



Statutory pre-application advice enquiry form

Please complete this form with as much information as possible. Any incorrect completion will delay the processing of your application.

If you require any further information regarding the statutory pre-application service or how to complete this form, please contact the authority on: 01446 704681 or email to planning@valeofglamorgan.gov.uk

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 floorspace (m²):

Site Address (if different to applicant's address)

Address:

Postcode:

Location Plan

Please check the box below to confirm you have submitted a plan (which identifies the land to which this application relates, preferably in red), drawn to an identified scale and showing the direction of North. The plan should preferably be to a scale of 1:1250

I have attached a location plan that meets the requirements outlined above:

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 provide any additional information you are submitting below (*continue on a separate sheet if necessary*):

Statutory Pre App Fee:

Householder	£25
Minor Dev.	£250
Major Dev.	£600
Minerals and Waste	£600
Large Major Dev.*	£1000

**where*

- *Dev. exceeds 24 houses*
- *Site area exceeds 0.99 ha (where no. of dwellings, gross floorspace is not known or where there is a material change in the use of land)*
- *Non residential / change of use floorspace exceeds 1,999 sq. m.*

Non Statutory Pre App Meeting Fee is £160 (incl. VAT) (in addition to the above fee)

Please tick here if you are requesting a non statutory meeting

I confirm that the correct fee of £ has been included with this enquiry form:

If you are unsure of the correct fee you are required to submit, the full fee schedule can be found on http://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/planning_applications/advice_and_guidance/advice_and_guidance.aspx

Signed (applicant):
or
Signed (agent):

Date (DD/MM/YYYY):