

Mae’r ddogfaen hon ar gael yn Gymraeg:

This document is also available in Welsh

**Enhanced Pre-Application** **Enquiry Form**

This form will help you to submit an **Enhanced Pre-Application Enquiry** to seekadvice on your development, in line with the **Planning Pre-Application Services: Guidance Note (add link).**

The written response you will receive will provide pre-application advice in respect of development proposals, which require planning permission under The Town Country Planning Act 1990 (as amended). It can also provide you with response to other acceptability of other associated forms of development or works, such as Heritage advice (i.e works to Listed Buildings) as well as advice in connection with Advertisement Consent applications.

Please note that the written response to this pre application enquiry does not constitute a formal planning decision and will not confirm if a project falls under permitted development. Such an enquiry will require a formal determination and can be submitted by way of a lawful development certificate (LDC). For more information or any queries , please visit the Planning pages of our website: [Planning and Building Control (valeofglamorgan.gov.uk)](https://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning-and-Building-Control.aspx)

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| **Applicant details :**Title: Name : Company Name (If applicable) Address : Post Code : Tel no.: Email: Preferred means of contact:  | **Applicant details (if applicable):**Title: Name : Company Name (If applicable) Address : Post Code : Tel no.: Email: Preferred means of contact:  |
| **Location of proposed development :**Site address: *(only complete if different to applicant’s address)***Please provide a site location plan** (which identifies the land to which this pre application relates, preferably in red), drawn to an identified scale and showing the direction of North. The plan should preferably be to a scale of 1:1250. **Ownership:**The applicant is the (please tick) Owner [ ]  Occupier [ ]  Lessee [ ]  Prospective Purchaser [ ]  |
| **Description of your proposal:** (Including an indication of any proposed increase in floor space, and/or number of new units proposed)  |
| **Additional Information :** (please add any additional information to support your submission and list any referenced separate plans, reports and documentation):*
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| **Type of service you require :** (please see separate Schedule of Charges at the end of the form for further information). Please tick relevant development category.

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| **Development Category** | **Total Fee**(Inclusive of VAT) | **OPTIONAL****On-site or** **Office Meeting** (additional fee) | **OPTIONAL****Additional meeting** **and written advice** in connection with the same scheme |
| Householder Development | £130[ ]  | £60[ ]  | £65[ ]  |
| Single dwelling (including conversions to a single residential use) | £270[ ]  | £100[ ]  | £135[ ]  |
| Major Development | £1300[ ]  | £200[ ]  | £650[ ]  |
| Large Major Development | £1700[ ]  | £300[ ]  | £850[ ]  |
| Listed Building Advice (Householder Schemes) | £190[ ]  | N/A –included as part of fee | £95[ ]  |
| Listed Building Advice(Single dwellings and minor development) | £370[ ]  | N/A – included as part of fee | £185[ ]  |
| Listed Building Advice(Major and Large Major Development) | £1000[ ]  | N/A – included as part of fee | £500[ ]  |
| Advertisement Consent Advice | £130[ ]  | £30[ ]  | £65[ ]  |

The basic enhanced pre application fee includes, if required, up to a 1 hour telephone or Teams Meeting. Please tick if you require this meeting [ ]  Please advise us of any dates / times that you would be available over the next two weeks from the date the form will be submitted.  |
|  **Fees:**Total amount paid: £ The easiest and quickest way to submit the fee is to pay :• **Online using the following link** – please click the “Make a Payment Online” box, then select “Other Income”, then select “Planning” and finally select “Pre Application Fee” <https://www.valeofglamorgan.gov.uk/en/living/do_it_online/Pay.aspx>Please provide the full address of the pre application site in the Message Box. If you already have been given a pre application number (which will look like 2024/0????/PRE), please also quote that number. Alternatively • Over the phone on 01446 700111 – please ignore the automated Payment option and wait to be connected to an operator who will be able to take your payment. Please provide the application site address the operator. If you already have been given a pre application number (which will look like 2024/0????/PRE) please also quote that number.* by cheque, which shall be made payable to ‘Vale of Glamorgan Council, .

*Please ensure that the correct fee has been paid for this enquiry at time of submission as the inquiry will not be processed without payment.*  |
| **Confidentiality and Freedom of Information****We acknowledge that customers may expect that details of their pre-application discussions to be on a confidential basis. Officers will aim to provide advice on this basis, however, under the provisions of the Freedom of Information Act and/or Environmental Information Regulations, third parties can submit a request to view pre-application documentation and the Council has to then decide whether information is exempt from disclosure.** **In order to assist the Council in dealing with such requests, applicants/agents are encouraged to submit in writing the specific reasons why, in their opinion, documentation relating to their pre-application discussions/submission should remain confidential and not be disclosed to third parties.****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. |
| **Signed: Print name:** **Date submitted:**  |

Schedule of Charges from 1st April 2024

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| **Development Category** | **Enhanced Pre-Application Service Provided** | **Total Fee**(Inclusive of VAT) | **OPTIONAL****On-site,** or **Office**  **Meeting** (additional fee) | **OPTIONAL****Additional meeting** **and written advice** in connection with the same scheme |
| **Householder Development**Enlargement, improvement or alteration of an existing dwellinghouse (includes extensions to dwellings and outbuildings, enclosures etc…) | * Upto 1 hour meeting with case officer via telephone or virtual meeting.
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal.

 | £130 | £60 | £65 |
| **Single dwelling (including conversions to a single residential use)** | * Upto 1 hour meeting with case officer via telephone or virtual meeting
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution.
* Indication on whether any particular documents/evidence would be required to support the application.
 | £270 | £100 | £135 |
| **Minor Development** 2-9 residential units or where residential site is below 0.5ha. Non residential, change of use or mixed use where the gross floor space is less than 1000 square metres or the site area is less than 0.5ha. | * Upto 1 hour meeting with case officer via telephone or virtual meeting
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution.
* Indication on whether any particular documents/evidence would be required to support the application.
 | £400 | £100 | £200 |
| **Major Development**10 – 24 residential units or where residential site area is more than 0.5ha but less than 1.0 ha.Non residential, change of use or mixed use where gross floor space is more than 1000 square metres but less than 2000 square metres or the site area is more than 0.5ha but less than 1.0 ha. | * Upto 2 hour meeting with case officer and team leader via telephone or virtual meeting.
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution.
* Indication on whether any particular documents/evidence would be required to support the application.
 | £1300 | £200 | £650 |
| **Large Major Development** 25 or more residential units or where residential site is more than 1ha.Non residential, change of use or mixed use where gross floor space is more than 2000 square metres or site area is more than 1.0ha. | * Upto 2 hour meeting with case officer and team leader via telephone or virtual meeting
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal. Reference to be made to any request for S106 contribution.
* Indication on whether any particular documents/evidence would be required to support the application.
 | £1700 | £300 | £850 |
| **Listed Building Advice (Householder Schemes)** | * Upto 1 hour site meeting with Heritage Officer.
* Scope of information required to support application.
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal.
 | £190 | N/A – site visit included as part of fee | £95 |
| **Listed Building Advice****(Single dwellings and minor development)** | * Upto 2 hour site meeting with Heritage Officer.
* Scope of information required to support application.
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal.
 | £370 | N/A – site visit included as part of fee | £185 |  |
| **Listed Building Advice****(Major and Large Major Development)** | * Upto 2 hour site meeting with Heritage Officer.
* Scope of information required to support application.
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the proposal.
 | £1000 | N/A – site visit included as part of fee | £500 |  |
| **Advertisement Consent Advice** | * Upto 1 hour meeting with case officer via telephone or virtual meeting.
* A written response outlining the discussion, areas of consideration including planning history, policies and guidance and an initial officer assessment of the acceptability the proposal.
 | £130 | £30 | £65 |

**NOTES**

* The Enhanced Pre Application service charges are inclusive of VAT.
* All fees are non-refundable and are in addition to the normal planning application fees that will be payable.
* As part of the Enhanced Service where an Office, Site or online MS Teams meeting is required, the appropriate additional fee will be payable in addition to the standard fee.
* Following the submission of written pre-application advice from the Case Officer the pre-application is considered closed. In the event that further comments are required on revised proposals the ‘optional additional advice fee’ will need to be paid.
* Where both planning and listed building advice is sought for a scheme as part of the enhanced service (i.e. dwelling is listed) the fee payable is the relevant development category plus half the listed building advice fee (example: extension to a dwelling that is also a listed building = £130 plus £95 = £225.

**Our Contact Details:**

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