



# Pre-application advice form

*Please tick the relevant services required*

- X **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>

<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>

Please note that the advice given to a pre-application enquiry relates to the merits of the proposal and planning material considerations only, it does not constitute confirmation as to whether planning permission or other planning consents are required or not required. Should you wish to determine this before submitting a pre-application enquiry please submit a [Do I Need Enquiry](#).

<b>1 Your details (correspondence will be to the person named here)</b>	
Name:	Andy Latham (M&A Associates)
Address and postcode:	20 Pilgrims Way, Fraddam, Hayle TR27 6EJ
Telephone number (daytime/mobile):	
Email address:	

2 Applicant details (if you are working on somebody else's behalf, please complete their details here)	
Name:	Mr. Robert Trezise
Address and postcode:	Manor Farm, Botallack, St. Just, Penzance TR19 7QG
Telephone number (daytime/mobile):	[REDACTED]
Email address:	[REDACTED]

3 Location of application site (full address including post code)	
Manor Farm, Botallack, St. Just, Penzance TR19 7QG	
The enquirer is the: Owner <input type="checkbox"/> Occupier <input checked="" type="checkbox"/> Lessee <input type="checkbox"/> Prospective purchaser <input type="checkbox"/>	
Name and address of owner: Lord Falmouth Tregothnan Estate Tresillian Truro	
Does the enquirer own/control the adjoining land? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
4 Brief Description of proposed development	
<b><i>Please note: Proposals should relate to one development proposal in respect of the site. We will not accept many options for development under a single pre-application enquiry.</i></b>	
[REDACTED] It is proposed to re-site the existing caravan a few metres to the east as indicated on the attached plans. The existing land use is cattle farming.	
Do you have any specific questions you would like answered?	

5 Enclosures	
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 To be paid by phone
<p><b>Please note:</b> 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.</p>	
Please state category of development (A, B, C, D or E):	C
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.	
➤	<b>Desktop Assessment only</b> - advice provided from the information submitted – no contact with the officer. <input type="checkbox"/>
➤	<b>Desktop Plus</b> – desk top assessment plus telephone/teams meeting with officer <input type="checkbox"/>
➤	<b>Full pre application</b> – desktop assessment, telephone/teams meeting, unaccompanied site visit <input checked="" type="checkbox"/>

6 Declaration
Please sign and date below:
<b>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</b>
[ £390 ] as payment for the service.

7 Data Protection
I confirm that I have read and understood 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-applica on enquiry they are obliged to do so unless the informa on is deemed exempt under the Act.

Note.

We can only withhold informa on under FOI or EIR if the informa on falls under one of the exemp ons (FOI) or excep ons (EIR) set out in legisla on. For certain pre-applica on issues the applicant would be advised to complete the commercially sensi ve checklist that should set out the reasons why, and for how long, they feel any informa on rela ng to the case needs to remain confiden al. However, whilst we will take account of these views, the final decision on whether the informa on should be withheld rests with the Council. The Council maintains compliance to the Data Protec on Act and we will not release any personal informa on to third par es.

**Confiden al Pre-applica ons**

I agree that informa on from my confiden al pre-applica on can be shared with the Electoral Divisional Member for the ward the site is in.

The Divisional Member plays an important role in the determina on of planning related applica ons and early engagement with the said Member is of paramount importance. All Members have received the necessary training in respect of handling confiden al informa on.

I agree that informa on from my confiden al pre-applica on can be shared with the Local Council. For informa on 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](mailto:planning@cornwall.gov.uk)  
 Telephone 0300 1234 151

Building Control  
 Cornwall Council Building Control, PO Box 676, Threemilestone, Truro, TR1 9EQ  
[buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk)  
 Telephone 01872 224792

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

**Please note**

Any advice given by Council officers for pre-applica on 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 considera on of any planning applica on following statutory public consulta on, the issues raised and evalua on of all available informa on.

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

#### 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)
- Licensing 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
- Licensing 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
- Licensing 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 Discre onary Services

Applica on Number or Address to which this relates: \_\_\_\_\_

### Who will control my data?

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

There's something I don't understand

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

How we will use the informa on about you

The informa on you provide on this form will be used to provide you with a response on the service you have requested. The informa on may be made available on the public register (unless a decision has been made to restrict publica on due to e.g. commercial confiden ality). For discre onary services e.g. pre-applica on 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 informa on will be redacted from public viewing but we will hold this informa on on our planning system and it will be available to all planning officers. Any medical informa on submi! ed which is not from an official medical professional will be rejected and deleted. It is unlawful for us to process medical informa on without a legi mate reason to do so.

Your informa on will also be used when contac ng you with a response.

Who else will we share your informa on with?

We will only use this informa on in conjunc on with your submission. Your informa on (excluding personal contact numbers, email address and signatures) may be shared with both external consultees e.g. Parish Councils; Environment Agency and na onal amenity socie es and internal consultees e.g. Highways; Forestry Officers; Land Agent; Affordable Housing.

### How will we look aJ er your data?

Informa on 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 informa on will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy no ce. Please note that anyone who has access to the internet can view non confiden al planning submissions online, even if they have not registered.

Accuracy of your informa on

We will process the informa on given at the me of your submission. If your informa on 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 informa on for?

All discre onary planning service requests are held on a public register un l required to be removed in accordance with our current document reten on 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](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.