



**South Hams  
District Council**

**Pre-application form**  
**Householder Schemes – works or alterations to an existing residential dwelling, including extensions, garages, satellite dishes, garden structures etc**

**Please insert the following details in full:**

<b>Contact Name</b>	<b>Address</b>
<b>Tel Number:</b> <b>Mobile:</b>	<b>Fax Number</b>
<b>Email address:</b>	
<b>Full address of site:</b>	
<b>Full details of proposal:</b>	

## **Pre-application enquiry**

Householder Schemes – works or alterations to an existing residential dwelling, including extensions, garages, satellite dishes, garden structures etc

Before contacting South Hams District Council Planning Service for pre-application advice on draft proposals, we ask you to first:

1. Fully investigate the planning history of your property. Does this tell you anything, which may be relevant to your proposals?
2. Familiarise yourself with the relevant development and local plans and other supplementary planning documents the Council may have adopted which may be of relevance – [www.southhams.gov.uk](http://www.southhams.gov.uk)
3. Make a detailed analysis to establish site characteristics, constraints opportunities and the surroundings. Accurate site survey plans and tree condition surveys and wildlife surveys (where applicable) will be required if a planning application is to be submitted. Therefore, these survey plans are likely to be useful in the process of designing a scheme too.

Once you have gone through the above checklist, you should be in a much better position to begin to design your scheme.

You may then wish to approach the council to seek advice from a planning officer. We ask that you complete the form overleaf and that you include plans/drawings at a recognised metric scale and photographs that adequately describe your proposal. This will enable the appropriate officer to answer your enquiry more effectively.

### **Our response to you will:**

- Be provided in writing;
- Include references to relevant planning policies and planning history;
- Be provided on a without prejudice basis because it cannot constrain the Development Control Committee which is entitled to not accept the officer recommendation if there are good and justifiable planning reasons not to do so;
- Set out the issues which would be raised by the development, and either what sort of changes would be needed to make it supportable, or, in the event of insufficient changes being likely, what the grounds for refusal would be;
- Provide the details of the case officer who would be likely to deal with any subsequent application and any other useful contact details.

Every effort will be made to deal with your enquiry within 6 weeks. If for any reason officers have to ask you to agree to extend the period for response, then your co-operation will be appreciated.