

# Non-Householder Preliminary Enquiry Form Do I need Planning Permission?



**North Kesteven**  
DISTRICT COUNCIL

By completing this form you will receive a response confirming whether or not planning permission is required. Our advice will be based on the information you provide on this form and any additional details submitted. Therefore the more detailed information you can give about the proposal, the better the advice we can provide on what you are intending to do.

If you do require planning permission for the proposed works the Council does offer a pre-application advice service where Officers will be able to confirm which planning policies and other constraints affect your site and an informal view on the proposed works. This pre-application service aims to help identify issues that may be raised should a planning application be submitted so that they can be properly considered prior to an application being made. The form you need to complete to get this additional advice can be found at [www.n-kesteven.gov.uk](http://www.n-kesteven.gov.uk)

## Contact Details

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	<b>Telephone:</b>
<b>E-mail address:</b>	

I certify that the information provided is accurate. Please note, should any of the details change, you should inform us of this as this may affect the outcome of your enquiry and any subsequent advice given.

**Signed:**

**Date:**

**Please return this form by e-mail to [planning@n-kesteven.gov.uk](mailto:planning@n-kesteven.gov.uk) or by post to Planning Services North Kesteven District Council, District Council Offices, Kesteven Street, Sleaford, Lincolnshire, NG34 7EF.**

## The Proposal

<b>Address of proposed development:</b>
<b>What are you proposing to do?</b>

## Information required in support of your enquiry

**The more information you can provide, the more informed the response you will receive on whether planning permission is required. The following information will help with determining whether planning permission is required:**

### **A sketch layout**

The sketch layout should clearly show the existing buildings or other features and where proposals are to be sited. Distances from boundaries should be marked along with any other constraints, such as trees. Trees in neighbouring garden areas or on separate land which are within the vicinity of the site should also be shown on the block plan. Roads, footpaths and public rights of way should also be identified. Where signs are proposed, the position of the signs on existing buildings shall be identified with measurements showing where it is to be positioned above ground level.

### **Specifications**

Where a building, structure or sign is proposed, a full specification including dimensions shall be provided.

### **Existing and proposed use**

A clear explanation as to what the current use of the land/ building is and what is proposed.

## Your supporting information

