

**Mae’r ddogfen hefyd ar gael yn Gymraeg**

**This document is also available in Welsh**

**Non-Statutory Pre-Application Enquiry Form**

**Please complete this form with as much information as possible and refer to our ‘Pre Application Services: Guidance Note (June 2016) and ‘Fee Charging Schedule’ for more information. Our contact details are as follows:**

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| **Email:** | planning@swansea.gov.uk |
| **Telephone:** | **01792 635701** |
| **Letter:** | **Planning & City Regeneration, Civic Centre, Oystermouth Road,Swansea, SA1 3SN** |
| **For more information, please visit** [**www.swansea.gov.uk**](https://www.swansea.gov.uk/) |

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| **Description of the Proposal** |
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Total number of new units(if applicable)

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|       |

Increase in floorspace (m2) |
| **Site Address (if different to applicant address)** |  | **Location Plan** |
|                      | Please check the box below to confirm you have submitted a plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction of north.  |
| Post Code:       | I have attached a location plan that meets the requirements outlined above [ ]   |

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| **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. |

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| **Ownership** |
| The applicant is the (please tick) Owner [ ]  Occupier [ ]  Lessee [ ]  Prospective Purchaser[ ]  |
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| **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. |
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| **Materials** (If applicable please state what materials are proposed for use externally. Include type, colour and name for each) |
|  | Existing (where applicable) | Proposed | NotApplicable | Not known |
| Walls |       |       | [ ]  | [ ]  |
| Roof |       |       | [ ]  | [ ]  |
| Windows |       |       | [ ]  | [ ]  |
| Doors |       |       | [ ]  | [ ]  |
| Boundary Treatments (e.g. walls, fences) |       |       | [ ]  | [ ]  |
| Vehicle access and hardstanding |       |       | [ ]  | [ ]  |
| Lighting |       |       | [ ]  | [ ]  |
| Others (please specify) |       |       | [ ]  | [ ]  |
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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 select/list any additional information you are submitting below *(continue on a separate sheet if necessary)*: |
| ***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) |

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| **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 Section 106 Agreement/ Undertaking |
| [ ]  Transport Assessment | [ ]  Land Contamination Assessment |
| [ ]  Retail Impact Assessment | [ ]  Coal Mining Risk Assessment |
| [ ]  Flood Consequences Assessment (FCA) | [ ]  Environmental Statement (ES) |
| Please list any other additional information you are submitting below:1.      2.      3.      4.       |
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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 refer to the Fee Charging Schedule (June 2016) which is available to view on our website.* |
| **Meeting** |
| Please select one:[ ]  Yes a meeting is required [ ]  No a meeting is not requiredIf ‘yes’ please advise of preferred meeting location: [ ]  Site [ ]  Office (Civic Centre) |