

**TONBRIDGE AND MALLING BOROUGH COUNCIL**  
**PLANNING, TRANSPORT & LEISURE SERVICES**  
**DEVELOPMENT CONTROL SECTION**



Gibson Building  
Gibson Drive  
Kings Hill  
West Malling  
ME19 4LZ

Direct Line    01732 876230  
Fax No        01732 876363  
DX             92865 West Malling  
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## **HOUSEHOLDER DEVELOPMENT**

I refer to your recent enquiry whether Planning Permission and/or Building Regulations approval is required for the proposal described below.

Please answer the following questions and draw a sketch in the space provided, then return to the above address to enable us to reply in detail.

**NAME:** .....

**ADDRESS:** .....

..... **Post Code** .....

**TEL. NO:** .....

**ADDRESS OF PROPERTY CONCERNED IF DIFFERENT TO ABOVE:**

.....

.....

**DESCRIPTION OF PROPOSAL:**

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

Please tick as relevant:

1.	<p><b>Is your property:</b></p> <table border="0"> <tr> <td><b>BUNGALOW</b></td> <td><input type="checkbox"/></td> <td><b>HOUSE</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Is it:</b></td> <td></td> <td><b>Is it:</b></td> <td></td> </tr> <tr> <td><b>Detached</b></td> <td><input type="checkbox"/></td> <td><b>Detached</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Semi-detached</b></td> <td><input type="checkbox"/></td> <td><b>Semi-detached</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Terraced</b></td> <td><input type="checkbox"/></td> <td><b>Terraced</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>End of Terrace</b></td> <td><input type="checkbox"/></td> <td><b>End of Terrace</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>BUNGALOW</b>	<input type="checkbox"/>	<b>HOUSE</b>	<input type="checkbox"/>	<b>Is it:</b>		<b>Is it:</b>		<b>Detached</b>	<input type="checkbox"/>	<b>Detached</b>	<input type="checkbox"/>	<b>Semi-detached</b>	<input type="checkbox"/>	<b>Semi-detached</b>	<input type="checkbox"/>	<b>Terraced</b>	<input type="checkbox"/>	<b>Terraced</b>	<input type="checkbox"/>	<b>End of Terrace</b>	<input type="checkbox"/>	<b>End of Terrace</b>	<input type="checkbox"/>				
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1a	<p><b>Is the property used as a business:</b>      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>																												
2.	<p><b>Does your property have any of the following:</b></p> <table border="0"> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Garage</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>If so is it:</b></td> <td><input type="checkbox"/></td> <td><b>Attached</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Integral</b></td> <td></td> <td><b>Detached</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Conservatory</b></td> <td><input type="checkbox"/></td> <td><b>Porch</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Shed</b></td> <td><input type="checkbox"/></td> <td><b>Extension</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Other</b></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table> <p><b>Please specify:</b></p> <p><b>i) If any of these are DETACHED, do they fall WITHIN 5 metres of your dwelling? (Your "dwelling" includes any previous extension or additions such as Conservatories etc.)</b></p> <p><b>Please State:</b></p> <p><b>ii) Please give here details of the external measurements (in metres) of ALL existing buildings or structures listed at (i) above.</b></p>	<input type="checkbox"/>				<b>Garage</b>				<b>If so is it:</b>	<input type="checkbox"/>	<b>Attached</b>	<input type="checkbox"/>	<b>Integral</b>		<b>Detached</b>	<input type="checkbox"/>	<b>Conservatory</b>	<input type="checkbox"/>	<b>Porch</b>	<input type="checkbox"/>	<b>Shed</b>	<input type="checkbox"/>	<b>Extension</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>		
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4.	<b>What materials will be used for your proposal, including those for the roof?</b>
5.	<b>WALLS/FENCES OR OTHER BOUNDARY TREATMENTS</b> <b>Please state the height in metres it will be ABOVE ground level</b>

**Please draw a sketch of the proposed works showing as much detail as possible in relation to the existing building with external dimensions (maximum height), width and length in metric measurements together with distances from any boundary or existing buildings). For fences/walls it is important to indicate the extent of proposed enclosure. The use of colour may be useful to clearly show the proposed development.**

**Photographs will be also be of assistance for us to advise you.**

**PLEASE DRAW YOUR SKETCH HERE**

Thank you for the information and sketch plan. We aim to respond as soon as possible. You may receive a separate reply as to whether Building Regulation approval is required for your proposal, or whether the work is exempt from Building Regulation Control.

Should you require a **formal determination** from the local Planning Authority as to whether or not Planning Permission is required, you should apply for a Certificate of Lawful Development under Section 192 of the Town and Country Planning Act 1990 (as amended). The relevant forms are available from this office. Please note that a fee is payable for a formal determination.

.....  
For Office Use Only:

Ackn:

Listed Building:

Conservation Area

AONB

TPO:

Previous History:

Copy to Building Control: