

# Householder Enquiry Form

## Do I Need Planning Permission For A Hard Surface (ie. footpath/driveway) & Vehicular Access?



# Guidance Notes

Please complete this form in full and return to us so we can determine whether planning permission is required for your proposal. If any information is missing, we may not be able to process your enquiry.

If any change is proposed then you should contact us for further advice.

The advice given is without prejudice and based on current planning legislation. Please remember that planning legislation and Council planning policy can change over time. These Guidance Notes are, therefore subject to periodic amendment.

Normally we will provide you with a written response within **21 days**.

Help towards completing this form can be obtained by contacting Customer Services and asking for Development Control 0300 373 3730 or email [development.control3@cumberland.gov.uk](mailto:development.control3@cumberland.gov.uk)

## **Please Note**

If you build something which needs permission without first obtaining permission you may be required to carry out remedial works or remove unauthorised works. **IF IN DOUBT, ASK.**

You may require Building Regulations for the work that you are proposing. Please contact Cumberland's Building Control Team on [Building.Control3@cumberland.gov.uk](mailto:Building.Control3@cumberland.gov.uk) to discuss prior to the commencement of works.

## **General Data Protection Regulation (GDPR)**

Cumberland Council is committed to protecting your privacy when you use our services. We only use what we need and Householder Enquiry Forms are not available for public view. You can read more about Cumberland Council's Privacy Statement at <https://www.cumberland.gov.uk/your-council/data-protection-and-privacy/privacy-notice>

## **Accessibility**

If you have any comments to make on these Guidance Notes, particularly on how we can make them easier for you to use, please contact Customer Services and ask for Development Control 0300 373 3730 or email [development.control3@cumberland.gov.uk](mailto:development.control3@cumberland.gov.uk). If you would like a copy of this form in large print, Braille, audio or in a different language please contact the Council 0300 373 3730



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The Market Hall  
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Tel: 0300 373 3730  
Email: [Development.Control3@cumberland.gov.uk](mailto:Development.Control3@cumberland.gov.uk)

For office use only: Ref no: Date received:
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Please complete in BLOCK capitals & tick where appropriate.

1. Name and address (including postcode)				
Telephone No:				
Email:				
2. Full address of property to be altered or extended if different from above:				
3. Type of property	Terraced <input type="radio"/>	Semi-detached <input type="radio"/>	Detached <input type="radio"/>	Flat <input type="radio"/>
4. Designation of property	Listed Building <input type="radio"/>	Conservation Area <input type="radio"/>	None <input type="radio"/>	Unknown <input type="radio"/>
5. Have works started on site?	Yes <input type="radio"/>	No <input type="radio"/>	If yes, please give details:	
6. Signed:				
7. Dated:				
8. Description of works:				

**Creation of an access onto a highway/surfacing of a garden including block pavers, gravel, concrete patios etc.**

1. Is it proposed to create or widen a vehicle access onto a highway? (Any road/lane which can be used by vehicles)

Yes

No

2. If hard surfacing is proposed (including the replacement of an existing hard surface) please indicate:

a) Will the surface area be located between the house and a highway:

Yes

No

b) Will the surface area exceed 5 square metres:

Yes

No

3. Please provide:

a) Details of surface materials to be used eg. gravel, tarmac, block paving etc.

b) Details of surface drainage arrangements for the hard surface e.g. Aco drain/soakaway.

4. Does the proposal include the creation of a dropped kerb?

Yes

No

5. Please provide a dimensioned plan showing your proposal in relation to: your existing dwelling; any other free-standing buildings (eg. garage, shed, greenhouse); the boundaries of the property; and any adjacent roads or footpaths. Please note, this does not have to be to scale.