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# Statutory pre-application advice enquiry form

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 [planning@caerphilly.gov.uk](mailto:planning@caerphilly.gov.uk) or telephone 01443 864657.

## Applicant Name, Address & Contact

Name: .....

Address: .....

.....

.....

Post Code: .....

Telephone Number:.....

Mobile Number: .....

Email Address: .....

## Agent Name, Address & Contact

Name: .....

Address: .....

.....

.....

Post Code: .....

Telephone Number:.....

Mobile Number: .....

Email Address: .....

## Description

Description of Proposal:.....

.....

.....

.....

.....

.....

Total number of new units:..... (if applicable)

Increase in floorspace (m<sup>2</sup>) .....

**Site Address (if different to applicant)**

Address: .....

.....

.....

Post Code: .....

**Location Plan**

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.

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

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.....

**Fee**

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

*If you are unsure of the correct fee you are required to submit, please see the fee schedule which can be found on the local planning authority's website.*

**Signatures**

Signed (applicant): ..... Date (DD/MM/YYYY): .....

or Signed (agent): .....

### Additional service provided by the Local Planning Authority

If you wish the Local Planning Authority to provide any of the following services as part of the pre-application advice process, the fees below will apply.

Service	Fee	Please tick if you require this service
Consult statutory and non-statutory consultees within Caerphilly County Borough Council	30% of the statutory fee for the development type proposed	
Meetings with officers on site or at an office	30% of the statutory fee for the development type proposed	
Site visit by the case officer	30% of the statutory fee for the development type proposed (this will not be charged separately if a meeting is held on site with the case officer)	
Advice on the information needed to make an application valid on submission	30% of the statutory fee for the development type proposed	

If you are unsure of the correct fee you are required to submit, please see the fee schedule which can be found on the Local Planning Authority's website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

We will only provide these additional services if you agree below to an extended period for the determination of your enquiry to 42 days from the receipt of a valid application.

Please sign and date the box below to agree to this period of determination.

Signed: ..... Date: .....