

Two storey extension onto the side garden of the property providing a new double bedroom (with en suite WC), turning the existing small box bedroom into an upstairs family bathroom (which we desperately need), and providing downstairs with a dining area, a study and a downstairs WC/shower room. At the rear of the property we'd be removing the ugly old disused water tank and the small roof from the first floor and replacing with a small terrace/orangery that sits in that area and over onto the extended portion of the ground floor.

We have provided a measured out plan (not accurate but roughly correct) showing how the property currently looks (p1) and our proposed improvements (p2) and a second option for the orangery configuration (p3)

Do you have any specific questions you would like answered?

We would like a small glass orangery/sun room on the terrace at first floor level at the back of the house - just for a couple of chairs and lots of plants with access from the master bedroom. Can we have a solid roof on it for better insulation, or what percentage of glass would it have to consist of? We wanted a solid wall up to waist height around the terrace for privacy and strength (it's very windy here)

5 Enclosures

The following must be provided:

- Site location map with site edged red to a scale of 1:1250 or 1:2500
- Description/schedule of existing uses on the site Domestic dwelling for our family of four
- A site plan (to scale) The plan isn't accurate to the centimeter but it's roughly correct
- Correct fee I called your office and was advised to ignore the payment bits for now

Please state category of development (A, B, C or D):

D (householder)

If D please explain why it is exempt:

Please note I got the category info from your Fees and charges PDF as the list at the end of this form doesn't include private dwelling extensions, only proposed new dwellings

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 [.....] as payment for the service.	
Name: Lindsey Johns Ben Lowe	Date: Monday 28th June 2021

7 Data Protection	
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>

Planning and Sustainable Development

Chy Trevail, **Bodmin**, PL31 2FR
 Dolcoath Avenue, **Camborne**, TR14 8SX
 Pydar House, Pydar Street, **Truro**, TR1 1XU
Telephone 0300 1234 151

planning@cornwall.gov.uk

Building Control

Pydar House, Pydar Street, **Truro**, TR1 1XU
Telephone 01872 224792

buildingcontrol@cornwall.gov.uk

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

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.

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 – Exemptions (Free)

PRIVACY NOTICE A

For Discretionary Services

Khamsi, Treburrick, Nr St Eval,
Wadebridge, Cornwall PL27 7UR

Application Number or Address to which this relates: _____

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.

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; Forestry Officers; Land Agent; Affordable Housing.

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. 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

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

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: Lindsey Johns Ben Lowe

Customer Signature 

Date: Monday 28th June 2021

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

Privacy Notice - For Discretionary Services



TITLE NUMBER
CL38274



CORNWALL : NORTH CORNWALL

ORDNANCE SURVEY MAP REFERENCE:

SW8670NW

SCALE 1:1250 Enlarged from 1/2500

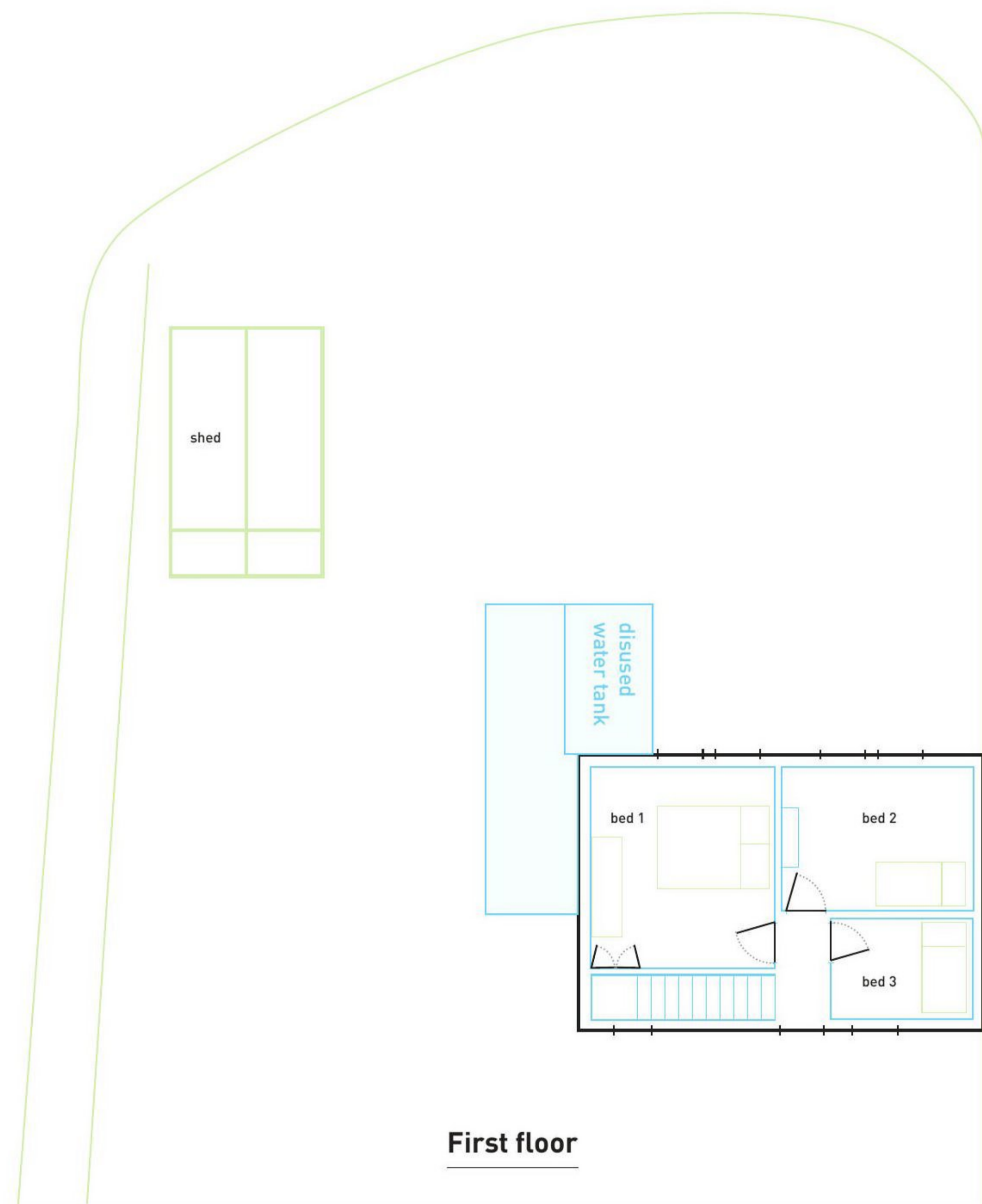
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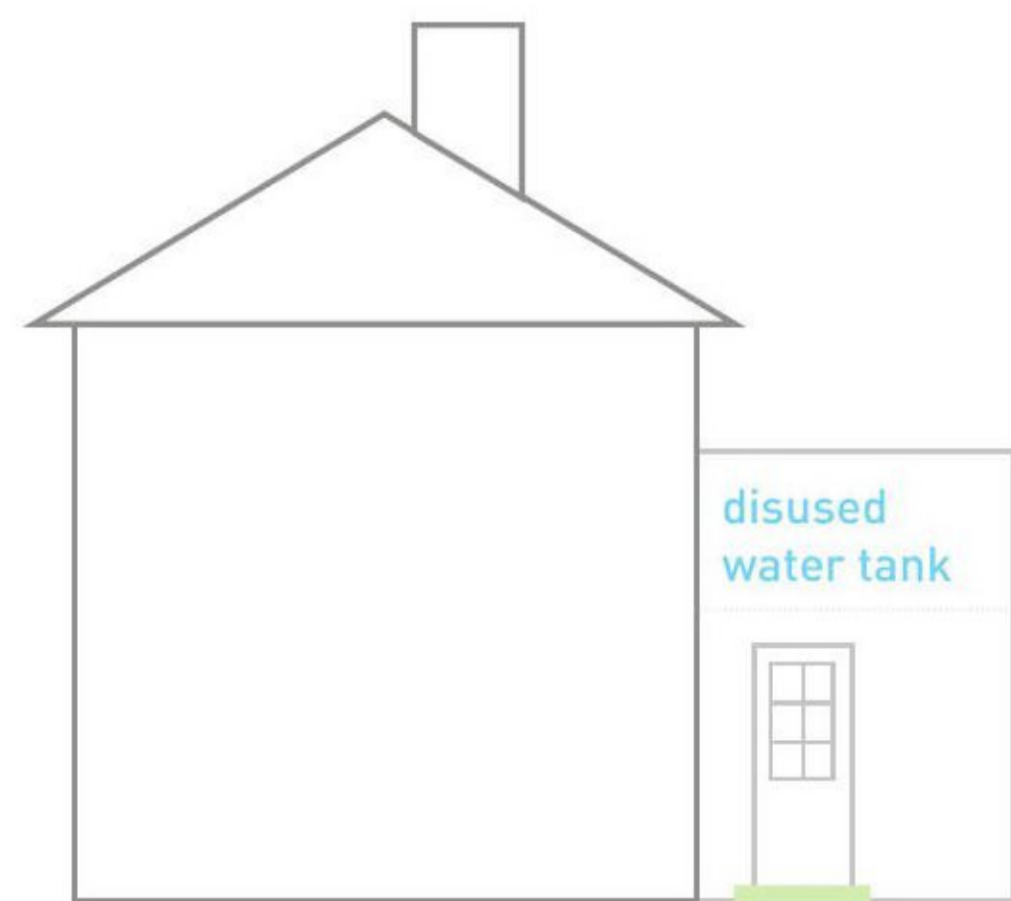
The house as it is



Ground floor



First floor



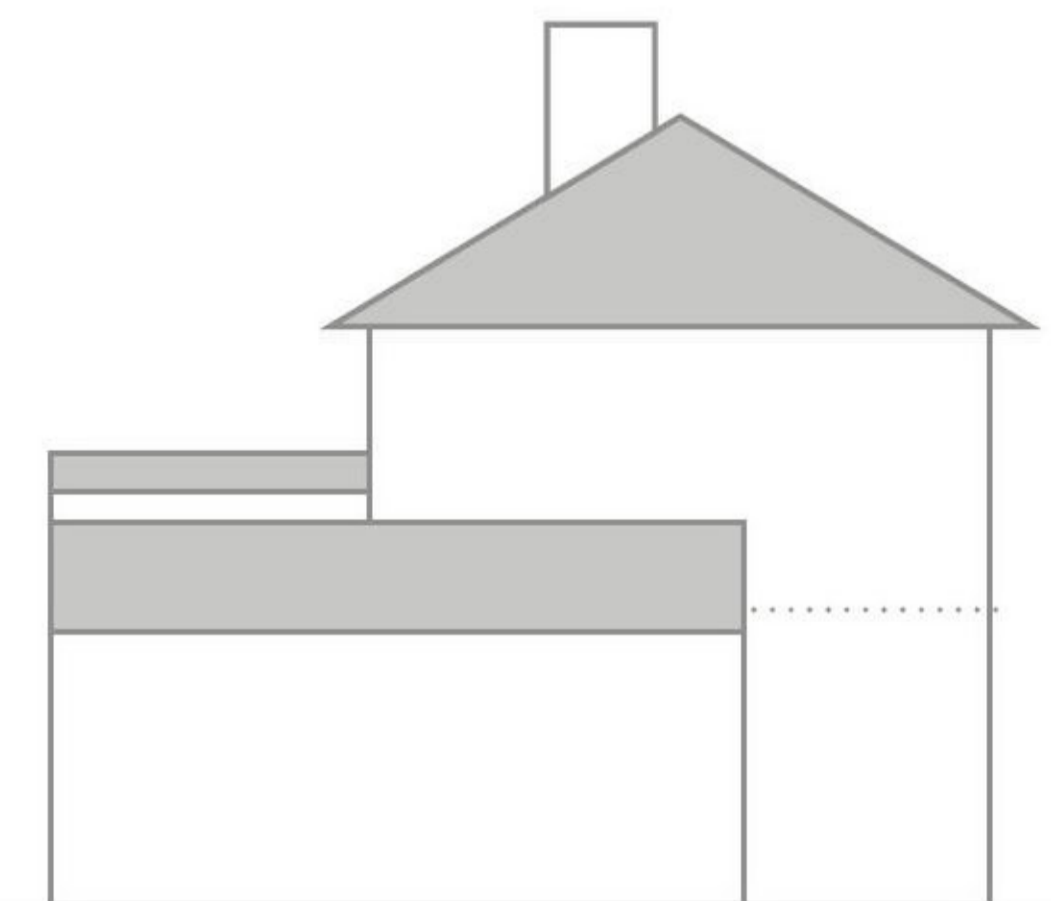
adjoining neighbour wall side



front

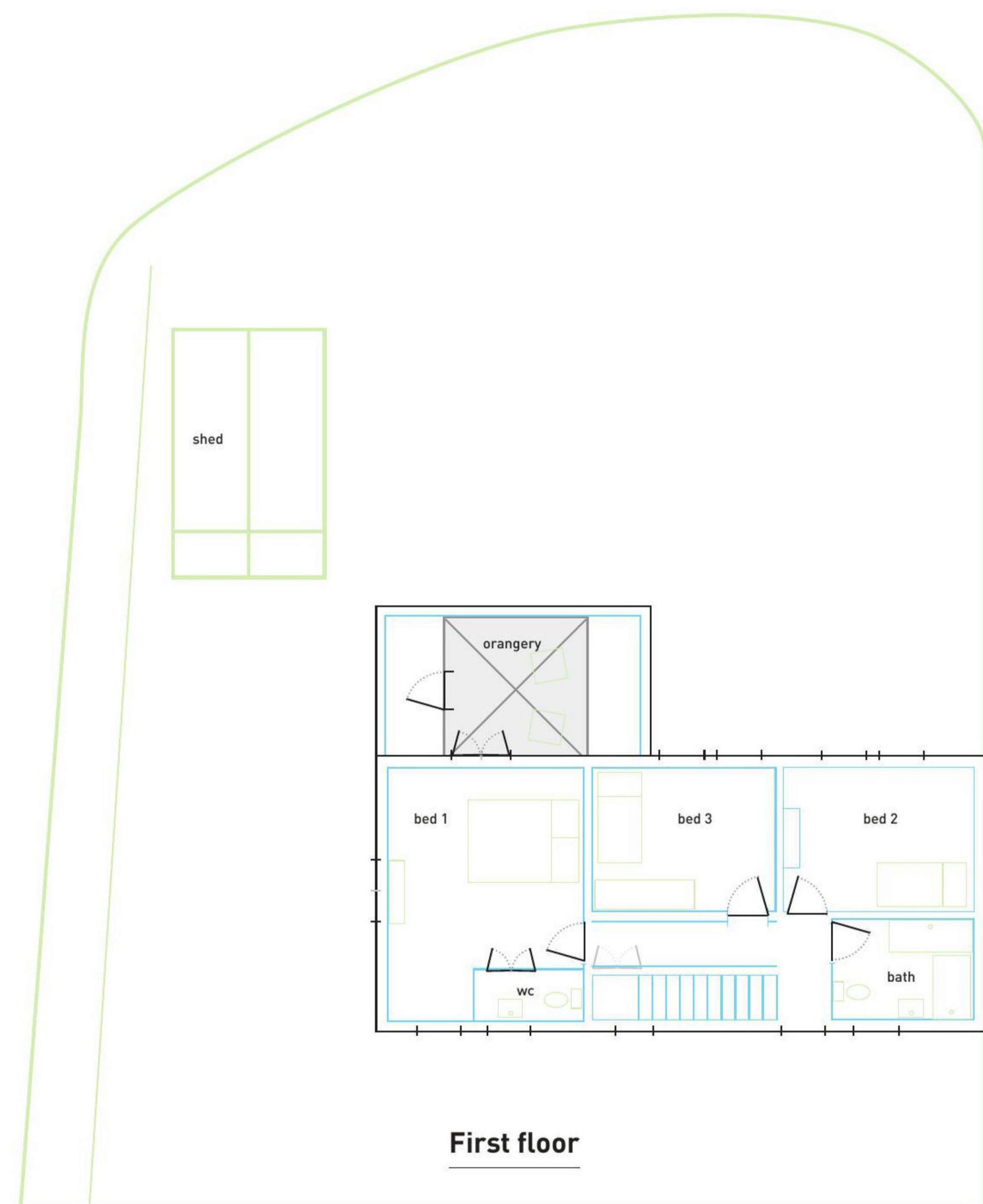


rear



side

Extension #1



adjoining neighbour wall side



front

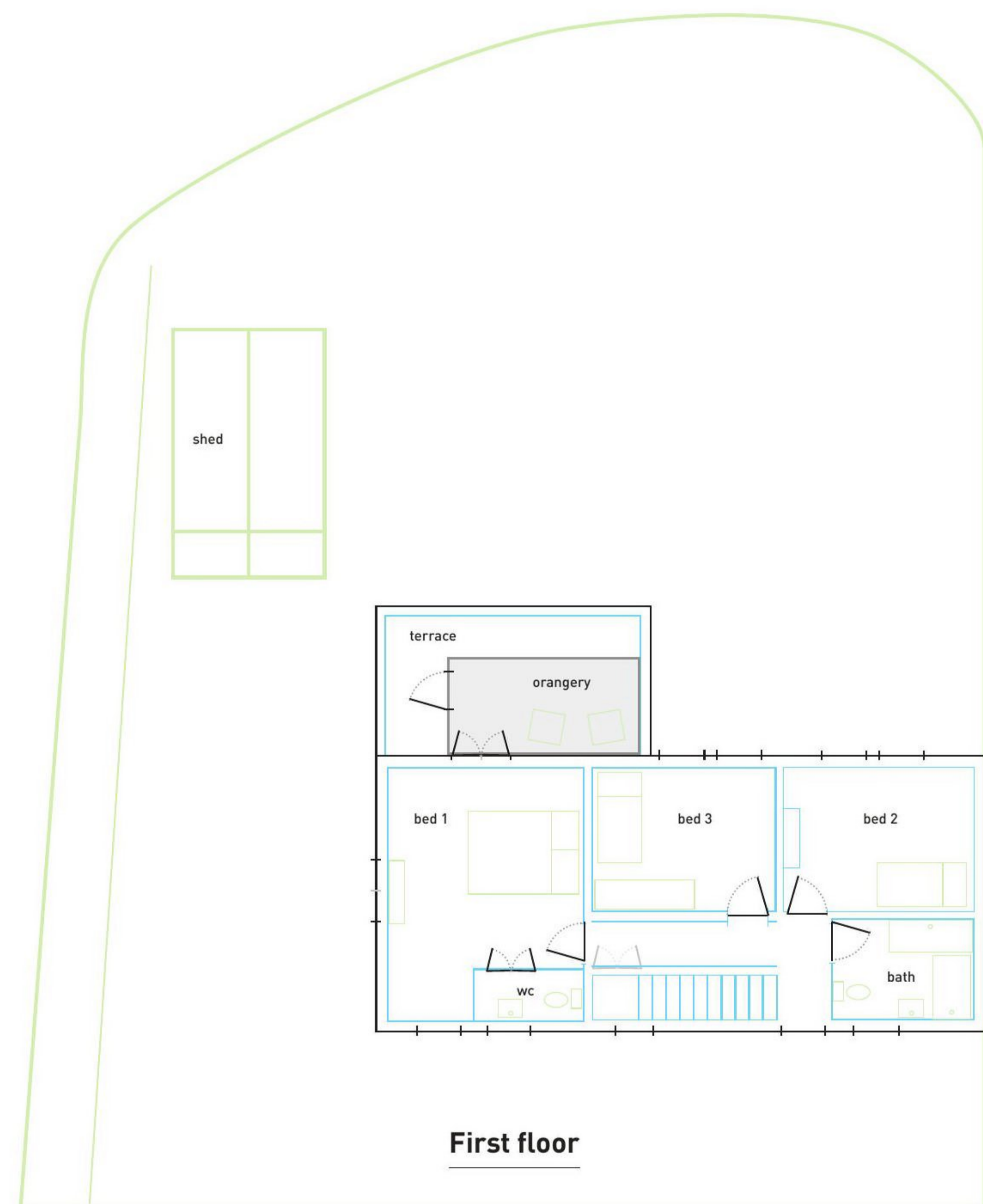


rear



side

Extension #2



adjoining neighbour wall side



front



rear



side