



## Pre-Application Advice Enquiry Form

Please complete this form providing as much information as possible.

We advise you read the pre-application enquiry guidance notes prior to completing this form. Here is a link to the notes on our website -

[Guidance Notes.PDF](#)

Mae'r ffurflen yma ar gael yn y Gymraeg / This form is available in Welsh.

### Applicant Name, Address and Contact

Name:

Address:

Postcode:

Telephone number:

Mobile number:

E-mail address:

### Agent Name, Address and Contact

Name:

Address:

Postcode:

Telephone number:

Mobile number:

E-mail address:

### Description of the Proposal

Total number of new units:  
(if applicable)

Increase in floor space (m<sup>2</sup>):

**Site Address (if different to applicant address)**

Address:

Postcode:

**Location Plan**

A plan/map will be required to accompany your submission which clearly identifies the location of the site to which this enquiry relates.

Further information in relation to this requirement is contained within the pre-application guidance notes.

*I confirm I have included a location plan*

\*please note that your enquiry can only be registered if accompanied by a valid location plan.

**Additional Information**

To help ensure your local planning authority can provide the best possible response to your pre-application enquiry, you are encouraged to submit as much additional information as possible to accompany this form. Please list any additional information you are submitting below and attach the information with your submission.

**Confirm type of enquiry -**

This is a basic non-fee paying enquiry;

*\*please note this will only provide a yes/no answer to whether consent is required*

This is a full enquiry and the correct fee has been submitted

Fee submitted (select from drop-down list)

*If you are unsure of the difference between a basic and full fee paying enquiry or the required fee, please see the Authority's associated pre- application Guidance Note*

Signed (applicant):  Date (DD/MM/YYYY):

or  
Signed (agent):