

Planning Services

Development enquiry services

**An information guide
to getting advice**

Development enquiry services

We (Planning Services) can give you advice or information about any work you plan to do. You must put your enquiry in writing and provide all the details we ask for, otherwise we may have to return your enquiry to you asking for more information.

Who will deal with your enquiry will depend on what you want to know.

1 Do you want to know if you need planning permission to extend your home?

The Development Control team will deal with this type of enquiry for you. You should use the 'Advice request form for householder development'.

2 Do you want our comments about work you plan to do?

The Development Control team will normally deal with this sort of enquiry. You should use the 'pre-application advice form for non-householder developments'.

3 Do you want to know what planning policies affect the land you want to develop?

The Policy team will normally look at this.

4 Do you need architectural advice for a development proposal which affects a conservation area or a listed building?

The Conservation and Regeneration team will look at this.

5 Do you want advice on applying to the property grant scheme?

The Conservation and Regeneration team will look at this.

6 Do you need advice about doing work to trees that are covered by a Tree Preservation Order or are in a conservation area?

The Conservation and Regeneration team will look at this.

7 Do you want advice about how a nature conservation matter affects a development proposal?

The Countryside section will look at this.

If you have answered 'Yes' to questions 3 to 7, you should fill in the planning enquiry form. Or, if you prefer, you can write us a letter or send us an e-mail. If so, you must tell us:

- your name, address and postcode;
- your phone number;
- your e-mail address (if you have made your request electronically);
- the address of the land, building or buildings which you are referring to; and
- details of what you plan to do or the reasons why you want advice.

Officers will give you advice about your proposal but they cannot tell you whether you would be granted planning permission if you made a planning application.

We will give you our advice in a letter, which you should keep in case you need to refer to it in the future.

If you would like us to send you an enquiry form, please phone 01492 575195, 01492 575250 or 01492 575390 during office hours. Or, you can print a form from our website at www.conwy.gov.uk/planning

Once you have filled in the form, send it to:
Planning Services
Civic Offices
Colwyn Bay
LL29 8AR.

E-mail: cynllun.plan@conwy.gov.uk





Gwasanaethau Cynllunio

Gwasanaethau Ymholiadau Datblygu

Canllaw gwybodaeth
sut i gael cyngor

Gwasanaethau Ymholiadau Datblygu

Gallwn ni (y Gwasanaethau Cynllunio) roi cyngor neu wybodaeth i chi am unrhyw waith rydych yn bwriadu ei wneud. Ond mae'n rhaid i'ch ymholiad fod yn ysgrifenedig, gan nodi'r holl fanylion sydd eu hangen arnom, neu, efallai bydd rhaid i ni anfon eich ymholiad yn ôl atoch a gofyn i chi am ragor o wybodaeth.

Bydd yr hyn sydd angen ei wybod arnoch yn penderfynu pwy fydd yn delio â'ch ymholiad.

1 Ydych chi am gael gwybod a oes angen caniatâd cynllunio i estyn eich cartref?

Bydd y Tîm Rheoli Datblygu yn delio â'r math yma o ymholiadau. Dylech ddefnyddio'r 'Ffurflen gofyn am gyngor ar gyfer datblygiadau perchnogion tai'.

2 Ydych chi am gael ein sylwadau am waith rydych chi'n bwriadu ei wneud?

Fel arfer, y Tîm Rheoli Datblygu bydd yn delio â'r math yma o ymholiadau. Dylech ddefnyddio'r 'Ffurflen cyngor cyn gwneud cais ar gyfer datblygiadau pobl nad ydynt yn berchennog tai'.

3 Ydych chi am gael gwybod pa bolisiâu cynllunio sy'n berthnasol i'r tir rydych am ei ddatblygu?

Fel arfer, y Tîm Polisi bydd yn delio â hyn.

4 Ydych chi am gael cyngor pensaernïol ar gyfer cais datblygu sy'n effeithio ar Ardal gadwraeth neu adeilad rhestredig?

Bydd y Tîm Cadwraeth ac Adfywio'n delio â hyn.

5 Ydych chi am gael cyngor sut i wneud cais am grant eiddo?

Bydd y Tîm Cadwraeth ac Adfywio'n delio â hyn.

6 Ydych chi am gael cyngor am wneud gwaith ar goed gyda Gorchymyn Diogelu Coed arnynt, neu goed sydd mewn ardal gadwraeth?

Bydd y Tîm Cadwraeth ac Adfywio'n delio â hyn.

7 Ydych chi am gael cyngor ynglyn â sut mae cadwraeth natur yn effeithio ar gynnig datblygu?

Bydd yr Adran Cefn Gwlad yn delio â hyn.

Os ydy eich ateb yn 'ydw' i gwestiynau 3 to 7, dylech lenwi'r ffurflen ymholiad cynllunio. Neu os yw'n well gennych, gallwch anfon llythyr neu e-bost atom. Os ydych yn gwneud hyn, mae'n rhaid i chi ddweud wrthym:

- eich enw, eich cyfeiriad a'ch côd post;
- eich rhif ffôn
- eich cyfeiriad e-bost (os ydych wedi gwneud eich cais fel hyn)
- cyfeiriad y tir a'r adeilad rydych yn cyfeirio ato; a
- manylion yr hyn rydych yn bwriadu ei wneud; neu pam fod angen cyngor arnoch chi?

Bydd y swyddogion yn rhoi cyngor i chi ynglyn â'ch cais, ond ni allant ddweud wrthych chi a fyddwch yn cael caniatâd cynllunio os gwnaethoch gais cynllunio. Byddwn yn rhoi'r cyngor hwnnw mewn llythyr i chi, a dylech ei gadw rhag ofn y bydd angen cyfeirio ato yn y dyfodol.

Os ydych am i ni anfon ffurflen ymholiad atoch, a wnewch chi ffonio 01492 575195, 01492 575250 neu 01492 575390 yn ystod oriau swyddfa. Neu gallwch argraffu'r ffurflen sydd ar ein gwefan www.conwy.gov.uk/cynllunio

Unwaith y byddwch wedi llenwi'r ffurflen, anfonwch hi at:
Y Gwasanaethau Cynllunio
Swyddfeydd Dinesig
Bae Colwyn
LL29 8AR.

E-bost: cynllun.plan@conwy.gov.uk