

# Request for Pre-application Advice / Enquiry in Respect of Proposals for Non- Householder Developments

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| <p><b>For office use:</b></p> <p>ENQ/</p> |
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Development Management seeks within available resources to provide informal pre-application advice regarding the merits of a proposal. Please note the quality of the information we can provide depends on the level of information that you submit. Site visits or meetings will only be arranged thereafter in respect of cases where Officers consider it necessary. We are only able to offer informal advice and any formal assessment would be subject to assessment at planning application stage.

## PRE-APPLICATION REQUEST FORM

|                           |                          |   |
|---------------------------|--------------------------|---|
| <b>1. CONTACT DETAILS</b> |                          | <b>(Please tick whichever is appropriate)</b> |
| APPLICANT                 | <input type="checkbox"/> | AGENT   |
|                           | <input type="checkbox"/> |   |
| Name:                     | <input type="text"/>     |   |
| Address:                  | <input type="text"/>     |   |
|                           | <input type="text"/>     |   |
|                           | <input type="text"/>     |   |
| Postcode:                 | <input type="text"/>     | Telephone No. <input type="text"/>            |
| Email:                    | <input type="text"/>     |   |

|                       |                      |
|-----------------------|----------------------|
| <b>2. THE SITE</b>    |                      |
| (a) The site address: | <input type="text"/> |
|                       | <input type="text"/> |
|                       | <input type="text"/> |
| (b) The site area is: | <input type="text"/> |

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

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

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

**4. TYPE OF BUILDINGS PROPOSED**

Number of storeys:

Proposed materials:

Dimensions:

Height to ridge:

Width:

Length:

**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:

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

**8.** Level of parking provision intended:

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

## 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 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 plan
- (iii) Provided a layout of your proposals and (where relevant and available) signed the declaration below

When completed, please either send to:

**BY POST:** Development Management, Conwy County Borough Council, Civic Offices, Colwyn Bay, Conwy, LL29 8AR.

or

**BY E-MAIL:** [regulatory.services@conwy.gov.uk](mailto:regulatory.services@conwy.gov.uk)

## 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: