [Planning Portal](#). Applications for planning permission can also be submitted this way. To view the legislation, please follow this hyperlink to [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) refer Schedule 2, Part 1, Class A. **Please note there have been updates to this legislation since original publication.**

**Guidance:** in terms of original house, although you may not have built an extension to the house, a previous owner may have done so. You should also check that there are no restrictive conditions on any planning decision relating to the property, or if your property is within a Conservation Area ([click here to view on our website](#)) or a Listed Building. Please contact a member of our Customer Services team to establish whether any of these constraints or restrictions apply - email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk) or telephone 01636 650000. If your house is a Listed Building, then Listed Building consent will be required even if planning permission is not necessary.

If you require further information regarding your enquiry, you can also speak to our colleagues in Customer Services who can advise and, if necessary, pass your question on to our duty planner. You do not need to make an appointment (service operates between 2pm to 5pm Monday to Friday), however it is important for you to aware that we will not offer any advice which must be obtained through a formal application. If you determine planning permission is required, we do offer our Pre-Application advice service. Further information is available on [our website](#) at or email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk).

This form does not determine the requirement for Building Regulations approval, which comes under different legislation. Our Local Authority Building Control Partnership (East Midlands Building Consultancy (EMBC)) provides advice and may be contacted on their website at <http://www.eastmidlandsbc.com/> or by telephone on 0333 003 8132.

**Definitions:**

1. “Original house” means a building as it existed on 1 July 1948 where it was built before that date, and as it was built if built after that date;
2. “Highway” – is a public right of way such as a public road, public footpath, and bridleway. For the purposes of the Order, it also includes unadopted streets or private ways; and
3. “Principal elevation” – in most cases the principal elevation will be that part of the house which fronts (directly or at an angle) the main highway serving the house (the main highway will be the one that sets the postcode for the house concerned). It will usually contain the main architectural features such as main bay windows or a porch serving the main entrance to the house. Usually, but not exclusively, the principal elevation will be what is understood to be the front of the house. There will only be one principal elevation on a house. Where there are two elevations which may have the character of a principal elevation, for example on a corner plot, a view will need to be taken as to which of these forms the principal elevation.