



The Environment Service
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DO I NEED PLANNING PERMISSION TO ADD A SINGLE STOREY, GROUND FLOOR EXTENSION TO MY HOUSE?

If your house is a flat; or if you also use your house for business purposes (for example an office, guest house or bed and breakfast); or if the extension comprises a porch (but not an extension to a porch); or if the development is anything other than a single storey, ground floor extension to the original part of the house, **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
▪ Will any part of the development be forward of a wall forming part of the principal elevation or side elevation, where that elevation fronts a road?	Yes	No
▪ Will any part of the development be within 1 metre of the boundary of the curtilage of the house <u>and</u> will it extend beyond the line of the wall forming part of the rear elevation (of the original house) that is nearest to that boundary by more than: (i) 3 metres in the case of a terraced house; or (ii) 4 metres in any other case?	Yes	No
▪ Will the eaves height of the development exceed 3 metres?	Yes	No
▪ Will the height of any part of the development exceed 4 metres?	Yes	No
▪ Will the area of ground covered by the house (as extended) be more than twice the area of ground covered by the original house?	Yes	No
▪ Will the area of ground covered by the resulting development within the front or rear curtilage of the house (excluding the original house and any hard surface or decking area) exceed 50% of the area of the front or rear curtilage respectively (again excluding the ground area of the original house and any hard surface or decking)?	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 is recommended that you include dimensioned plans of the extension, the site layout of your house plot and the location of any adjacent “roads”, particularly if you are unsure about any of the above questions.

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.

“**original house**” is defined as the house as it was in 1947 or, if built since then, as originally built.

“**principal elevation**” means the one elevation of the original house which, by virtue of its design and setting, is its main elevation. Where it is not immediately obvious, the principal elevation may be identified by considering a combination of factors including:

- Location of the main door
- Location and layout of the windows
- The internal layout of the house
- The physical relationship of the elevation to the adjacent road
- Boundary treatments and their screening function
- Orientation of adjacent properties
- Architectural treatment of the elevation in relation to the rest of the house

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

Your Name:

Address:
.....

Post Code:

Signed: Date:

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 6 February 2012. **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. For further details on how to obtain a certificate please contact Development Management.
3. This questionnaire deals with Planning Permission only. You may require a Building Warrant for the works proposed. Please contact Building Standards in this regard.
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.