

**Request for listed building and conservation area  
pre-application advice**



Please complete this form with as much information as possible.

If you require any further information relating to this form, please contact Planning at [cynllunioplanning@conwy.gov.uk](mailto:cynllunioplanning@conwy.gov.uk)

<b><u>Applicant Name, Address and Contact</u></b>	<b><u>Agent Name, Address and Contact</u></b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____ _____ _____ _____	<b>Address:</b> _____ _____ _____ _____
<b>Telephone number:</b> _____	<b>Telephone number:</b> _____
<b>Mobile Number:</b> _____ _____	<b>Mobile Number:</b> _____ _____
<b>Postcode:</b>	<b>Postcode:</b>
<b>E-mail address:</b>	<b>E-mail address:</b>

**Please tick your preferred method for your acknowledgement and written advice;**

Letter

Email

**Site Address (if different to applicant address)**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Is the property easily visible without the need for an appointment?

Yes  No

If we are in the vicinity may we call to see whether you are in?

Yes  No

Are there convenient days or times to visit if an internal inspection is necessary?

\_\_\_\_\_

**Description of the Proposal**

*Please provide as much detail as possible in order not to delay your full response.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional information enclosed (Mandatory):**

Location Plan

**Additional information enclosed (Optional):**

Sketch elevations

Block plan

Location plan

Photographs

Existing floor plans

Proposed floor plans

Other

*(please specify)*

**DISCLAIMER:**

Please note that any advice provided by the Council's Officers is informal opinion only and is made without prejudice to any formal determination which may be given in the event of an application being submitted. In particular, it will not constitute a formal response or decision of the Council with regard to any future planning applications, which will be subject to wider consultation and publicity with local people, statutory committees and other interested parties. Although the Case Officer may indicate the likely outcome of a subsequent planning application, no guarantees can or will be given about the decision. The final decision on an application will then be made either by the relevant Planning Committee or the Head of Planning Services under delegated powers and will be based on the information available at the time.

The enquiry will only be registered when the correct fee is paid, together with a completed and signed application form, including a location plan.

I (the undersigned) confirm that I have read and understood the disclaimer and request for listed building and conservation area advice:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Confidentiality**

As a matter of course, requests for pre-application advice will not automatically be treated on a confidential basis. The Environmental Information Regulations

2004 require us to make recorded information available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed, and a public interest test may also be applied. Any enquiry in this category should be clearly marked as confidential and reasons provided.

**Charge Declaration:**

I confirm that the applicant agrees to pay the relevant charge in full within 14 days from issue of the relevant invoice.

**Please tick relevant service requested;**

**1. Pre-application advice for listed building consent and for developments within conservation areas**

- Written Advice: £90 per hour
- Up to 1 hour office meeting and written advice: £120
- Up to 1 hour site meeting and written advice: £180

**2. Site development monitoring charges for listed building consent (during construction)**

- Up to 1 hour site: £120
- Up to 1 hour site meeting and written advice: £180

**3. Completion certificate to certify compliance with listed building consent**

- Up to 1 hour site meeting and written advice / completion certificate: £180

**Applicant:**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

**Or; Agent:**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: Please ensure that this enquiry form is signed and dated, enquiry forms not fully completed will be returned for full completion.**

**Mae'r ffurflen hon ar gael yn Gymraeg hefyd**