



## Local Planning Authority Statutory Pre-Application Services

The Town and Country Planning (Pre-Application Services) (Wales) Regulations 2016 require all local planning authorities (LPA's) in Wales to provide a statutory pre-application service.

Applicants must submit a completed pre-application advice enquiry form containing information on their proposal to enable a response from the LPA. As a minimum they will be required to provide:

- Name, address and contact details
- Description of the proposal (including an indication of increase in floor space, and/or number of new units proposed)
- Site address
- Location Plan
- Fee

The fees that can be charged for statutory pre-application services are the same across Wales, although vary depending upon the size and scale of the proposed development:

- Householder - £25
- Minor Development - £250
- Major Development - £600
- Large major development - £1000

The regulations require LPA's to provide a written response to all valid pre-application enquiries within 21 days, unless an extension of time is agreed between the authority and applicant.

As a minimum, applications for householder developments should expect to receive the following information within their written response:

- The relevant planning history of the site
- The relevant development plan policies against which the development proposal will be assessed
- Relevant supplementary planning guidance (i.e. design, conservation etc.)
- Any other material planning considerations
- An initial assessment of the proposed development, based on the information above

For all other development proposals, applicants should receive all the information outlined above, as well as whether any Section 106 or Community Infrastructure Levy contributions are likely to be sought and an indication of the scope and amount of these contributions.

Without payment of the appropriate fee, the LPA will be under no obligation to accept a pre-application enquiry form.

If, in the opinion of the LPA, a pre-application enquiry form is submitted without the correct fee, the LPA should explain to the applicant as soon as possible in writing that the pre-application service cannot begin until the correct fee is received and identify what payment is due.

If a fee is paid to the LPA but the pre-application enquiry is subsequently rejected as being invalid for any reason except for payment of an incorrect fee, the fee must be refunded.



## Statutory pre-application advice enquiry form

*Mae copi o'r fflurflen hon ar gael yn y Gymraeg*

Please complete this form with as much information as possible.

If you require any further information regarding the statutory pre-application service or how to complete this form, please contact your local planning authority on: 01874 620431

Applicant Name, Address and Contact		Agent Name, Address and Contact	
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Telephone Number:</b>		<b>Telephone Number:</b>	
<b>Mobile Number:</b>		<b>Mobile Number:</b>	
<b>E-mail address:</b>		<b>E-mail address:</b>	

Description of the Proposal	
<b>Total number of new units: (if applicable)</b>	
<b>Increase in floorspace (m2):</b>	

Site Address (if difference to applicant address)		Location Plan
<b>Address:</b>		Please check the box below to confirm you have submitted a plan which identifies the land to which this application relates, drawn to an identified scale and showing the direction of North.
<b>Postcode:</b>		I have attached a location plan that meets the requirements outlined above: <input type="checkbox"/>

Additional information	
<p>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 (continue on a separate sheet if necessary):</p>	

<p><b>Fee:</b></p> <p>I confirm that the correct fee has been included with this enquiry form: <input type="checkbox"/></p> <p>If you are unsure of the correct fee you are required to submit, please see the fee schedule which can be found on the location planning authority's website.</p>
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<p><b>Signed (applicant):</b></p> <p><b>Or</b></p> <p><b>Signed (agent):</b></p>	<p><b>Date (DD/MM/YYYY):</b></p>
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