

# Pre-application advice form



Please tick the relevant services required

- Planning advice \*  
 Historic Building advice \*  
 Highways advice \*  
 Environmental Health advice (E H Tap)\*  
 County Land Agent advice \*  
 Building Control advice \*

\*Please refer to the [Planning and Sustainable Development Fees and Charges](https://www.cornwall.gov.uk/planningfees) for guidance on the fee required and the specialist services that can be provided -

<https://www.cornwall.gov.uk/planningfees>

<b>Office use only</b>	Date received:	DM officer:
	DM number:	

We aim to respond to your enquiry within 30 working days. The more information and detail you are able to provide, the more comprehensive and detailed a response we will be able to offer.

The pre-application advice service provides the informal opinion of an officer. If you require on-going discussions and a bespoke service then we recommend a Planning Performance Agreement is entered into. More information about this service can be found at:

<https://www.cornwall.gov.uk/ppa>

1 Your details (correspondence will be to the person named here)	
Name:	ROBERT FREER
Address and postcode:	SPACE DESIGN ARCHITECTURE LTD FORGE LANE, SALTASH PL12 6LX
Telephone number (daytime/mobile):	[REDACTED]
Email address:	[REDACTED]

2 Applicant details (if you are working on somebody else's behalf, please complete their details here)	
Name:	LOOE TOWN COUNCIL
Address and postcode:	LOOE LIBRARY & COMMUNITY HUB THE MILL POOL WEST LOOE PL13 2AF
Telephone number (daytime/mobile):	[REDACTED]
Email address:	[REDACTED]

3 Location of application site (full address including post code)
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LAND ADJACENT TO: LOOE LIBRARY & COMMUNITY HUB THE MILLPOOL WEST LOOE CORNWALL PL13 2AF	
The enquirer is the: Owner <input checked="" type="checkbox"/> Occupier <input type="checkbox"/> Lessee <input type="checkbox"/> Prospective purchaser <input type="checkbox"/>	
Name and address of owner: LOOE TOWN COUNCIL LOOE LIBRARY & COMMUNITY HUB THE MILLPOOL WEST LOOE CORNWALL PL13 2AF	
Does the enquirer own/control the adjoining land? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>4 Brief Description of proposed development</b>	
CONSTRUCTION OF A BUSINESS & LEARNING HUB LINKED TO THE EXISTING LIBRARY BUILDING.	
Do you have any specific questions you would like answered? THE PLANNING DEPARTMENT COMMENTS REGARDING VIABILITY & CONFIRMATION OF ANY REPORTS TO BE INCLUDED WITH THE FULL APPLICATION.	
<b>5 Enclosures</b>	
The following must be provided:	
<input checked="" type="checkbox"/> Site location map with site edged red to a scale of 1:1250 or 1:2500	
<input checked="" type="checkbox"/> Description/schedule of existing uses on the site	
<input checked="" type="checkbox"/> A site plan (to scale)	
<input checked="" type="checkbox"/> Correct fee	
Please state category of development (A, B, C, D or E):	B
If E please explain why it is exempt:	

Please indicate the service required by ticking one of the boxes below. The option you pick will have a bearing on the pre-application fee payable.

- Meeting on site or in the office with planning/case officer
- Unaccompanied site visit by planning/case officer with subsequent telephone discussion
- Desktop response only (No meeting/telephone conversation or site visit)

## 6 Declaration

Please sign and date below:

I the undersigned confirm that I am seeking pre-application advice on the proposed development described in the attached documentation and enclose the relevant fee payment for the service.

Name:

ROBERT FREER

Signature

Date:

3/03/21

## 7 Data Protection

I confirm that I have read and signed the privacy notice at the end of this form

## Freedom of Information

Your enquiry, together with any response made by the Council, will be made available for public inspection unless you confirm in writing to us that the information provided is commercially sensitive. If the Local Planning Authority receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry they are obliged to do so unless the information is deemed exempt under the Act.

### Note.

We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain pre-application issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council. The Council maintains compliance to the Data Protection Act and we will not release any personal information to third parties.

### Confidential Pre-applications

I agree that information from my confidential pre-application can be shared with the Electoral Divisional Member for the ward the site is in.

The Divisional Member plays an important role in the determination of planning related applications and early engagement with the said Member is of paramount importance. All Members have received the necessary training in respect of handling confidential information.

I agree that information from my confidential pre-application can be shared with the Local Council. For information on how an individual local council operates, please contact that council direct.

**What are my data rights?**

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

**How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer

Assurance

Cornwall Council

County Hall

Truro

TR1 3AY

Tel: 01872 326424

Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

**I don't agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office

Tel No. 0303 123 1113

<https://ico.org.uk/concerns/>

**Why do you need my information?**

You have asked us to provide you with a discretionary planning service so we need your name, address and payment details. Without them we will not be able to provide you with the service that you have requested.

**I confirm that I have read and understood the above:**

Customer Name: ROBERT FREED

Customer Signature: 

Date: 3/03/21

Please return this completed form attached to your request for a discretionary service to either one of the offices listed on the application form or by email to [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)

Privacy Notice - For Discretionary Services