

# 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:

- Walls
- Roof
- Windows/ doors

Existing Use of land/ building:.....

.....

.....

## 4. Position of Proposal

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

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

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

## 5. Size of Proposal

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

- Overall Length: ..... m
- Overall Width: ..... m
- Height to eaves (from ground level): ..... m
- Height to highest part of roof  
(from ground level): ..... m
- Area of Site: .....m<sup>2</sup>

## 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 & 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

### 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:

Planning Division  
Ty Pontllanfraith  
Blackwood Road  
Pontllanfraith  
Caerphilly  
NP12 2YW