

# Commercial (Non Householder) Enquiry Form

Ver:APR25

**DO I  
NEED:**

**PLANNING PERMISSION?  
LISTED BUILDING CONSENT?**



*visit: [www.york.gov.uk/planning](http://www.york.gov.uk/planning)*

This form has been issued to enable you to find out whether applications are required under the Town & Country Planning Acts.

The fee for this service is £114.00 (including VAT). Please make cheques payable to City of York Council at the address below or pay by credit/debit card (telephone 01904 551660). Alternatively the fee can be paid online via debit or credit card - once you submit your completed form we will provide you with further details on how to pay online.

We will aim to write back within 10 working days of receipt, notifying you whether or not we believe any formal applications are required. Please retain a copy of the completed form for your reference

Return completed form to: [Planning.submissions@york.gov.uk](mailto:Planning.submissions@york.gov.uk) or Development Management Section, City of York Council, West Offices, Station Rise, York, YO1 6GA. (01904) 551553

1	Name and Address	
	Are you the Owner, intended Owner or Agent? <span style="float: right;">Post Code:</span>	
	Email Address.	Daytime Tel. No.

2	Location of proposed development (if different from above):
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3	Who would carry out the works? e.g. utilities, statutory body, private development etc
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4	Describe all works (internal or external) proposed and the use of any buildings to be erected. <u>Include details of any demolition work.</u> See Qu 8 for Change of Use..
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5	For any proposed building /extension what will be the size (in metres)	
	(a) Length (internal) :	Length (external) :
	(b) Width (internal) :	Width (external) :
	(c) Height to eaves :	Height to highest point of the roof :
	(d) How many storeys are proposed?	(e) Existing gross Floorspace:
	(f) Distance to nearest site Boundary:	
IF POSSIBLE PLEASE SUPPLY 'EXISTING' AND 'PROPOSED' DRAWINGS TO SCALE		

6	<b>What are the existing and proposed materials?</b>	
	<b>Existing</b>	<b>Proposed</b>
	(a) Walls : (b) Roof : (c) Floor	

7	<b>For any other works e.g. new wall, area of hard standing please specify the dimensions</b>	
	Length	
	Width	
	Height	

8	<b>Does the Proposal involve a <u>change of use</u> of the land or building, either in whole or in part? YES/ NO</b>
	<b>If YES please describe existing and proposed uses and enclose a plan/floor plans showing existing and proposed uses marked.</b>

9	<b>Would the development or use be temporary Yes/ No</b>
	<b>If YES please specify the period of time of the use or development and indicate when this would commence</b>

10	<b>Has anything been added to the building (by yourself, or any previous owners?) We need to know the external dimensions in metres: length, width, height to eaves and height to ridge (where applicable).</b>
	<b>Please include</b> : Anything <u>attached</u> to the property: garages or car ports, extensions, bin stores, cycle stores.
	<b>Please also include</b> any other structures in the grounds, or within the boundary of the property: garages, cycle stores, other storage buildings
	<b>Supply details below.</b> (Include any planning reference numbers and date of approval if known)

11	<b>Does the proposal involve a new vehicular access?</b>
	If YES, on to which road?

12	<b>How will the rainwater be drained, to a main or drain or soakaway?</b>
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Please note we may need to contact you to find out more details about the proposals before we can advise on the need for consent. Please therefore supply as much detail as possible with this form including **EXISTING AND PROPOSED SCALE DRAWINGS** for any building works to ensure your enquiry is dealt with as quickly as possible.

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Please draw a sketch plan of the proposal below (“birds eye view”) showing the size and position of any new structures (include additional side elevation drawings or photographs, wherever possible)  
Show the relationship of any new structure to adjoining buildings, roads and public footpaths.  
Indicate distances from the existing property and its boundaries.

A large grid of graph paper for drawing a sketch plan. The grid consists of 20 columns and 30 rows of small squares, providing a space for a 'birds eye view' sketch of the proposed structure and its surroundings.

<b>Declarations</b>	<b>DECLARATION</b>  I hereby declare that the information given on this form is complete and correct.  I understand that any response given is not a formal decision and that I may make an application to the City of York Council for a Lawful Development Certificate.  Signed : _____ Date: _____
	On behalf of: _____ (Applicant's name if signed by an agent)

<b>Supplementary advice</b>	<b>Common examples of proposals that always need permission</b>  1. The erection of a new dwelling (s) 2. A new access onto a classified road 3. A new fence or wall over 2 metres in height 4. An LPG storage tank 5. Development within the grounds of a listed building