

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** for guidance on the fee required and the specialist services that can be provided - <https://www.cornwall.gov.uk/planningfees>

Office use only	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:	NICHOLAS KENLAY
Address and postcode:	VIADUCT VILLA LOWERTOWN HELSTON TR130DA
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:	
Address and postcode:	N/A
Telephone number (daytime/mobile):	
Email address:	

3	Location of application site (full address including post code)
3, ST NICHOLAS STREET, BODMIN PL31 1AB	

The enquirer is the: Owner Occupier Lessee Prospective purchaser		
Name and address of owner: NICHOLAS KENLAY AS ABOVE VIADUCT VILLA LOWERTOWN HELSTON TRISODA		
Does the enquirer own/control the adjoining land?		Yes No <input checked="" type="checkbox"/>
4	Brief Description of proposed development	
FORMER PUBLIC HOUSE WITH PERMISSION FOR CONVERSION TO 6 FLATS (PA18/03654) NOW CONSIDERING CONVERSION TO TWO TERRACED HOUSES		
Do you have any specific questions you would like answered? YES, SEE APPENDIX 1 SEE APPENDIX 3 FOR PLAN AND APPENDIX 5 FOR PLAN DATED 1847		
5	Enclosures	
The following must be provided:		
APPENDIX 2	Site location map with site edged red to a scale of 1:1250 or 1:2500	
EMPTY	Description/schedule of existing uses on the site	
APPENDIX 3	A site plan (to scale)	
£275	Correct fee Please note: Planning are unable to accept location or site plans which have been taken from the Cornwall Council website. This includes internet mapping which is covered by Ordnance Survey copyright and plans included on the online planning register unless permission sought from the document owner. Site location plans and block plans can be purchased online from various websites.	
Please state category of development (A, B, C, D or E):		C
If E please explain why it is exempt: POSSIBLY AN E SINCE IT IS LISTED & EMPTY FOR SEVERAL YEARS		
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		<input checked="" type="checkbox"/>
> Unaccompanied site visit by planning/case officer with subsequent telephone discussion		<input type="checkbox"/>
> Desktop response only (No meeting/telephone conversation or site visit)		<input type="checkbox"/>

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	

[.....] as payment for the service.

Name: NICHOLAS KENZLY	Signature: [REDACTED]	Date: JULY 14 2021
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7	Data Protection	<input checked="" type="checkbox"/>
I confirm that I have read and signed the privacy notice at the end of this form		<input checked="" type="checkbox"/>

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.

Planning and Sustainable Development

Cornwall Council Planning, PO Box 676, Threemilestone, Truro, TR1 9EQ

planning@cornwall.gov.uk

Telephone [0300 1234 151](tel:0300 1234 151)

Building Control

Cornwall Council Building Control, PO Box 676, Threemilestone, Truro, TR1 9EQ

buildingcontrol@cornwall.gov.uk

Telephone [01872 224792](tel:01872 224792)

Please let us know if you need any particular assistance from us, such as providing the form in a different format or language.

Category A – Major development

- Residential development of 10 or more dwellings or where the site area is 0.5 hectares or more
- New floor space or change of use of 1,000 square metres or more or where the site area is 1 hectare or more
- Development subject to an Environmental Impact Assessment (EIA)
- Lifting or varying conditions associated with a major development
- A single wind turbine

Category B – Minor development

- Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares
- New floor space or change of use of less than 1,000 square metres or where the site area is less than 1 hectare
- Lifting or varying conditions associated with a minor development

Category C – Other development

- Telecommunications development
- Listed Building consent
- Advertisement consent
- Certificate of Lawfulness for existing development
- Proposals for a single dwelling
- Relevant demolition in a conservation area
- Lifting or varying conditions associated with “other development”
- Agricultural buildings/dwellings

Category D – Householder

- Desktop assessment only
- Listed Buildings should refer to Category C

Category E – Exemptions (Free)

PRIVACY NOTICE A

For Discretionary Services

Application Number or Address to which this relates:

**3, St NICHOLAS STREET
BODMIN PL31 1AB**

Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

There’s something I don’t understand

If you need help in understanding or completing this form, please contact the Planning & Sustainable Development Service by emailing planning@cornwall.gov.uk or on telephone number [0300 1234 151](tel:03001234151).

How we will use the information about you

The information you provide on this form will be used to provide you with a response on the service you have requested. The information may be made available on the public register (unless a decision has been made to restrict publication due to e.g. commercial confidentiality). For discretionary services e.g. pre-application advice, this will include your name and address as well as the details of the agent if applicable. Your personal email address, signatures, contact numbers and any financial information will be redacted from public viewing but we will hold this information on our planning system and it will be available to all planning officers. Any medical information submitted which is not from an official medical professional will be rejected and deleted. It is unlawful for us to process medical information without a legitimate reason to do so.

Your information will also be used when contacting you with a response.

Who else will we share your information with?

We will only use this information in conjunction with your submission. Your information (excluding personal contact numbers, email address and signatures) may be shared with both external consultees e.g. Parish Councils; Environment Agency and national amenity societies and internal consultees e.g. Highways;

How will we look after your data?

Information Security

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK/the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. Please note that anyone who has access to the internet can view non confidential planning submissions online, even if they have not registered.

Accuracy of your information

We will process the information given at the time of your submission. If your information is not accurate then you can call us on [0300 1234151](tel:03001234151). If you have applied via an external planning provider, you will need to contact them directly in order to amend your data.

How long will we keep this information for?

All discretionary planning service requests are held on a public register until required to be removed in accordance with our current document retention policy or if requested to do so by you in accordance with your data rights.

Privacy Notice - For Discretionary Services

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

Please note

Any advice given by Council officers for pre-application enquiries does not indicate any formal decision by the Council as local planning authority. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application following statutory public consultation, the issues raised and evaluation of all available information.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note issued will be considered by the Council as a material consideration in the determination of the future planning related application(s), subject to the proviso that circumstances and information may change or come to light that could alter the position. It should be noted that the weight given to pre-application advice notes will decline over time.

Tel: [01872 326424](tel:01872326424)

Email: 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](tel:03031231113)

<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: NICHOLAS KEADAM

Customer Sign: 

Date: 14/7/21

Specific questions for development at 3, St Nicholas Street, Bodmin PL31 1AB

As per sketch, install 2 new staircases, block walls, remove modern plasterboard walls 3rd floor, create new timber frame wall 3rd floor.

Fit 2 Velux windows in rear roof top floor for each new house. The top floors become very warm in summer and this allows air flow. Max window height c75cm to fit between roof timbers

Replace rotten wood lintels with concrete / steel according to structural engineer recommendations and building control approval. These lintels will not be visible when fitted, as per the original lintels.

Where original structural wall areas have been removed previously, concrete block wall support to be provided according to structural engineer recommendations and building control approval. To be rendered over with lime to match existing finish.

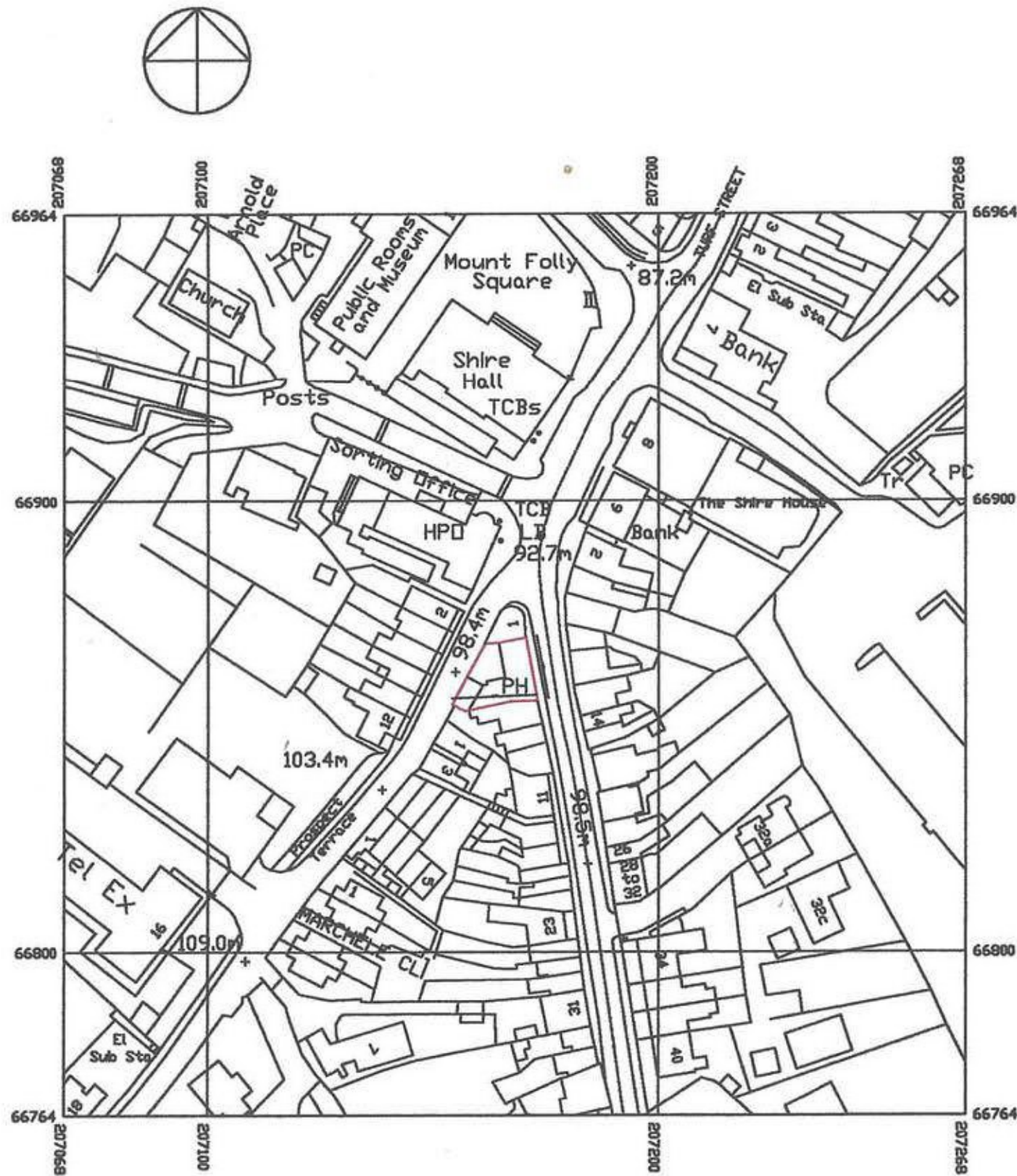
Remove requirement for archeological survey on ground floor. Following repair of gutter leaks there is no damp and therefore no requirement for complex tanking. Following measurements of Radon gas, found to be at very low levels, Building Control do not now require Radon sumps or membranes.

Change modern front door on ground floor to an original Georgian 6 panel door with top two panels glazed. To be purchased secondhand.

Remove any requirement to re-fit a pub sign. This will be residential.

Request permission to fit photovoltaic or solar panels on the rear roof. (If we can get this agreement in principle in time, I will fit brackets when we do the roof)

I would propose we keep a large log burner on ground floor, possibly gas fired. Any suggestions on heating welcome! If solar on rear roof could be agreed, possibly look at underfloor heating?



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Status	<input type="radio"/> Preliminary <input type="radio"/> Planning <input checked="" type="radio"/> Building Regulations <input type="radio"/> Tender <input type="radio"/> Contract <input type="radio"/> As Built
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Project	Conversion of public house to 6 self contained apartments with associated works
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Detail	Location plan
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Client	Mr Nicholas Kenlay
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Engineer	Knevitt Consulting
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Drawn by	Andrew Scholes
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Scale	1:1250	Date	13/05/2020
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Job No	13192/03	Rev		Size	A3
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Chartered Architectural Technologist

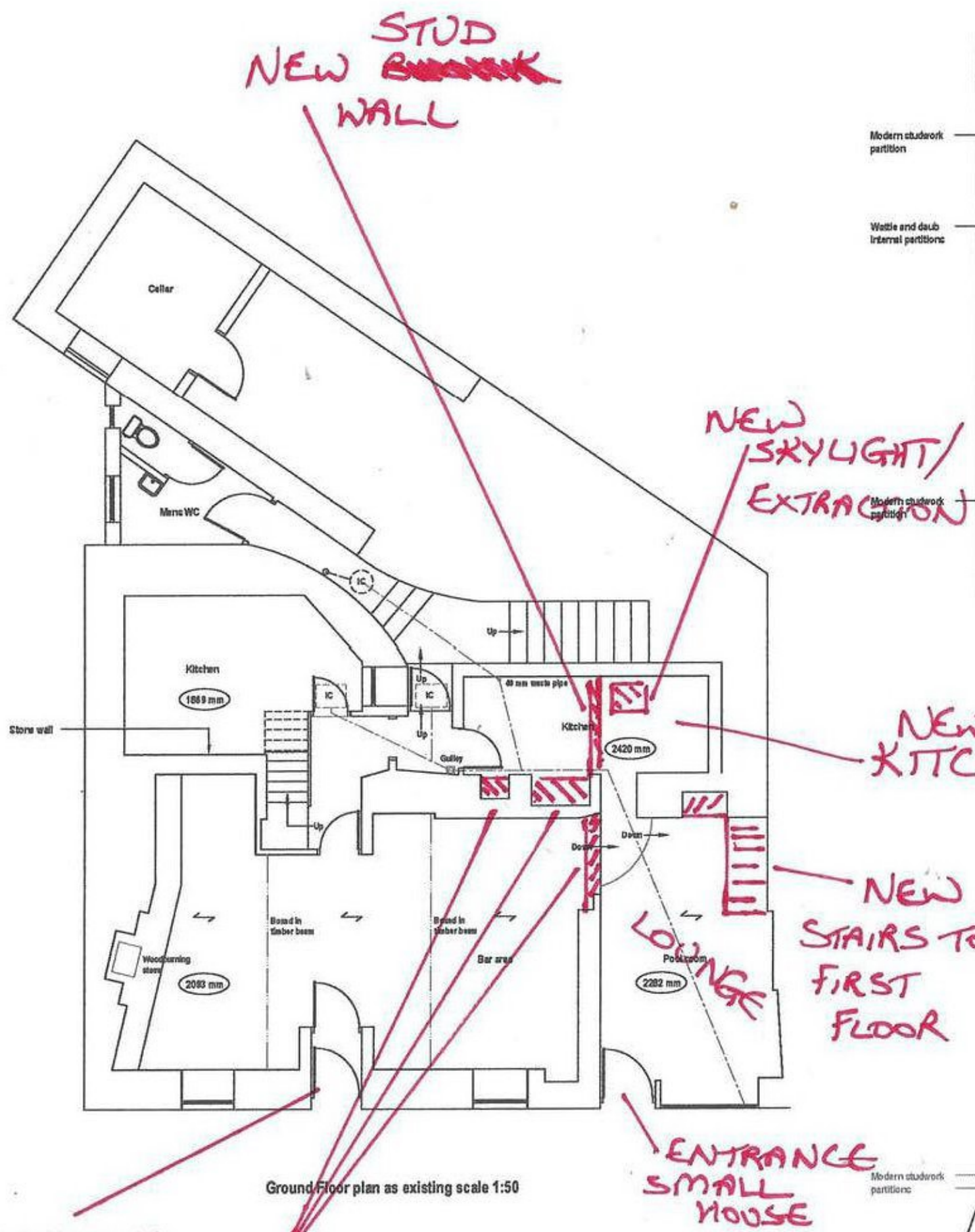
APS Architectural Design
 Higher Treslea Barn
 Cardinham,
 Bodmin,
 Cornwall, PL30 4DL

E enquiries@apsarchitecturaldesign.co.uk
 T 01208 821126
 www.apsarchitecturaldesign.co.uk

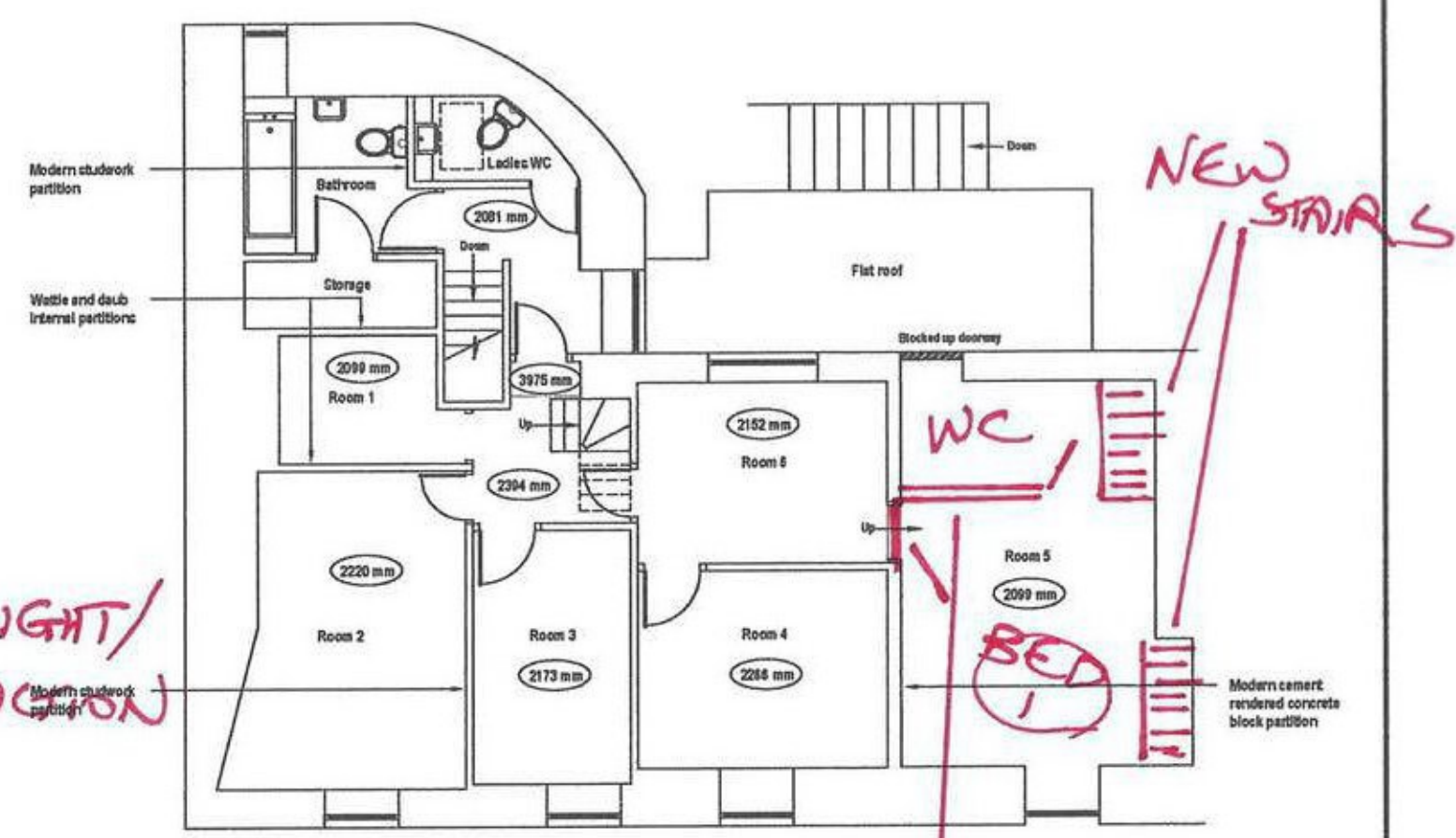


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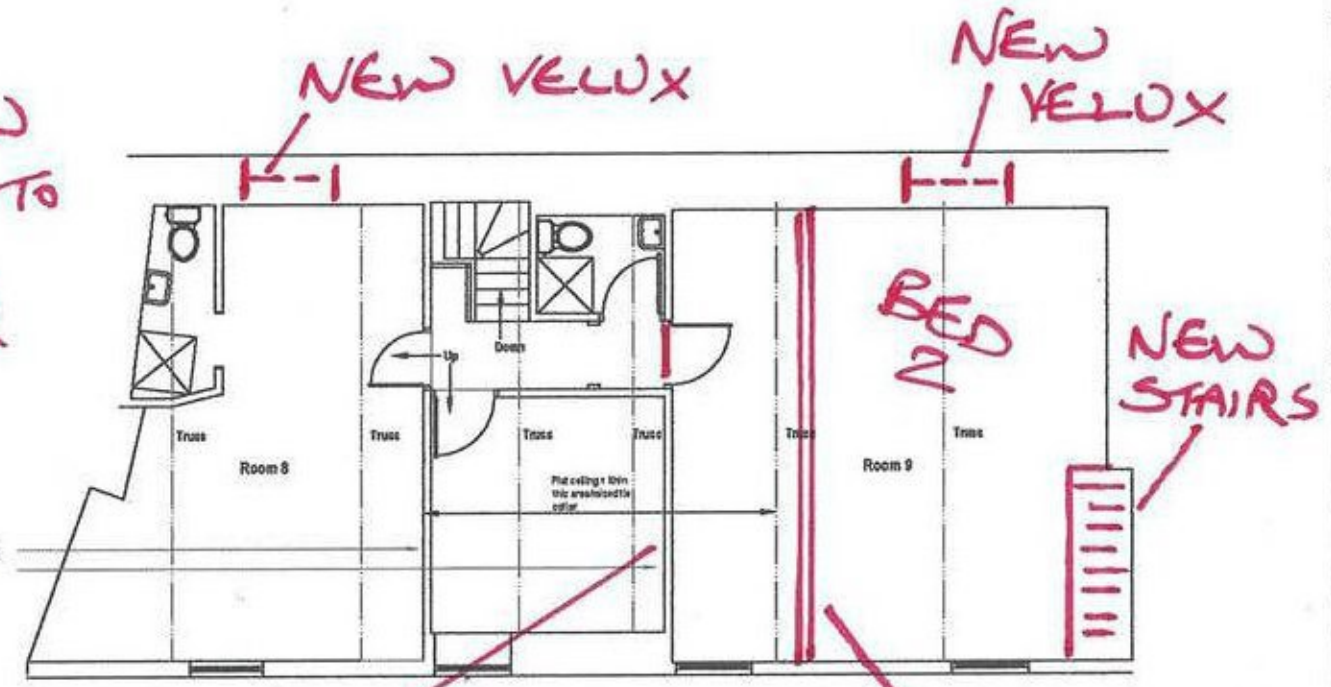
APPENDIX 2



Ground floor plan as existing scale 1:50



First floor plan as existing scale 1:50



Second floor plan as existing scale 1:50

NEW CEMENT BLOCK WALL AND BLOCK SUPPORT (RENDERED WITH LIME PLASTER)

REMOVE MODERN STUD WALL (IT IS CAUSING STRUCTURAL PROBLEMS)

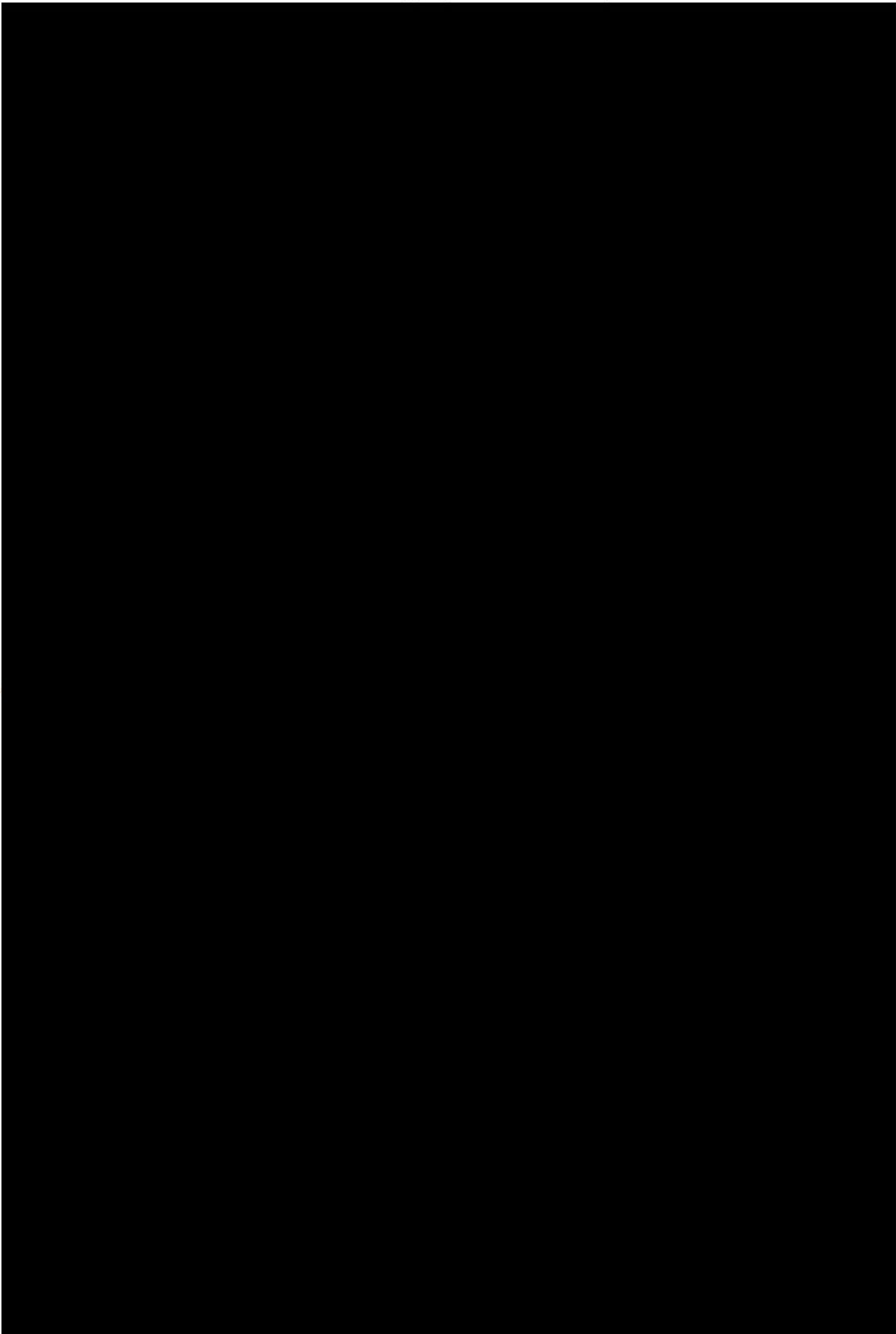
REV	DATE	DESCRIPTION	BY

Preliminary
 Planning
 Building Regulations
 Tender
 Contract
 As Built

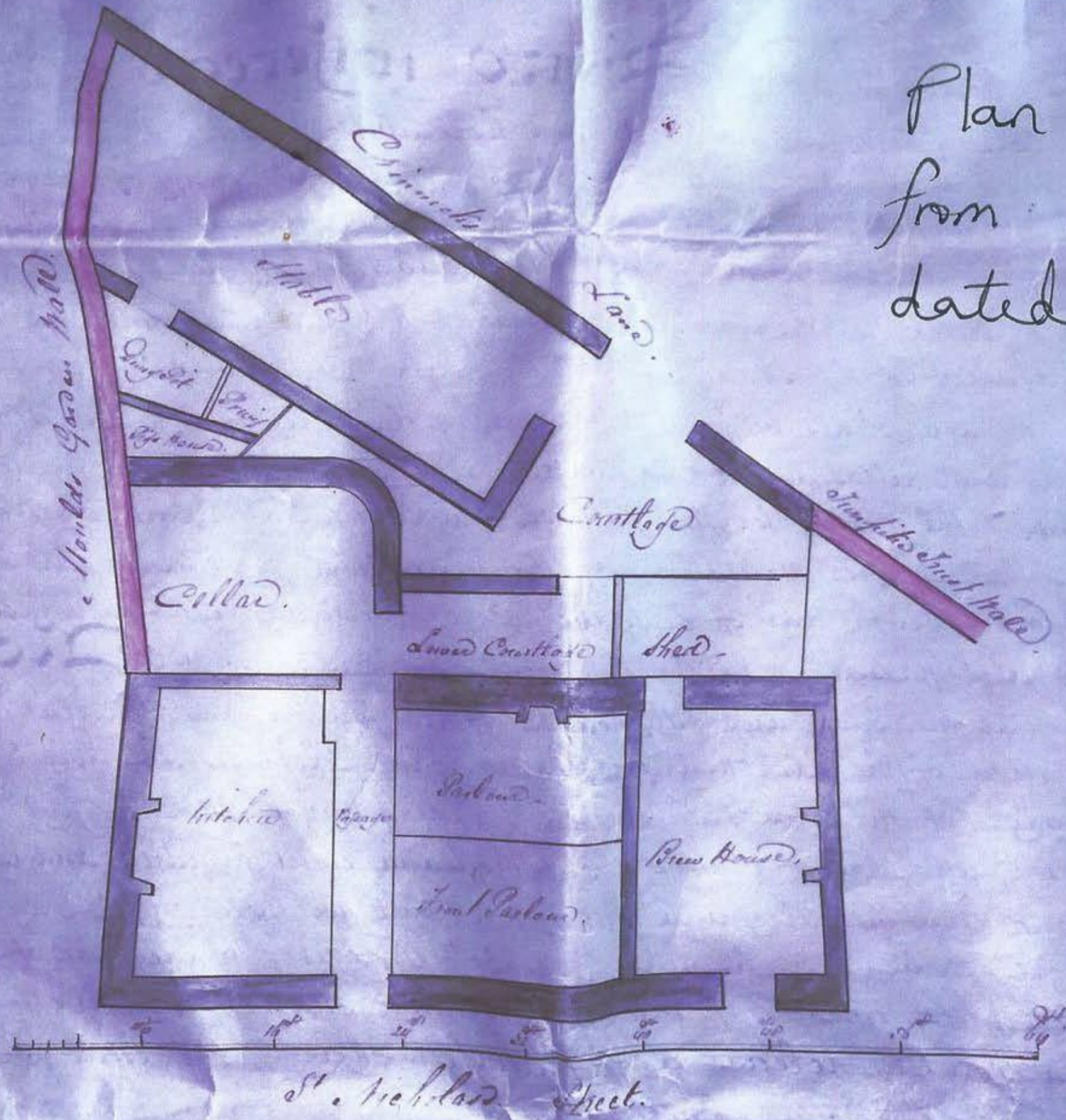
Project: Conversion of public house to 6 self contained apartments with associated works
 Detail: Plans as existing
 Client: Mr Nicholas Kenley
 Engineer: Knevitt Consulting
 Drawn by: Andrew Scholes
 Scale: 1:50 Date: 13/05/2020
 Job no: 13192/01 Rev: A1

APS
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CIAT

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Plan drawing
from document
dated 1847



APPENDIX 5