

Mae’r ddogfaen hon ar gael yn Gymraeg:

This document is also available in Welsh

**Statutory Pre-Application** **Enquiry Form**

This form will help you to submit a **Statutory Pre-Application Enquiry** to seekadvice on your development, in line with the [**Planning Pre-Application Services: Guidance Note**](https://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning/Planning-Applications/Seek-Pre-Application-Advice.aspx)**.**

The written response you will receive will provide pre-application advice in respect of development proposals, which require planning permission under The Town Country Planning Act 1990 (as amended).

Please note that the written response to this pre application enquiry does not constitute a formal planning decision and will not confirm if a project falls under permitted development. Such an enquiry will require a formal determination and can be submitted by way of a lawful development certificate (LDC). For more information or any queries , please visit the Planning pages of our website: [Planning and Building Control (valeofglamorgan.gov.uk)](https://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning-and-Building-Control.aspx)

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| **Applicant details :**Title: Name : Company Name (If applicable) Address : Post Code : Tel no.: Email: Preferred means of contact:  | **Agent details (if applicable):**Title: Name : Company Name (If applicable) Address : Post Code : Tel no.: Email: Preferred means of contact:  |
| **Location of proposed development :**Site address: *(only complete if different to applicant’s address)***Please provide a site location plan** (which identifies the land to which this pre 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.  |
| **Ownership:**The applicant is the (please tick) Owner [ ]  Occupier [ ]  Lessee [ ]  Prospective Purchaser [ ]  |
| **Description of your proposal:** (Including an indication of any proposed increase in floor space, and/or number of new units proposed)  |
| **Additional Information :** (please add any additional information to support your submission and list any referenced separate plans, reports and documentation):*
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| **Type of service you require :** (please see separate Schedule of Charges at the end of the form for further information). Please tick relevant development category.

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| **Development Category** | **Total Fee** |
| Householder Development | £25[ ]  |
| Minor Development | £250[ ]  |
| Major Development | £600[ ]  |
| Minerals and Waste | £600[ ]  |
| Large Major Development\* | £1000[ ]  |

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

**PLEASE NOTE****This ‘Statutory Pre-Application Service’ does not include the ability to request a meeting with the case officer. If you are seeking a meeting please utilise the ‘Enhanced Pre-Application Service – details of which are available on our Guidance Document.**  |
|  **Fees:**Total amount paid: £ The easiest and quickest way to submit the fee is to pay :• **Online using the following link** – please click the “Make a Payment Online” box, then select “Other Council Services”, then select “Planning” and finally select “Pre Application Fee” <https://www.valeofglamorgan.gov.uk/en/living/do_it_online/Pay.aspx>Please provide the full address of the pre application site in the Message Box. If you already have been given a pre application number (which will look like 2024/0????/PRE), please also quote that number. Alternatively • Over the phone on 01446 700111 – please ignore the automated Payment option and wait to be connected to an operator who will be able to take your payment. Please provide the application site address the operator. If you already have been given a pre application number (which will look like 2024/0????/PRE) please also quote that number.* by cheque, which shall be made payable to ‘Vale of Glamorgan Council’.

*Please ensure that the correct fee has been paid for this enquiry at time of submission as the inquiry will not be processed without payment.*  |
| **Confidentiality and Freedom of Information****We acknowledge that customers may expect that details of their pre-application discussions to be on a confidential basis. Officers will aim to provide advice on this basis, however, under the provisions of the Freedom of Information Act and/or Environmental Information Regulations, third parties can submit a request to view pre-application documentation and the Council has to then decide whether information is exempt from disclosure.** **In order to assist the Council in dealing with such requests, applicants/agents are encouraged to submit in writing the specific reasons why, in their opinion, documentation relating to their pre-application discussions/submission should remain confidential and not be disclosed to third parties.****Declaration**I/We the undersigned, confirm that I/we are seeking pre-application advice for the proposed development described in this form and in the attached documents.I/We note that the advice provided under this service will be given on the basis of the **informal opinion** of the officer(s) concerned, based on the information provided and the planning policies/guidance prevailing at the time, and any views expressed are not intended to prejudice the Authority’s determination of any subsequently submitted formal application. |
| **Signed: Print name:** **Date submitted:**  |

**Our Contact Details:**

**The Vale of Glamorgan Council**

Dock Office, Barry Docks, Barry CF63 4RT

Tel : 01446 700111

Email : planning@valeofglamorgan.gov.uk

**Cyngor Bro Morgannwyg**

Swyddfa’r Doc, Dociau’r Barri, Y Barri CF63 4RT

Ffon : 01446 700111

Ebost : planning@valeofglamorgan.gov.uk

