Householder planning enquiry form

West Lothian Council

Planning Services Development Management

Please use this form to help us assess whether a planning application is required for your proposal.

Contact Details			
Name:			
Address			
Post code			
Phone number:		Email address:	

Address/ location of proposal	
Address (please include postcode)	

Details of the property and the proposal *(tick the category which applies)*			
Is the property:	☐ house	☐ Flat, tenement or 4 in a block	☐ terraced row
Is the proposal:	☐ house extension ☐ formation of driveway ☐ satellite antenna ☐ front porch	☐ dormer ☐ conservatory ☐ replacement windows ☐ other –please specify	☐ boundary wall or fence ☐ garage ☐ attic conversion
Has your property been extended before:	☐ yes If yes, please provide the dimensions:	☐ no	☐ don't know
Approximate start date of proposal:			

Dimensions of the proposed development (in metres)			
Length		Width	
Max height		Will the roof be:	☐ pitched ☐ flat

Plans and other details

Please provide either architectural drawings or sketches which clearly show:

- the position of the proposal in relation to the existing buildings and site boundaries
- the dimensions of the garden
- the front of the property
- any roads/footpaths adjacent to the site
- all dimensions (such as existing and proposed elevations, length, width, height, and distance to any neighbouring properties)

Please provide any additional information that you think may be helpful to allow us to assess your proposal:

Signature:		Date:	

Please return the form to planning@westlothian.gov.uk or to the address below.

Customers with special requirements

Information is available in **Braille, tape, large print** and **community languages**. Please contact the **interpretation and translation** service on **01506 775000**

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

Development Management, West Lothian Council,
County Buildings, High Street, Linlithgow, West Lothian EH49 7EZ.
tel 01506 775365 *fax* 01506 775255 ***email*** planning@westlothian.gov.uk
web www.westlothian.gov.uk