



Ref: PA /

**Enquiry about the need for a Planning Application for Businesses, Commercial and Non-Residential premises and land.**

Please complete the relevant sections of the form to enable us to advise you as to whether a Planning Application is likely to be required for your proposed work. The first two boxes are required for **all** enquiries. Please supply a site plan and/or photographs to illustrate your proposals where appropriate.

**YOUR CONTACT DETAILS**

Name .....Address .....  
.....Post Code .....  
Telephone No.....E-Mail .....Date.....

**THE PROPOSAL**

Address at which works are proposed .....  
.....  
Type of business (office/warehouse/shop) .....  
Please describe the proposed development.....  
.....  
Is the proposed development required for purposes relating to the existing use of the premises? YES/NO  
If NO, please provide details .....

**OFFICES**

Please provide floorspace measurements for the offices:  
Original floorspace.....square metres (excluding any previous extensions)  
Additional floorspace.....square metres (resulting from an extension/alteration)  
**Extensions**  
To which elevation of the premises is the extension proposed? .....  
Please provide measurements of the **proposed** extension:  
Height to eaves/flat roof.....m Height to ridge.....m Width .....m Depth.....m  
Distance to nearest site boundary.....m Height of the **existing** building to be extended? .....m  
**Alterations**  
To which elevation of the premises is the alteration proposed? .....  
To which level is the alteration proposed? (e.g. ground, first, second floor) .....  
Please provide details of the proposed alteration .....  
.....  
**Hard Surface**  
Would the total area of ground covered by hard surfaces exceed 50 square metres? (Excluding any hard surface in existence prior to 6<sup>th</sup> April 2010) YES/NO  
Will the surface be made of porous materials? YES/NO Please specify .....  
**Or** will surface water run off be directed to a porous or permeable surface within the curtilage of the site?  
Please specify .....  
Is there a risk of groundwater contamination from the office processes? YES/NO  
Please specify .....

## INDUSTRIAL AND WAREHOUSE DEVELOPMENT

Please provide floorspace measurements for the building:

Original floorspace.....square metres (excluding any previous extensions)

Additional floorspace.....square metres (resulting from a new building/extension/alteration)

Does the proposal result in a reduction of the parking/turning area? YES/NO

Give details .....

### **New Buildings**

Please provide a site plan to show where the new building is proposed in relation to any existing buildings.

Please provide measurements of the **proposed** new building:

Height to eaves/flat roof.....m Height to ridge.....m Width .....m Depth.....m

Distance of new building to nearest boundary.....m

What is the highest point of the highest building within the curtilage of the site? .....m

### **Extensions to existing buildings**

To which elevation of the premises is the extension proposed? .....

Please provide measurements of the **proposed** extension:

Height to eaves/flat roof.....m Height to ridge.....m Width .....m Depth.....m

Distance to nearest site boundary.....m

Please supply measurements of the **existing** building to be extended.

Height to eaves/flat roof.....m Height to ridge.....m Width .....m Depth.....m

### **Alterations to existing buildings**

Would the alteration affect the external appearance of the building? YES/NO

Would the alterations result in an increase in floorspace (e.g. mezzanine) YES/NO

Give details .....

### **Plant or Machinery**

Would the proposal affect the external appearance of the building? YES/NO

Please state the height (above ground level) of any new plant or machinery .....m

Please state the height (above ground level) of any existing plant or machinery to be replaced .....m

Does the proposal relate to the addition of or replacement of plant, machinery, cables, pipes or apparatus?

YES/NO Please specify details .....

### **Hard Surface**

Will the surface be made of porous materials? YES/NO Please specify .....

**Or** will surface water run off be directed to a porous or permeable surface within the curtilage of the site?

Please specify .....

Is there a risk of groundwater contamination from the industrial or warehouse processes? YES/NO

Please specify .....

## SHOPS, CATERING, FINANCIAL, PROFESSIONAL SERVICES & ESTABLISHMENTS

Please provide floorspace measurements for the premises:

Original floorspace.....square metres (excluding any previous extensions)

Additional floorspace.....square metres (resulting from an extension/alteration)

Would any part of the development extend beyond the existing shop front? YES/NO

Would development include a new, altered or replacement shop front? YES/NO

Would the development involve a new or replacement security grill or shutters to the shop front? YES/NO

Would the development include the provision of a veranda, balcony or raised platform? YES/NO

### Extensions

To which elevation of the premises is the extension proposed? .....

Please provide measurements of the **proposed** extension:

Height to eaves/flat roof.....m    Height to ridge.....m    Width .....m    Depth.....m    Distance to nearest site boundary.....m    Height of the **existing** building to be extended? .....m

### Alterations

To which elevation of the premises is the alteration proposed? .....

To which level is the alteration proposed? (e.g. ground, first, second floor) .....

Please provide details of the proposed alteration .....

.....

### Trolley Store

Would the trolley store building or enclosure exceed 20 square metres? YES/NO

Would any part of the trolley store be within 20m of a boundary? YES/NO

Would the trolley store be located above or below any building used as residential accommodation? YES/NO

Would the height of the trolley store exceed 2.5m high? YES/NO

Would the trolley store be located closer than 5m to a boundary? YES/NO

### Hard Surface

Would the total area of ground covered by hard surfaces exceed 50 square metres? (Excluding any hard surface in existence prior to 6<sup>th</sup> April 2010) YES/NO

Will the surface be made of porous materials? YES/NO Please specify .....

**Or** will surface water run off be directed to a porous or permeable surface within the curtilage of the site?

Please specify .....

Is there a risk of groundwater contamination from the use of the premises? YES/NO

Please specify .....

## CHANGE OF USE

What is the **existing (or last)** use of the premises?.....

(For offices please specify the type of business) .....

What is the **proposed** use of the premises? .....

(For offices please specify the type of business).....

Will there be more than one use type? YES/NO If YES, please indicate the floorspace percentage for each different use, specifying the dominant use? .....

.....

**ANY OTHER PROPOSALS**

Please provide full details of any other development that is not specified in the sections above:

.....  
.....  
.....  
.....  
.....  
.....

**ADVERTISEMENTS AND SIGNS**

Would the proposed sign replace an existing sign? YES/NO

What type of sign is proposed? (fascia, hanging, flagpole, etc.) .....

How many signs are proposed? .....

Please specify the nature of the premises/event that the sign would advertise.....

Would the sign be displayed on the building itself, within its curtilage or outside of the premises curtilage?

(Please specify and supply a plan to show where the sign would be located) .....

Do the premises have more than one entrance on different road frontages? YES/NO

Would the advertisement be displayed on an external wall which has a shop window in it? YES/NO

Please give dimensions of the proposed sign. Height.....mm Width.....mm Thickness.....mm

How far would the hanging sign project out from the building? .....m

Height of the highest part of the sign above ground level? .....m

Would the highest part of the sign be above the lowest part of a first floor window? YES/NO

Height of the lowest part of the sign above ground level? .....

Would any letter, figures or symbols on the sign be more than 0.75m high? YES/NO

Would the sign be illuminated in any way? YES/NO

Do the premises provide medical services/supplies? YES/NO

Is the sign required for a temporary period of display only? YES/NO How long?.....

Please specify the materials proposed for the sign:.....

Please send this form to: Planning Services  
Southover House, Southover Road  
Lewes, East Sussex, BN7 1AB

On receipt we will check the history of the site to see if any consent is required and notify you accordingly. This may take up to 20 working days and you should not make a commitment to carry out any work until you receive a reply. You will be given 'without prejudice' officer opinion on whether or not consent is required, based on the information contained in this form. Please note fees will apply.