**The Vale of Glamorgan Council**

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**Statutory pre-application advice enquiry form**

Please complete this form with as much information as possible. Any incorrect completion will delay the processing of your application.

If you require any further information regarding the statutory pre-application service or how to complete this form, please contact the authority on: 01446 704681 *or email to* planning@valeofglamorgan.gov.uk

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| **Applicant Name, Address and Contact**  | **Agent Name, Address and Contact** |
| Name:  |  | Name:  |  |
| Address:  |  | Address:  |  |
|  |  |  |  |
|  |  |
| Postcode:  |  | Postcode:  |  |
| Tel. No.:  |  | Tel. No.: |  |
| Mobile No.:  |  | Mobile No.:  |  |
| Email:  |  | Email: |  |

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| **Description of the Proposal**Total number of new units: *(if applicable)*Increase in floor space (m2)  |

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| **Site Address (if different to applicant’s address)** | **Location Plan** Please check the box below to confirm you have submitted a plan (which identifies the land to which this application relates, preferably in red), drawn to an identified scale and showing the direction North. The plan should preferably be to a scale 1:1250 I have attached a location plan that meets the requirements outlined above:  |
| Address: |  |
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|  |
| Postcode:  |  |

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

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| **Statutory Pre-App Fee:***\*where** Dev exceeds 24 houses
* Site area exceed 0.99 ha (where no. of dwellings, gross floorspace is not known or where there is a material change in use in the land)
* Non-residential / change of use floorspace exceeds 1,999 sq.m.

Householder £25Minor Dev. £250Major Dev. £600Minerals and Waste £600Large Major Dev.\* £1000Non-Statutory Pre-App meeting fee is £160 (incl. VAT) (in addition to the above fee)*Please tick here if you are requesting a non-statutory meeting*I confirm that the correct fee of £ has been included with this enquiry form: *If you are unsure of the correct fee you are required to submit, the full fee schedule can be found:* <https://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning/Planning-Applications/Make-a-Planning-Application.aspx>  |
| Signed (applicant): or Signed (agent):  | Date (DD/MM/YYY): |

**This form is available in Welsh / Mae’r ffurflen hon ar gael yn**

**Gymraeg**