

# Self-Assessment Form D - Do I need planning permission for additions or alterations to the roof (dormer windows, roof extensions, re-roofing, roof lights etc.) (Class B and C)?



If the proposal is for a flat, maisonette, mobile home, commercial property, this form will not apply. If you intending to install or alter solar equipment (e.g.: solar panels), use our 'Self-Assessment form I'. Also, if your home is, as a result of a conversion from an office, barn, retail use etc., this form is also unlikely to apply. Please contact us.

An addition or alteration to the roof of your property does not need planning permission if:

1. You can answer 'NO' to ALL of the following questions;
2. You comply with the requirements of the statements;
3. You comply with all of the conditions (A, B and C below); and
4. There are no planning restrictions removing rights to extend your property under this Class. If you are unsure if any restrictions have been removed, please email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk). A fee of £45.00 (inclusive of VAT) is applicable and we aim to respond within 10 working days of receipt and payment.

**IMPORTANT:** See 'Guidance' towards the end of this form, or for more information refer to the [Planning Portal](#) or [Technical Guidance](#).

If you answer "YES" to any of the questions below, you will need to apply for [Householder Planning Permission](#) (a fee of £258.00 is required, however there are some exemptions to fees).

Please check whether your property is located in a [Conservation Area](#) before answering these questions (see the guidance towards the end of this form).

## DORMER WINDOWS, ROOF EXTENSIONS ETC.

### Is the proposal:

1.	In a conservation area? (Please refer to Guidance overleaf)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Higher than the highest part of the existing roof?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	To extend beyond the plane of any existing roof slope of the principal elevation and faces a highway?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	A roof extension that would add more than 40 cubic metres to the volume of the original roofspace of a terraced house? <b>or</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	A roof extension that would add more than 50 cubic metres to the volume of the original roofspace in any other case (refer question 4)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Does the proposal:

6.	Involve the construction of verandah(s) or balcony(ies)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Involve the construction of raised platform(s) or decking with a height of greater than 300mm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Question

Your proposal includes an alteration which is a chimney, flue, soil or vent pipe?	True <input type="checkbox"/>	False <input type="checkbox"/>
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If you answered "False" then the following **Conditions A, B, C and D** must be complied with.

If you answered "True", you must comply with **Conditions A, B C and D and complete Form E** for Chimneys, Flues, Soil or Vent Pipes

### CONDITIONS

A.	Materials to be similar in appearance to the existing house.
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B.	Roof extensions, apart from hip-to-gable ones are to be set back, as far as reasonably practicable, at least 200 millimetres from the eaves.
C.	Eaves of the original roof to be maintained or reinstated.
D.	Side-facing windows to be obscure-glazed and any opening to be 1.7 metres above the internal floor level.

### ROOF LIGHTS, RE-ROOFING (proposals for replacement roof structures as opposed to replacement roof tiles) ETC.

#### Is the proposal:

8.	To project more than 15 centimetres from the original roof plane? (surface of the original roof)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Higher than the highest part of the original roof?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### Question

Your proposal includes an alteration, which is a chimney, flue, soil or vent pipe?	True <input type="checkbox"/>	False <input type="checkbox"/>
Your proposal includes the installation, alteration or replacement of solar panels or solar collectors?	True <input type="checkbox"/>	False <input type="checkbox"/>

If you answered “False” then the following **Conditions A and B** must be complied with.

If you answered “True”, you must comply with **Conditions A and B** and complete **Form E** for Chimneys, Flues, Soil or Vent pipes. For solar panels/collectors, refer to **Form G** and/or Schedule 2 Part 14 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015.

#### CONDITIONS: The following conditions must be complied with

A.	Side facing windows to be obscure-glazed
B.	Any opening on side-facing windows to be 1.7 metres above that room’s internal floor level

**Please note:** The information and advice contained in this form is not a formal legal determination under Section 192 of the Town and Country Planning Act 1990 and Newark and Sherwood District Council accepts no responsibility for any action taken arising from its use. If you require a written legal determination on the requirement for planning permission, an application for a Certificate of Lawful Proposed Development is required. Applications may be submitted via the [Planning Portal](#). Applications for planning permission can also be submitted this way. To view the legislation, please follow this hyperlink to [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) refer Schedule 2, Part 1, Classes B and C. **Please note there have been updates to this legislation since original publication.**

**Guidance:** in terms of original house, although you may not have built an extension to the house, a previous owner may have done so. You should also check that there are no restrictive conditions on any planning decision relating to the property, or if your property is within a Conservation Area or a Listed Building. Please contact a member of our Customer Services team to establish whether any of these constraints or restrictions apply - email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk) or telephone 01636 650000. If your house is a Listed Building, then Listed Building consent will be required even if planning permission is not necessary.

If you require further information regarding your enquiry, you can also speak to our colleagues in Customer Services who can advise and, if necessary, pass your question on to our duty planner. You do not need to make an appointment (service operates between 2pm to 5pm Monday to Friday), however it is important for you to aware that we will not offer any advice which must be obtained through a formal application. If you determine planning permission is required, we do offer our Pre-Application advice service. Further information is available on [our website](#) or email [planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk).

This form does not determine the requirement for Building Regulations approval, which comes under different legislation. Our Local Authority Building Control Partnership (East Midlands Building Consultancy (EMBC)) provides advice and may be contacted on their website at <http://www.eastmidlandsbc.com/>, by telephone on 0333 003 8132 or email: [info@eastmidlandsbc.com](mailto:info@eastmidlandsbc.com)