

**Borough of Poole - Planning & Regeneration Services including Building Consultancy**  
**PERMITTED DEVELOPMENT ENQUIRY - COMMERCIAL ETC**



<p><b><u>Office Use Only</u></b></p> <p>Payment: ..... Payment Type: .....</p> <p>Case Officer: .....</p>	<p>Appn Ref: <b>PD/</b></p> <p>Date Received: .....</p>
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<p><b>Applicant Details</b></p> <p>Applicant Name .....</p> <p>Address .....</p> <p>.....</p> <p>.....</p> <p>Postcode: .....</p> <p>Tel..... Email: .....</p>	<p><b>Agent Details</b></p> <p>Agent Name .....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Postcode: .....</p> <p>Tel..... Email: .....</p>
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**Site Details**

Site Address .....

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Description of proposed works.....

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Is the property: (Tick box)

Industrial       Offices       School / College / Hospital

Warehouse       Shop / Catering       Financial / Professional Services

A Listed Building       Within a Conservation Area

Are there Protected Trees within the site?    YES       NO

If YES please clearly indicate their location on your plan (in green)

Have there been any previous extensions or alterations to the original buildings?    YES       NO

If YES please give details below

Date	Type	Floor Space

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## Details of Proposal

What is the size of the proposed extension / alteration? (Please state external measurements in metres and draw the proposal on your plan)

Length	Width	Height	Floor Area	Does this exceed the original floor space by more than 25%

Distance from your boundary ..... metres

Will the proposal be higher than any of the existing buildings? YES  NO

Will there be any reduction in parking / turning space provided on site? YES  NO

Will more than 50 sq m of new hardstanding be provided? YES  NO

What materials are to be used for the hardstanding .....

Method of drainage of surface water for the hardstanding .....

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## Additional Information

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### Industrial and Warehouse Development

Does your proposal include:

The installation of additional or replacement plant or machinery? YES  NO

Maximum Height ..... metres

The provision, rearrangement or replacement of a private road? YES  NO

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### Schools / Colleges / Universities

Are you taking land used as a playing field in any of the last 5 years? YES  NO

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### Office Buildings

Are you extending / altering above ground floor? YES  NO

What is the current use of the premises? .....

Current Use Class if known: .....

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## Shops / Catering / Financial or Professional Services

Are you proposing:

A veranda, balcony, or raised platform? YES  NO

To project beyond the existing shop front? YES  NO

Distance between shop front and highway ..... metres

To create a new or alter an existing shop front? YES  NO

To install or replace a security grill or shutter on a shop front? YES  NO

What is the current use of the premises? .....

Current Use Class if known: .....

Are there any premises above or below? YES  NO

If Yes what are they used for? .....

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## Documents

Our advice is reliant upon the information you provide, therefore, you must ensure it is as accurate as possible. Where relevant please ensure your enquiry is accompanied by the following, please tick the appropriate box(es) to indicate which is enclosed:

Sketch Plans with Metric Dimensions  Location Plan (essential)

Scaled Plans with Metric Dimensions  Block Plan (essential)

Photographs with Metric Dimensions

Correct Fee of £46  (Cheques payable to Borough of Poole)

I have completed all relevant sections

Signed: ..... Dated: .....

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## NOTES FOR GUIDANCE: PERMITTED DEVELOPMENT ENQUIRIES



### Do I need planning permission?

There are certain types of development and minor changes that you can make to your property or building without needing to apply for formal planning permission. These rights are called "permitted development rights" and they derive from a general planning permission granted by Parliament -The Town & Country Planning (General Permitted Development) (Amendment) Order 2008 [Part 1] and The Town & Country Planning (General Permitted Development) (Amendment) (England) Order 2010 - (and not by the Borough of Poole).

**The Council provides informal opinions as to whether a proposal constitutes "permitted development". A charging scheme (inclusive of VAT) applies to this service because of the significant resource implications for Planning and Regeneration Services.**

### How can I make an enquiry?

We will require certain details from you about your proposal depending on whether the property is residential or commercial. Residential householders should use the "Permitted Development Enquiry - Householder" form and for commercial or other development the "Permitted Development Enquiry – Commercial etc" form. They can be obtained from our reception or online at our website. This should be submitted together with sketches, plans, payment and photographs (where possible). If submitting your enquiry via the post, your payment should be made by cheque (payable to "Borough of Poole"), or by credit/debit card over the telephone. If you submit your enquiry at our reception, you can also pay by credit/debit card or cash.

If there are any details missing from your enquiry, we will request them in writing and your enquiry will be held for one month. After such time, if the additional details have not been received, we will assume you no longer propose to proceed with your enquiry.

We endeavour to assess and determine your request as soon as possible. This normally takes 10 working days. Our response will confirm whether Planning Permission, Listed Building Consent or Conservation Area Consent is required.

If your enquiry relates to confirmation of the permitted, approved or authorised use then you should ignore this form and submit a letter. Our fee for this is £102.

### Where else can I find advice?

It is strongly advised that you seek the written opinion of the Council on whether a formal application is required however advice is also available from:

- Professional advisors such as Planning Consultants
- A number of websites including;
- The Planning Portal – <http://www.planningportal.gov.uk/england/public/tools/house/>
- Dept for Communities and Local Government – <http://www.communities.gov.uk/>

Please note that you should always check any previous planning permissions associated with your property as they may affect your permitted development rights. Permissions can be viewed online at our website.

**Planning & Regeneration Services, Borough of Poole, Civic Centre, Poole, Dorset BH15 2RU**

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