

Pre-application statutory enquiry / advice form in respect of proposals for Non-householder developments

For office use:

ENQ/

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 and submission of the above the Local Planning Authority will not be able to process your enquiry. Further information on the fees regulations can be found on the following link:

<http://www.conwy.gov.uk/en/Resident/Planning-Building-Control-and-Conservation/Planning-Applications/assets/documents/Pre-Application-Statutory-Enquiries-Fees.pdf>

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.); other material planning considerations and an initial assessment of the proposed development, based on the above / information submitted as well as whether any Section 106 or Community Infrastructure Levy contributions are likely to be sought and an indication of the scope and amount of these contributions. 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?lId=14501>

PRE-APPLICATION REQUEST FORM

1. CONTACT DETAILS		(Please tick whichever is appropriate)	
APPLICANT	<input type="checkbox"/>	AGENT	<input type="checkbox"/>
Name:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%; height: 100px;" type="text"/>		
Postcode:	<input style="width: 150px;" type="text"/>	Telephone No.	<input style="width: 150px;" type="text"/>
Email:	<input style="width: 100%;" type="text"/>		

2. THE SITE

(a) The site address:

[Dotted-line text box for site address]

(b) The site area is:

[Dotted-line text box for site area]

(c) The present use, or, if vacant, the last known use of the building / land:

[Dotted-line text box for present use]

3. THE PROPOSAL – Please provide a description of your proposal outlining any:

- Existing use of land/buildings
- Buildings that will be demolished
- Physical works / new buildings
- Proposed use of the site
- Number of units proposed
- Other information that may be useful in assessing your proposal

[Dotted-line text box for proposal description]

4. TYPE OF BUILDINGS PROPOSED

Buildings (other than Dwellings) including Material Change In Use

Use Class (if known) / Use:

Number of storeys:

Proposed materials:

Dimensions:

Height to ridge:

Width:

Length:

Total Gross External Floor Area (if known):

Dwellings (including as part of a Material Change In Use)

Number of dwellings (if known):

Type of dwellings (i.e. affordable, market (flats / apartments including holiday), HMO etc.):

5. Are there any trees / hedges affected?

If **“Yes”**, please explain:

6. Are there any other special planning considerations such as ground contamination, flooding / drainage issues, minerals, native conservation or habitat interests?

If **“Yes”**, please specify:

[Empty dotted box for specifying special planning considerations]

7. Access and delivery arrangements including type and volume of traffic generation:

[Empty dotted box for specifying access and delivery arrangements]

8. Level of parking provision intended:

[Empty dotted box for specifying level of parking provision]

9. Existing and proposed number of jobs (full and part time):

[Empty dotted box for specifying existing and proposed number of jobs]

10. 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?

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:

Please provide the following information with your enquiry:

SITE / LOCATION PLAN

A scale plan (ideally to a scale of 1:1250 or 1:2500) of the site involved sufficient to:

- (i) Identify the property relative to a highway or other landmark
- (ii) Show the site relative to adjacent properties and buildings
- (iii) Indicate the disposition of existing buildings and uses on the site

A sketch plan of the proposed layout that:

- (i) Identifies the intended disposition of proposed buildings/works and uses (including parking)
- (ii) Indicates intended access and servicing arrangements

Indicative plans of intended buildings (where available) showing:

- (i) The site size, shape of proposed buildings
- (ii) Elevations
- (iii) Roof form / shape

Please ensure that you have:

- (i) Answered all parts of the form

- (ii) Provided the requested site / location plan
- (iii) Provided a layout of your proposals and (where relevant and available) signed the declaration below
- (iv) Submitted an application fee.

When completed, please either send to:

BY E-MAIL: regulatory.services@conwy.gov.uk

or
BY POST: Development Management, Conwy County Borough Council, PO Box 1, CONWY, LL30 9GN.

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

Site / 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:

Fee

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

If you are unsure of the correct fee you are required to submit, information can be found on the following link: <http://www.conwy.gov.uk/en/Resident/Planning-Building-Control-and-Conservation/Planning-Applications/assets/documents/Pre-Application-Statutory-Enquiries-Fees.pdf>

DECLARATION

I hereby confirm and acknowledge that:

- (i) The information I have provided in this form is accurate to the best of my knowledge
- (ii) Any advice or views offered by Officers acting on behalf of the Local Planning Authority are informal and are based on the information provided

Signed:

Insert name (title(s), first name(s) and surname(s)) if a fill-able PDF form)

Date: