

YOUR ANSWERS TO THESE QUESTIONS WILL GIVE THE LOCAL PLANNING AUTHORITY THE RELEVANT INFORMATION TO HELP IT TO ANSWER YOUR QUESTION “DO I NEED PLANNING PERMISSION FOR CHILDMINDING AT MY DWELLING?”*

PLEASE ANSWER ALL QUESTIONS

1. Name(s) of childminder(s) and address of where the childminding is to take place?	
2. Name and address of enquirer (if different to the above).	
3. Please confirm that the childminding place is a dwelling (please tick).	YES ___ NO ___
4. What is the intended maximum number of children who will visit the dwelling, to be “minded”?	_____ children
5. What is the age range of children to be minded?	Ages _____ to _____
6. In addition to the above children, will anyone else (e.g. an assistant childminder) visit the dwelling in connection with childminding? If so, please give details.	
7. What are the expected hours and days of childminding use?	_____ (AM) to _____ (PM) Circle days: Sun Mon Tue Wed Thu Fri Sat
8. Please list the number of and types of rooms in the dwelling (e.g. lounge, dining room, 2 upstairs bedrooms).	
9. Will any particular room be set aside, solely for the childminding operation? If so please give details.	

10. Is the dwelling, or its curtilage, used for any other non domestic purpose? (For example, storage in connection with a business, keeping vehicles which are not used for domestic transport by people living at the house, office use, keeping a lot of pets, or any other activity which is in excess of the normal domestic use of a dwelling by the people who normally live there). Please give details even if you are doubtful about the relevance of any such activity.

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11. If you answered “yes” to question 6, please estimate how many cars would be parked at or near the dwelling, by such “employees”

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12. Please estimate how many “vehicle trips” would be generated daily by the childminding operation. (A parent dropping a child off in the morning, and returning to collect in the afternoon, would count a 2 “vehicle trips”)

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13. Where do you expect that vehicles either calling briefly, or parking all day, would be parked? (You may wish to include a sketch to illustrate parking arrangements).

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14. Any other information which you may wish to give (attach a letter if you wish).

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Your Signature **Date**

*NB. This is an informal procedure which is intended to enable most enquirers to get quick professional advice about planning law from Council officers. Any subsequent response to your enquiry will not be legally binding on the part of the Council. Also, in some instances, an informal response may not be possible.

You can get a formal response to your proposal, by making a formal application for a Certificate of Lawful Use; planning officers from the department can advise you further about this should you wish.

We aim to response to queries of this kind within 14 days. However, it may be required to contact you in the meantime to request further information.

THANK YOU FOR YOUR ENQUIRY