



PLANNING PRE APPLICATION ADVICE ENQUIRY FORM

This form will help you to submit a formal enquiry for pre application advice on your development. Please note it does not offer you a decision as to whether your proposed development requires planning permission. Should you want a formal determination as to whether your proposal requires planning permission please submit a Certificate of Lawful Development Application.

Before You Start

Please read the accompanying Pre Application Enquiry Guidance Note.

Please decide from the category chart on the rear page which category your enquiry falls within and tick the appropriate box.

Please ensure that all relevant sections are fully completed and you include as much information as you can because this helps us to process your enquiry quicker.

Please note that enquiries are subject to a payment and will not be dealt with until the appropriate fee has been received.

If you need further advice, please telephone **02922 330800** for Planning enquiries.

This form is available from www.cardiff.gov.uk/planning

Charging for enquiries will apply from 20th June 2011

Pre Application Advice / Enquiry Form (for all planning and building related enquiries or research)

1. Your Details

Name: _____

Address: _____

Post Code: _____

Telephone Number: _____

Email Address: _____

2. Location of Proposal

Address: _____

Post Code: _____

3. Description

Description of Proposal: _____

Materials used for the construction of proposal:

a) Walls _____

b) Roof _____

c) Windows / doors _____

Existing Use of land / building: _____

4. Position of Proposal

Please enclose a layout and location plan (hand drawn will be sufficient) showing:

- a) location of structure(s)
- b) distance from the nearest boundary(s)
- c) detached building(s) within the boundary
- d) nearby highway(s)

Also enclose up to date photo(s) of the property / site

5. Size of Proposal

Please give the external dimensions of the Proposed development (in metric units) :

- a) Overall Length: _____ m
- b) Overall Width: _____ m
- c) Height to eaves (from ground level): _____ m
- d) Height to highest part of roof (from ground level): _____ m
- e) Area of Site: _____

6. Previous Extensions or Alterations

Has there been any previous building work, Extensions or alterations within the boundary of the Property ?

Yes No

If yes please give details including Application Reference No. (if known)

Are there any building structures within 5m of the proposal:

Yes No

If yes mark on layout plan with dimensions of The structure e.g. length, width and height

7. Special Features

Is the property listed as being of special Architectural or Historic interest ?

Yes No

Is the property within a designated Conservation Area ?

Yes No

Are there any trees within the boundary of the Property ?

Yes No

Please mark position of trees on layout plan

8. Ownership

The Property / Land :

Privately Owned Council Owned

Anybody else has interest in it

9. Extra Information

Please tick relevant boxes below and Supply as necessary

IN ALL CASES PROVIDE :

1:1250 Location Plan of Site
(not required for Category D enquiries)

OTHER INFORMATION:

Schedule of existing buildings, uses and floor space

Relevant planning history (if known)

Photographs of site and surroundings

Sketch proposals of layout, dimensions and elevations to scale

Details of materials

SUPPORTING STATEMENTS OR SURVEYS:

(e.g. Constraints and opportunities plan analysis, design details of any draft design and access statement, sustainability appraisal, tree surveys, ecology surveys, contamination or ground stability issues and site levels, transport impact assessments)

10. Commercial Sensitivity

Is any of the information you have provided Confidential or commercially sensitive

Please tick Yes No

If yes please identify which: _____

11. Additional Information

Any other information you may wish to provide (continue on a separate sheet if necessary):

12. Signature

Signed : _____

Print Name : _____

Date : _____

13. Contact Information

Please return this completed form together with Additional information (and fee if required) to :

**Development Management
Strategic Planning, Highways & Traffic &
Transportation
County Hall
Cardiff
CF10 4UW**

Email: DevelopmentManagement@Cardiff.gov.uk

SCALE OF CHARGES Plus VAT

PRE-APPLICATION CATEGORY The initial meeting on Category A & B Applications only will be without charge	CHARGE	I am applying for (please tick appropriate box)
CATEGORY 'A' STRATEGIC DEVELOPMENT 25 or more residential units (including conversion); 2,000m ² or more of commercial floor space; change of use of buildings or land over 2000m ² ; mixed use development of a site of 1ha and over; development requiring an Environmental Impact Assessment	£3000 inc VAT with an additional hourly rate of £100 plus VAT	
CATEGORY 'B' – Major Development 10-24 residential dwellings (including conversion); 1000m ² – 1999m ² of commercial floor space; change of use of buildings or land between 1000m ² – 1999m ² ; development of a site of 0.5ha – 0.99ha; mixed use developments with a combined floor space of 1000m ² – 1999m ²	£1500 inc VAT with an additional hourly rate of £100 Plus VAT	
CATEGORY 'C' – Minor Development 1-9 residential dwellings (including conversion); 100m ² – 999m ² of commercial floor space; change of use of buildings or land between 100m ² -999m ² , mixed use developments with a combined floor space of less than 0.5ha, telecommunications equipment and masts not being confirmation of permitted development; advertisement applications; agricultural developments	£300 inc VAT with an additional hourly rate of £100 plus VAT	
CATEGORY 'D' – Domestic / Miscellaneous Development and Exemptions <ul style="list-style-type: none"> • Alterations or extensions to single dwellings and householder applications (eg. Loft conversions, garages, sheds, summerhouses, walls, fences, vehicular accesses, domestic micro-generation etc) • Minor development relating to a small business (less than 100m² floor space) or site less than 0.1ha (excluding redevelopment for non business purposes) • Listed Building/Conservation Area advice • Works to trees, subject to existing Tree Preservation Orders or within Conservation Areas • Planning discussions relating to an enforcement investigation • Advice to Registered Social Landlords (RSLs) in respect of 100% affordable housing sites • Domestic Telecommunications development <p>Exempt</p> <ul style="list-style-type: none"> • Advice to Community Councils and County Councillors 	£60 inc VAT without an additional hourly rate plus VAT No Charge	

HOW YOU CAN PAY:-

Payment may be made by any of the following methods:-

- Cash
- Cheque made payable to 'Cardiff Council'