

## Pre-application statutory enquiry / advice form for Householder developments

For office use:

ENQ/

Please note that this form is **for those seeking advice on the merits of a proposed development within the curtilage of an existing dwellinghouse, flat or maisonette**. For commercial or industrial development, or for new dwellings, please use the form for Non-householder Development.

**A valid pre-application enquiry must contain a completed application form, location plan drawn to a recognised scale with the direction North identifying the land to which the application relates and a statutory application fee. Without payment of the appropriate fee the Local Planning Authority will not process your enquiry.**

No formal or scaled drawings are required at this stage other than a location plan and we only carry out site visits in exceptional circumstances. The advice provided is an initial assessment of the proposed development, based on the information submitted with the pre-application enquiry.

The Town and Country Planning (Pre-Application Services) (Wales) Regulations 2016 legislation can be viewed on the following website:

<http://www.senedd.assembly.wales/mglIssueHistoryHome.aspx?Ild=14501>

Enquiries received are considered to be documents available to view by the public subject to data protection legislation. If you consider any part of your enquiry to be confidential, please explain why, and for what period it needs to remain confidential (see Question 8 - Confidentiality).

Guidance relating to householder permitted development rights can be viewed on:

<http://www.legislation.gov.uk/wsi/2013/1776/contents/made>

Further technical guidance on householder development can also be obtained from the following websites:

<http://wales.gov.uk/topics/planning/policy/guidanceandleaflets/householder-permitted-development-rights/?lang=en>

### **When will I receive a response?**

Once your enquiry has been registered you will receive an acknowledgement letter specifying the enquiry reference number and the contact details of the Case Officer dealing with your enquiry. The regulations require Local Planning Authorities to provide a written response to all valid pre-application enquiries within 21 days of receipt, unless an extension of time is agreed between the Local Planning Authority and applicant. As a minimum, you should expect to receive the following information as part of the written response: the relevant planning history of the site; the relevant development plan policies against which the development proposal will be assessed; relevant supplementary planning guidance (i.e. design, conservation etc.); any other material planning considerations and an initial assessment of the proposed development, based on the above / information submitted.

## Information to be submitted with your enquiry:

In addition to the completed form, the location plan should show the property where the proposed development will take place. The site area should be outlined in red so the extent of the site can be identified. This site plan should show the position of the dwellinghouse in relation to any highways and nearby/neighbouring properties. You should identify on this plan where, within the curtilage of the property, the development will occur.

Please also provide an Aerial sketch of the site showing the location and dimensions of the original dwellinghouse, the location of any previous extensions/alterations the property has had and highlight the location of the proposed development in some way, either by hatching or colouring the area in. You should also define the extent of your domestic curtilage (This is generally the parcel of land associated with the dwellinghouse for the enjoyment of the residents of the dwellinghouse and excludes any other land which may be within your ownership (e.g. a paddock or field))

Photographs will be required of each elevation of the dwellinghouse. Please label these photographs so that it is clear where the photographs have been taken from and which elevation the picture is showing.

**If you do not provide all the necessary information, we may return your enquiry to you.**

Tick all boxes that apply and go to the relevant sections of the form as Indicated

Extensions or enlargements to the existing property (including external wall insulation) – **Go to Section 1**

Alterations or enlargements or additions to the roof of the dwelling – **Go to Section 2**

Erection of an outbuilding or alteration of an existing outbuilding, for example, a detached garage, greenhouse or shed – **Go To Section 3**

The formation or replacement of a hard surface – **Go to Section 4**

The installation, alteration or replacement of a microwave antenna – **Go to Section 5**

Boundary enclosure, for example, fence, wall or gate – **Go to Section 6**

Installation of domestic microgeneration equipment – **Go to Section 7**

**1. Your details:**

Name:

Address:

Postcode:

Tel No:

Email:

**2. Address of proposal if different from above:**

**3. What type of property is it?**

Detached or  
semi detached:

Flat or apartment:

Terraced:

Other (please specify):

**4. Is the property a Listed Building?**

(delete as appropriate)

Yes / No

**5. Is the property within a Conservation Area?**

Yes / No

**6. Will any hedges or trees be affected by the proposed development?**

Yes / No

*If Yes please identify on the site plan where these hedges or trees are positioned and describe how they will be affected.*

**7. What is proposed?**

Fully describe the proposal.

**Description:**

**8. CONFIDENTIALITY**

Under the Freedom of Information Act 2000, pre-application material may only be withheld from the public if its disclosure could prejudice commercial interests, inhibit the free and frank provision of advice or exchange of views during the planning process, or could prejudice the effective conduct of public affairs. Generally, once a planning application has been submitted and is in the public domain, information submitted and advice given can no longer be treated as confidential. The Council retains absolute discretion on the disclosure of any information it holds. If you wish the Council to treat pre-application material as confidential, then you will need to set out in the space below the reasons why and for how long, any information relating to the advice needs to remain confidential.

Do you wish the Council to treat pre-application information relating to the advice as confidential?

Yes / No **(Please delete as appropriate)**

Reasons why any information relating to the advice needs to be treated as confidential:

Period of time any information relating to the advice needs to remain confidential:

**9. Location Plan**

Please check the box below to confirm you have submitted a plan which identifies the land to which this application relates, drawn to a recognised scale and showing the direction of North.

*I have attached a location plan that meets the requirements outlined above:*

**10. Fee**

*I confirm that the correct fee of £25 has been included with this pre-application enquiry form:*

Further information on pre-application statutory enquiry fees can be found on the following link:

<http://www.conwy.gov.uk/doc.asp?cat=2368&doc=15905&Language=1>

**Declaration**

Signature:

Date:

**Please return the relevant forms, plans, fee and supporting information to:**

Email to [regulatory.services@conwy.gov.uk](mailto:regulatory.services@conwy.gov.uk) or

Conwy County Borough Council, Regulatory & Housing Services, Development Management, PO Box 1, CONWY, LL30 9GN.

Visit us at: Coed Pella, Conway Road, Colwyn Bay, LL29 7AZ

If you need any to speak to anyone please contact No.: (01492) 575247

**SECTION 1: Extensions or enlargements to the existing property (including external wall insulation).** *Please refer to information to be submitted with the enquiry (page 2).*

**1.1** If the property has been extended before, please fill in the following table. **Please give the following measurements in metres.**

Please provide any planning permission reference(s) that relate to the extension	Length	Width	Total height	Height to eaves (see guidance)	Year it was completed

**1.2** If you intend to install a window in the upper storeys of the original dwellinghouse or proposed development, please indicate on the sketch you have provided or on photographs, the position of this window relative to the nearest boundary. Please specify if any such window is to be obscure glazed and / or non-opening. If it is to be an opening window, please specify the height of the openable part of the window above internal floor / stair level.

**1.3** Please provide dimensions of the proposed extension(s). **Please give the following external measurements in metres.**

	Length	Width	Total height	Height to eaves	What is the shortest distance from the proposed extension to the nearest boundary	Details of the appearance of materials used in the walls, roof or other elements of any exterior work	Describe the proposed use of the extension
<b>Extension 1</b>							
Ground floor dimensions							
Upper floor dimensions							

Extension 2							
Ground floor dimensions							
Upper floor dimensions							

1.4 Is any part of the proposed development higher than the existing property? Yes / No

1.5 If you intend to install external wall insulation, please specify how far the insulation will project outwards from the elevation of the dwellinghouse

1.6 Will the proposed development consist of or include a roof terrace, balcony or raised platform? Yes / No

**SECTION 2: Alterations or enlargements or additions to the roof of the original dwellinghouse.**  
*Please refer to information to be submitted with the enquiry (page2).*

2.1 If the roof of the original dwellinghouse has been extended before, please fill in the following table. **Please give the following measurements in metres.**

Please provide any planning permission reference that relates to the extension	Length	Width	Total height	Height to eaves	Year it was completed

**2.2** If you are proposing alterations / enlargements to the roof please specify full dimensions of the enlargements / alterations in the boxes below. **Please give the following external measurements in metres.**

	Length	Width	Total height	Height to eaves	Details of the appearance of materials used in the walls, roof or other elements of any exterior work	Closest distance from the enlargement to the eaves of the existing roof (when measured along the existing roof slope)
<b>Extension 1</b>						
<b>Extension 2</b>						
<b>Extension 3</b>						

**2.3** Will any part of the proposed development be higher than the existing property? Yes / No

**2.4** Will the proposed development consist of or include a roof terrace, balcony or raised platform? Yes / No

**2.5** If the development proposed involves another form of alteration to the roof, please describe this below:

**2.6** If you are proposing to install a roof light into the original roof slope, please specify the distance the roof light will project from the plane of the original roof slope:



**SECTION 3: Erection of an outbuilding, or alterations to an existing outbuilding.** *Please refer to information to be submitted with the enquiry (page 2).*

**3.1** Please specify full dimensions of the development in the table below. **Please give the following external measurements in metres.**

	Length	Width	Total height	Height to eaves	What is the shortest distance from the proposed development to the nearest boundary	What is the shortest distance from the proposed development to the existing dwellinghouse	Describe the proposed use of the development
Development 1							
Development 2							
Development 3							

**3.2** Will the building consist of more than one storey? Yes / No

**3.3** Will any part of the proposed works be within 2 m of a boundary and exceed 2.5 m in height? Yes / No

**SECTION 4: The formation or replacement of a hard surface.** *Please refer to information to be submitted with the enquiry (page 2).*

4.1 Please specify on the table below the area of the hard standing and the materials proposed in its construction. **Please give the following measurements in metres.**

	Length	Width	Will the hard surface be porous or permeable or alternatively will it drain onto a porous / permeable surface within the boundary of you home?
Development 1			
Development 2			

**SECTION 5: The installation, alteration or replacement of a microwave antenna.** *Please refer to information to be submitted with the enquiry (page 2).*

5.1 Please indicate the number of antenna already attached to the dwellinghouse and within the curtilage:

5.2 Please indicate on the table below the dimensions of the antenna proposed:

	Length	Width	Depth
Antenna 1			
Antenna 2			

5.3 Will the antenna be attached to the chimney of the property? Yes / No

5.4 Will the antenna protrude higher than the chimney stack of the property? Yes / No

5.5 If the property does not have a chimney, will the antenna project higher than the highest part of the roof? Yes / No

5.6 Does the overall height of the dwellinghouse exceed 15 metres? Yes / No

**SECTION 6: The erection, alteration, replacement or maintenance of a means of enclosure (e.g. fence, gate wall).** *Please refer to information to be submitted with the enquiry (page 2).*

6.1 Will the means of enclosure be positioned adjacent to a highway? Yes / No

6.2 Please mark the proposed line of the means of enclosure on a plan.

Please indicate the height of the means of enclosure (if the height varies, you should indicate the highest point of the means of enclosure to the lowest point when measured at a single location). **Please give the following measurements in metres.**

6.3 If the proposal involves altering, replacing or maintaining an existing means of enclosure, please specify in metres the height of the existing structure.

**SECTION 7: Installation of domestic microgeneration equipment**

**7 (A) Solar photovoltaic (PV) or solar thermal equipment:**

7.1 Will the equipment be installed on a:

Wall: Yes / No    Pitched roof: Yes / No    Flat roof: Yes / No    or Stand alone?: Yes / No

7.2 If the equipment will be installed on a wall or pitched roof, please answer both (a), (b) and (c) (if applicable) below:

(a) How far would the equipment protrude when measured at right angles from the wall or roof space?

(b) Would the equipment protrude above the highest part of the roof (excluding the chimney)? Yes / No

(c) If the wall on which the equipment is to be installed is in a Conservation Area, does it front onto a highway? Yes / No

7.3 If the equipment will be installed on a flat roof, please answer both (a) and (b) below:

(a) How far will the equipment be sited from the external edge of the roof?

(b) How high will the equipment protrude above the plan of the roof?

7.4 If the equipment is to be "stand alone", please answer questions (a) to (c) below:

(a) The total number of existing and proposed solar equipment:

(b) The closest distance between the equipment and the highway:

(c) Please indicate on the table below the dimensions of the equipment proposed (including the housing).  
**Please give the following measurements in metres.**

	Length	Width	Height (above ground level)
Equipment 1			
Equipment 2			

**7 (B) The installation, alteration or replacement of a flue on a dwellinghouse, forming part of a biomass heating system or a combined heat and power heating system:**

7.1 How high will the flue project above the highest part of the roof (in metres)?

7.2 Will the flue will be located in a Conservation Area? Yes / No / Don't Know

If "Yes" or "Don't Know", please answer both (a) and (b) below:

(a) Will the flue be located on a principal or side elevation of the dwellinghouse? Yes / No

(b) Would the flue front onto the highway? Yes / No

**7 (C) Air source heat pumps:**

7.1 Please specify the total number of (i) existing and (ii) proposed air source heat pumps on the dwelling or within the curtilage:

(i) existing:

(ii) proposed:

7.2 Is there, or will there be, a "stand alone" wind turbine within the curtilage of the dwelling? Yes / No

7.3 Please specify the external volume of the outdoor compressor unit (including its housing) in cubic metres:

7.4 Please specify the closest distance between the air source heat pump and the nearest boundary:

<b>7.5</b>	Will the air source heat pump be located on a pitched roof?	Yes / No
<b>7.6</b>	Will the air source heat pump be located on a flat roof?	Yes / No
	If "Yes", please specify its distance from the external edge of that roof:	
<b>7.7</b>	Will the air source heat pump be located on a wall?	Yes / No
	If "Yes", does that wall front onto a highway?	
		Yes / No

**7 (D) Stand alone wind turbine:**

**7.1** Please specify the total number of (i) existing and (ii) proposed stand alone wind turbines in the curtilage of the dwelling:

(i) existing:

(ii) proposed:

**7.2** Please indicate the location of the turbine on the above mentioned spatial sketch and specify the distance to the closest boundary:

**7.3** Please indicate the height of the stand alone wind turbine from ground level to the highest point of the turbine, including the blades:

**7.4** Please indicate the distance between the ground level and the lowest part of any blade:

**7.5** Please indicate the length of a single blade of the stand alone turbine:

**7.6** Would the turbine be located in a Conservation Area? Yes / No / Don't Know

If "Yes" or "Don't Know", would the turbine be visible from any highway which bounds the curtilage of the dwellinghouse? Yes / No

NOTE: Please submit a location plan and sketch plan to accompany this form (see page 2 – "Information to be submitted with your enquiry")