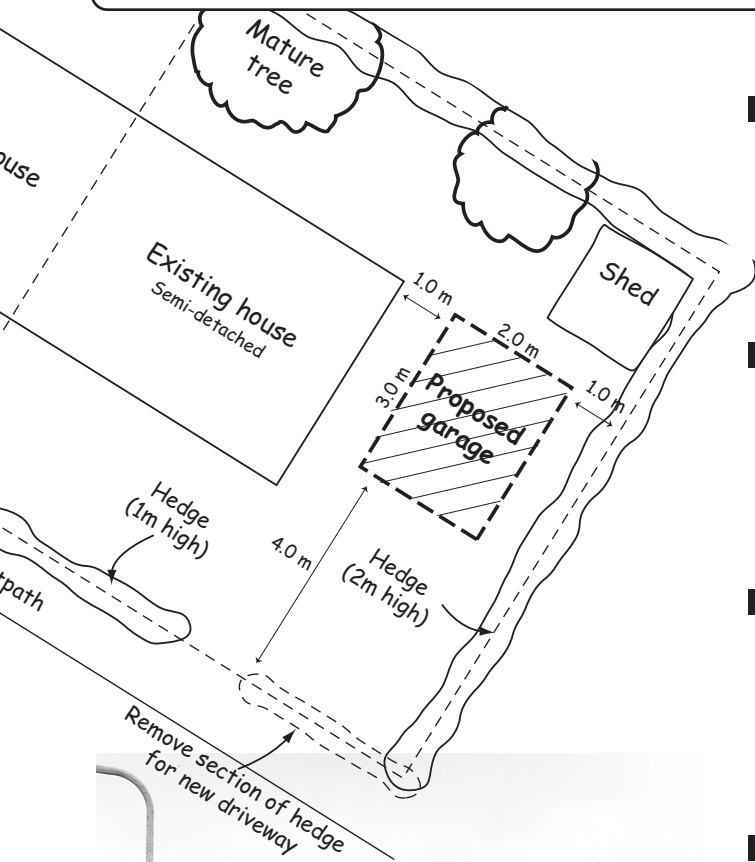


Pembrokeshire Coast National Park Authority Pre-Application Enquiry Form



- Before submitting a formal planning application, a planning officer will be able to identify issues and offer advice on your proposed scheme, which should ensure that the subsequent planning application process can be completed with as few delays as possible.
- **Please note, however, that planning is a democratic process, and any advice provided by an officer is an informal view based upon the information provided in this form, and is given entirely without prejudice to any future decision that may be made by the National Park Authority.**
- The advice provided is based upon the policies of the Local Development Plan, which can be viewed at the Authority's offices or on the Authority's website - www.pembrokeshirecoast.org.uk. It is recommended that you familiarise yourself with the policy requirements before preparing your scheme.
- The Authority will acknowledge receipt of your completed form and advise you of the officer who will be dealing with the enquiry. We endeavour to respond to your enquiry within 30 working days, however this timescale may be delayed if further information is required, a site visit is required, or current planning application workloads are high. We will write to advise you further if a delay is likely.

Under the Freedom of Information Act, information about all pre-application enquires may be provided to a third party on request.

- Please return your completed form to -

**Development Management
Pembrokeshire Coast National Park Authority
Llanion Park
Pembroke Dock
Pembrokeshire
SA72 6DY**

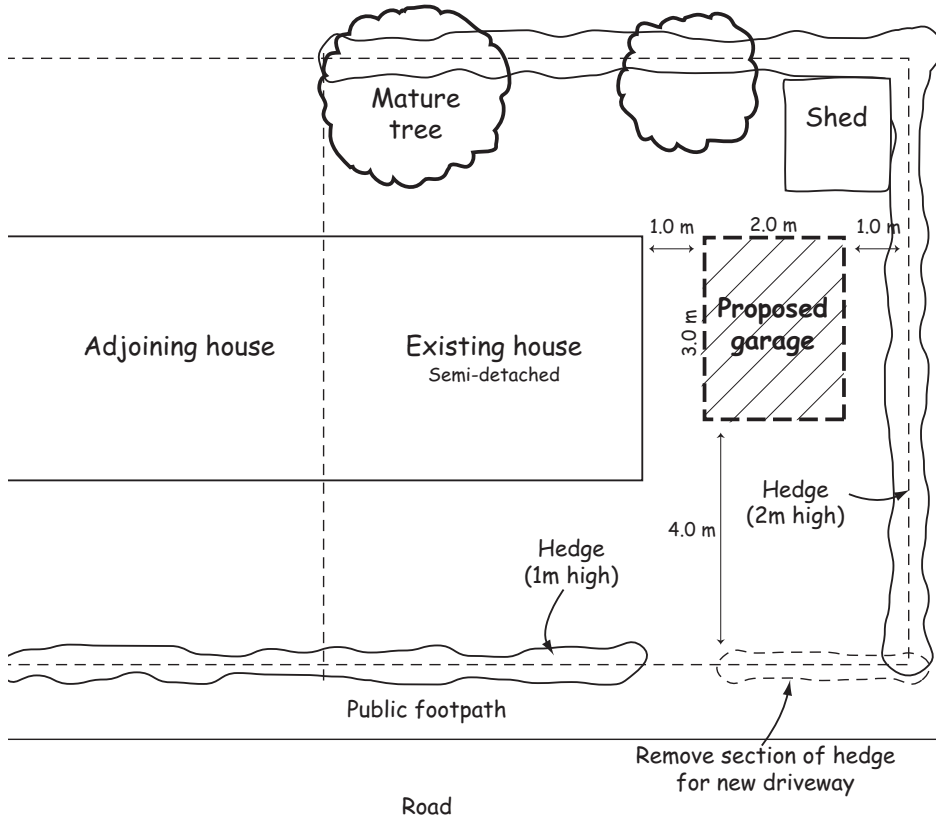
Tel: 0845 345 7275

Fax: 01646 689076

Email: dc@pembrokeshirecoast.org.uk

Please attach a plan following the examples below to illustrate the existing property / site and the proposed works.

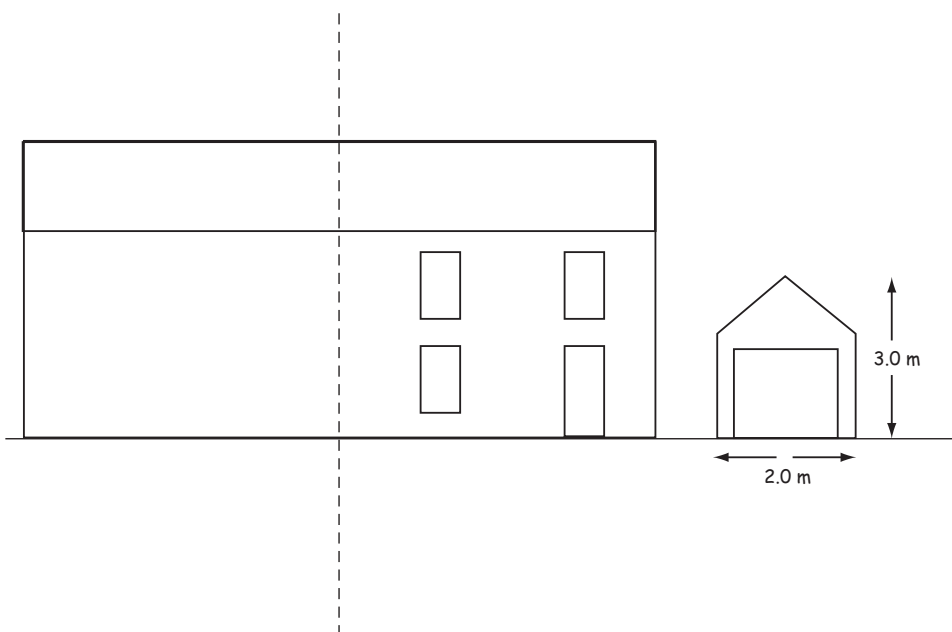
Typical Block Plan



The plans should detail the following:

- the type of property
- any previous extensions to the house
- other buildings within the garden / site
- the position of existing and proposed trees / planting
- the position of the proposed development
- dimensions of the proposed development
- distance from the boundary
- position and distance from highways and footpaths

Typical Elevation Plan



Dimensions of the existing and proposed structures should be clearly shown, but the plan does not have to be to scale at this stage.

Dimensions should show length, width and height to the apex of the roof (if applicable) in metres. Officers may require additional plans in some instances and will write to request these if necessary.

Please attach any other information that you feel would assist the officer in consideration of the proposal (eg photos etc).

1 Your contact details

Name:

Address:

Postcode:

Telephone:

2 The site details

Site address / location of site:

3 Description of proposed works

Internal use only

Reference

Date received and acknowledged

Allocated officer

4 Site location plan - This should be of a scale 1:2500 or larger and should show the proposed application site, all adjoining properties and the relationship of the site to the public highway. A copy of your deeds or OS extract would be suitable. The site should be outlined in red.

Site location plan attached (please tick to confirm)

(Please note, your pre-application enquiry form will be returned to you should a location plan not be attached).

5 Sketch drawing of proposed works