



The Environment Service
Development Management
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DO I NEED PLANNING PERMISSION TO ADD A PORCH TO MY HOUSE?

If you also use your house for business purposes (for example an office, guest house or bed and breakfast); or if you are extending an existing porch **DO NOT USE THIS QUESTIONNAIRE**. Contact Development Management using the contact details above for information on these special cases.

If you answer **YES** to **ANY** of the following questions you **NEED PLANNING PERMISSION**:

Tick answer

▪ Is your house in a Conservation Area?	Yes	No
▪ Is your house a flat (e.g. in a tenement or "4-in-a-block" housing)?	Yes	No
▪ Will the footprint of the porch exceed 3 square metres?	Yes	No
▪ Will any part of the porch be within 2 metres of a boundary between the curtilage of the house and a road?	Yes	No
▪ Will any part of the porch exceed 3 metres in height?	Yes	No

If you have answered **NO** to **ALL** these questions you should not require planning permission. Please give us your name, address and signature below and return this Questionnaire. We will then be able to confirm in writing whether or not planning permission is required. Such **written** confirmation is often important when it comes to selling a house. Make sure you have answered every question.

It would be helpful to include dimensioned plans of the proposed porch and the site layout of your house plot, particularly if you are in any doubt about the answer to any of the above questions.

Your Name:

Address:

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Post Code:

Signed: **Date:**

Definitions:

“**curtilage**” means the grounds associated with the house i.e. the garden area and hard surfaces. It does not include the area of the house as originally built, but does include any previous extensions, garages/sheds or other buildings built since 1947.

“**footprint**” means an area of ground covered by development

“**road**” is defined as including not only a publicly maintained road but also footpaths and private roads to which the public have access.

Notes:

1. This questionnaire is a summary interpretation of the relevant part of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended up to October 2011. **Always return** the questionnaire rather than assume permission is not required as the legislation may have changed.
2. This questionnaire is not a “Certificate of Lawful Use or Development” under Section 150 or 151 of the Town and Country Planning (Scotland) Act 1997 as amended. The Certificate is a formal determination which provides a definitive position concerning the lawfulness of any existing (s.150) or proposed (s.151) use or operations under planning law. A fee is payable which is equivalent to half the relevant planning application fee where the development has not been carried out, and the full fee if it has.
3. This questionnaire deals with Planning Permission only. You may require a Building Warrant for the works proposed.
4. If your house is listed, Listed Building Consent is usually required to alter or extend it, irrespective of whether or not planning permission is required.