**Pre-Application Enquiry Form**Please refer to our ‘Pre Application Guidance’ before completing this form in full and attach the relevant details. We aim to provide a full written response within **21 days** from receipt of a valid request and will acknowledge your request within **5 working days**.

For more information, please visit [www.pembrokeshirecoast.org.uk](http://www.pembrokeshirecoast.org.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant**  Title | Choose an item. |  | **Agent**  Title | Choose an item. |
| Name |  |  | Name |  |
| Email |  |  | Email |  |
| Address |  |  | Address |  |
| Postcode |  |  | Postcode |  |
| Telephone  Mobile |  |  | Telephone  Mobile |  |

|  |  |
| --- | --- |
| **Site Address Details** (if different to the applicant address) | |
|  | |
| Postcode | |
|  | |
| **Description of Proposed Works** | |
|  | |
| Total number of units: (if applicable) |  |
| Increase in floor space (m²): |  |
|  | |
| **Planning Surgery** | |
| Have you attended our Planning Surgery prior to submission of your Pre-Application?  Yes  No  If Yes: Date Attended: Click here to enter a date. Duty Officer name (if known): | |
|  | |
| **Site accessibility** | |
| Is the entire site accessible? Yes No  \*Please note the officer will sometimes need to visit the site depending upon the nature of the proposal. Visits will be made unaccompanied and we will only contact you if we cannot gain access and an appointment needs to be made. | |
|  | |
| **Ownership** | |
| The applicant is the (please tick) Owner  Occupier  Lessee  Prospective Purchaser | |
|  | |
| **Consultation** | |
| Have you consulted your neighbours/community on your proposals? Yes  No | |
| If Yes, Please provide details below. If No, we suggest you consider consultation as part of your scheme. | |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Materials** (If applicable please state what materials are proposed for use externally. Include type, colour and name for each) | | | | | |
|  | Existing (where applicable) | Proposed | | Not  Applicable | Not known |
| Walls |  |  | |  |  |
| Roof |  |  | |  |  |
| Windows |  |  | |  |  |
| Doors |  |  | |  |  |
| Boundary Treatments (e.g. walls, fences) |  |  | |  |  |
| Vehicle access and hardstanding |  |  | |  |  |
| Lighting |  |  | |  |  |
| Others (please specify) |  |  | |  |  |
|  | | | | | |
| **Supporting Information** Attach one copy of the following information: | | | | | |
| To consider your proposal we require as a minimum; | | | | | |
| A site location plan (this should include an indication of where the proposed development will be sited. Please outline the site in red and include all site boundaries, neighbouring properties and roads) to OS Scale 1:1250 or 1:2500 | | | | | |
| ***The quality of the response given depends on the level of information received. As such it is recommended that you provide some or preferably all of the following. Please indicate below what has been attached:*** | | | | | |
| Existing drawings (block plan, floor plans and elevations) | | | | | |
| Proposed drawings (block plan, floor plans and elevations) | | | | | |
| Photographs of the site/buildings | | | | | |
| Draft Design and Access Statement (DAS) | | | | | |
| **Additional information submitted** *This may be required depending on the type of application proposed. Please indicate below if you have attached any of the following*: | | | | | |
| Tree Survey BS BS5837 Standards | | | Agricultural Justification Report | | |
| Biodiversity Survey/Report | | | Rural Enterprise Dwelling Appraisal | | |
| Structural Survey | | | Affordable Housing Statement | | |
| Visual Impact Assessment | | | Draft Unilateral Undertaking | | |
| Transport Assessment | | | Land Contamination Assessment | | |
| Retail Impact Assessment | | | Coal Mining Risk Assessment | | |
| Flood Consequences Assessment (FCA) | | | Environmental Statement (ES) | | |
| Please note that the above list is not comprehensive and you may be asked for additional supporting information as part of the proposal. | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| **Meeting** | | | | | |
| Would you like a meeting?  Yes  No  Please refer to the Pre-Application Guidance Note. Meetings will only be provided where it is considered necessary by officers to understand the full nature of the scheme that cannot easily be gleaned from the supporting documents. This is usually relevant for larger scale or complicated development proposals. If yes please provide your justification below:    Please indicate your preferred venue:  Llanion Offices, Pembroke Dock  Application Site  Officers will consider the information and contact you accordingly if a meeting is considered to be necessary. | | | | | |
|  | | | | | |
| **Fee** | | | | | |
| I confirm that the correct fee has been included with this enquiry form:  Yes  No  If you are unsure of the correct planning fee you are required to submit, please see the fee schedule which can be found on the authority’s website. | | | | | |

|  |
| --- |
| **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. Any advice given is valid for a period of six months from the date of reply.  I/We understand that under the Freedom of Information Act that information regarding this pre-application may be provided to a third party on request. |
| Signed (applicant):      Date:  Signed (agent):      Date: |
| Once completed please return the form to:  **Development Management**  **Pembrokeshire Coast National Park Authority**  **Llanion Park**  **Pembroke Dock**  **Pembrokeshire**  **SA72 6DY**  Or email the form to us: [DC@pembrokeshirecoast.org.uk](mailto:DC@pembrokeshirecoast.org.uk)  For more information about Planning in the Pembrokeshire Coast National Park please visit our website [www.pembrokeshirecoast.org.uk](http://www.pembrokeshirecoast.org.uk) or telephone 01646 624800 |

PCNPA. V2. March 2016