

PLANNING

PRE APPLICATION ADVICE

The Purpose of this Form

This form will help you to submit a formal enquiry for pre application advice and other planning related enquires or research. It can also be used to find out whether a Building Regulations application is required for the same development.

Points to Note

Before filling out the form inside please refer to the category chart on the rear page to decide which category your enquiry falls within. When using the form inside you should ensure that all relevant sections are fully completed and include as much information as you can as this helps us.

Please note that some pre application advice and other planning advice or research will be subject to a payment - refer to the scale of charges on the back page. Further details concerning the adopted charging system can also be found on the Planning Information Sheet called "Pre Application and other Planning Enquiries".

Any enquiries subject to a payment will not be dealt with until the appropriate fee has been received.

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.

This form is available from www.wrexham.gov.uk/planning

Charging for enquiries will apply from 1st November 2011

Pre Application Advice / Enquiry Form (for all planning and building related enquiries or research)

Enquiry Number

Please complete Steps 1, 2 and send together with any additional information and appropriate fee (if required - see back page), to the address given at Step 3.

Step 1

Please State type of Development Proposed:

CATEGORY:

A:

B:

C:

D:

OTHER:

Please see back for details and list of Fees

Step 2

Fill in the relevant Sections below - as applicable for your submitted category.

For all **Category Types** complete Sections 1, 2 and 13 and any additional sections (see below)

Category A, B, D complete and prepare details as specified in Sections 7, 9 (if required) and 10

Category C complete and prepare details as specified in Sections 3, 4, 5, 6, 7 and 8

Category Other complete Sections 9 (if required) and 11 or 12.

1. Your Details

Name: _____

Address: _____

Post Code: _____

Telephone Number: _____

Date: _____

2. Location of Proposal

Address: _____

Post Code: _____

3. Description

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: _____

4. Position of Proposal

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

- dimensions (in metric) of the proposal
- location of structure
- distance from the nearest boundary
- nearby building(s)
- nearby highway(s)

**Also enclose up to date photo(s) of the
property / site**

5. Size of Proposal

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

a) Overall length: _____ m

b) Overall width: _____ m

c) Height to eaves
(from ground level) _____ m

d) Height to highest part of roof
(from ground level) _____ m

6. 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). _____

Are there any building structures within 5m of the proposal : Yes No

If yes mark on layout plan with dimensions of the structure eg length, width and height.

7. 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

8. Ownership

Is your property:

Privately owned ? Council owned ?

10. Extra Information

Please tick relevant boxes below and supply as necessary

IN ALL CASES PROVIDE:

1:1250 Location Plan of site

OTHER INFORMATION:

Schedule of existing buildings, uses and floor space

Relevant planning history (if known)

Photographs of site and surroundings

Sketch proposals of layout, dimensions, elevations to scale

Details of materials

SUPPORTING STATEMENTS OR SURVEYS:

(eg. Constraints and Opportunities plan, refer to LPG 30: Design details of any draft Design and Access Statement, Sustainability Appraisal, Tree Surveys, Ecology Surveys, Contamination or ground stability issues and site levels).

11. Compliance Check

Provide details of relevant permission and required information

12. Planning History Research

Plan of the property/site to be researched for planning history

13. Signature

Signed: _____

Print Name: _____

Date: _____

Step 3: Contact Information

Please return this completed form together with additional information (and fee if required) to:

Planning Service
Wrexham County Borough Council
Lambpit Street, Wrexham, LL11 1AR

Tel: 01978 292500

Fax: 01978 292502

E-mail: planning@wrexham.gov.uk

Web: www.wrexham.gov.uk/planning

Ways to pay are listed on the back of this form.

WHAT ARE THE CHARGES?

<p>Category A - Major Development 10 or more residential units or non-residential development of 1000 sq.m floor area or more.</p> <p>Land of 0.5ha or more.</p>	<p>£800 plus £160 for any additional dwelling over 10. (Up to max £2,400) £1120 plus £160 for every additional 75 sq.m or part thereof over 1000 sq.m. (Up to max £2,400)</p> <p>£400 plus £160 for every 1000 sq.m or part therefore exceeding 0.5ha.</p>
<p>Category B - Minor Residential and Non-residential Development 1-9 residential units or non-residential developments not exceeding 999 sq.m floor area.</p> <p>Land of less than 0.5 ha</p>	<p>£80 per dwelling £80 per 75 sq.m or part thereof.</p> <p>£80 per 1000 sq.m or part thereof.</p>
<p>Category C - Minor Development Alterations to single dwellings and householder development.</p>	<p>No charge</p>
<p>Category D - Exempt</p> <ul style="list-style-type: none"> ● Alterations to allow access by people with disabilities to a building to which the general public has access ● Listed Building/Conservation Area advice (urgent structural repairs only). ● Works to trees under Tree Preservation Orders or in Conservation Areas. ● Planning discussions relating to an enforcement investigation. ● Advice to Community Councils and County Councillors. ● Advice to Registered Social Landlords (RSLs) in respect of 100% affordable housing sites. ● Signage proposals ● Non-residential permitted development enquiries ● Confirmation of use class and enquiries about the principle of development on a specific site. ● Farm/forestry building advice. 	<p>No charge</p>
<p>Category Other Compliance letter (up to 1 hour's work) - letter confirming that all conditions have been met Planning Research (mainly site history) (up to 1 hour's work) - including trees</p>	<p>£65 £65</p>
<p>Managing Section 106 Agreements</p>	<p>5% of the value of the commuted sum to be paid on signing of the agreement. £250 flat rate fee when S106 Agreements do not involve commuted sums</p>

HOW YOU CAN PAY:-

Payment may be made by any of the following methods:-

- cash
- cheque made payable to 'Wrexham County Borough Council'
- debit/credit card at Planning Reception or by telephoning 01978 292016