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# Non-Statutory Discretionary Pre-application Advice Enquiry Form Conservation Services

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 01495 235412.

## 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>) .....

## New Development

Type of works proposed (tick all that apply) :

Alteration works inside and/or outside

Minor new works

Restoration/reconstruction

Major new works

Repairs that are not like-for-like

Partial or total demolition

*cont:*

- |                                                                                 |                                                                                                    |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Change of use - that include alterations to the fabric | <input type="checkbox"/> Cleaning the exterior                                                     |
| <input type="checkbox"/> Installing energy-efficiency measures                  | <input type="checkbox"/> Painting the exterior                                                     |
| <input type="checkbox"/> Access improvements                                    | <input type="checkbox"/> Minor additions (eg satellite dishes, meter boxes, floodlighting, alarms) |

**Existing Floorspace for non householder applications** (tick one box)

- <999m<sup>2</sup>
- 1000m<sup>2</sup> - 1999m<sup>2</sup>
- > 1999m<sup>2</sup>

**Meeting with an officer on site or at the office requested**

- Yes       No

**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.*

**Please note**

Local councillors will be made aware of all pre-application enquiries. If you are happy for copies of your submission and supporting documents to be made available to them, and any member of the public, please tick the box.

**Signatures**

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

or Signed (agent): .....