

Enquiry form to determine whether a Planning Application or Building Regulations Application is required

It is important to include as much information as you can. Please send the completed form and plan to the **Planning Department** at the address below. Our aim is to give a response within 14 days.

If you need advice, please telephone **01978 292016** for Planning enquiries, or **01978 292050** for Building Control enquiries.

A large print copy of this form is available on request.



Enquiry Number

Name: _____
Address: _____

Post Code: _____
Telephone Number: _____
Date: _____

Position of Proposal

Please enclose a plan (hand drawn will be sufficient) showing:

- a) *dimensions in metric of the proposal*
- b) *where the structure will be*
- c) *the nearest boundary*
- d) *the nearest building*
- e) *the nearest highway*

Location and Description of Proposal

Address: _____

_____ Post Code: _____

Description of Proposal: _____

Materials used for the construction of proposal:

- a) *Walls* _____
- b) *Roof* _____
- c) *Windows/doors* _____

Existing Use of land/building: _____

Proposed Use of Development: _____

Size of Proposal

Please give the external dimensions in metric of the proposed development:

- a) *Overall length* _____
- b) *Overall width* _____
- c) *Height to eaves (from ground level)* _____
- d) *Height to highest part of roof (from ground level)* _____

Special Features

Is the property listed as being of special architectural or historic interest?

- Yes No

Is the property within a designated Conservation Area?

- Yes No

Are there any trees within the boundary of the property?

- Yes No

Is your property:

- Privately owned Council owned

Previous Extensions or Alterations

Has there been any previous building work, extensions or alterations within the boundary of the property?

- Yes No

If yes, please give details including Application Reference No. if known.

Please return the completed form and plan to the
Chief Planning Officer, Wrexham County Borough Council, Lambpit Street, Wrexham, LL11 1AR.