

15 JAN 2024

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 - <http://www.cornwall.gov.uk/environment-and-planning/planning/planning-advice-and-guidance/planning-fees/>

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

1 Your details (correspondence will be to the person named here)

Name:	Mark Green
Address and postcode:	49a Trenance Road Newquay TR7 2LX.
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:	
Telephone number (daytime/mobile):	
Email address:	

3 Location of application site (full address including post code)

49a Trenance Road, Newquay. TR7 2LX.	
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:	49a Trenance Road, Newquay TR7 2LX.
Does the enquirer own/control the adjoining land?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4 Brief Description of proposed development

would provide ~~at~~ an additional habitable space & allow her, her own room. She is currently using the sofa in the kitchen/~~the~~ lounge area.

N.D The main house is 49 Trenance road.

Existing use of 49a Trenance road is a one bedroom flat. The bedroom & bathroom are separate from the main living space. The main living space is a lounge & kitchen ~~and~~ & these are not separated.

The flat is damp & cold & there are areas of water ingress from a few places on the existing flat roof.

Aside from providing an extra bedroom this development would address the ~~issues~~ issues with the existing roof & lift the whole 'image' of the rear of this property which is facing the main road.

Figure 3 shows potential alternative to the more traditional pitched roof design in figure 1.

Many thanks

Mark Green

To change the roof from a flat roof to a pitched roof to a height of 2 metres & to tidy & renew the driveway. Pitched roof to have velux windows. The loft space would be a bedroom ~~& a small bathroom~~ & provide proprietors accommodation to the main house which has always been rented. I have recently become the main carer for my 9 year old daughter & this development

Do you have any specific questions you would like answered?

If there is an alternative to these proposed plans that would work for the council? Any advice on roof structure that would get planning permission. Thank you!

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
- A site plan (to scale)
- Correct fee *Please send invoice to [REDACTED]*

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

If D 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)

Desktop only please.

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:

Mark Green

Date:

09/01/24

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.



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.

PRIVACY NOTICE A

For Discretionary Services

49a Trenance Road
Newquay, TR7 2LX.

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:

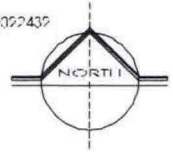
Customer Name: Mark Green

Customer Signature: 

Date: 04/01/24

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



THE SITE

SCALE 1:1250

GENERAL NOTES

This drawing is copyright and may not be copied, altered or used for any purposes other than that in which it is issued. AFK grant a licence for the client to copy this drawing for the purpose of this project only (excluding any extension of the project). Do not scale for construction purposes.
 Consultant to check all dimensions on site prior to the commencement of work.
 Any discrepancies should be reported to AFK.
 All work to be carried out to local Authority approval.
 All work to be carried out in full compliance with current HSE regulations.
 All work methods and materials are to comply with relevant British Standards, approved codes of practice and manufacturer's instructions.

LOCATION
Newquay

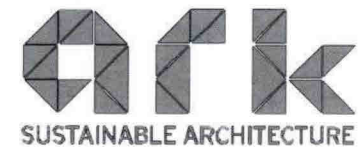
CLIENT
49 Trenance Road
DATE 09.10.2023

DRAWING TITLE
Location Plan

PROJECT DESCRIPTION
N/A
DWG NO. 020

STAGE

SCALE 1:1250 @A4
DRAWN Lee



Garbold Unit 12, The Park Business Park, Stobart, Newquay, Cornwall, TR2 2PL
 01752 82172 | 01752 82173 | www.sustainable-arch.co.uk



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25 Sweet Briar Crescent,
Newquay, TR7 2PE
Phone - 01637 850144
EMAIL lee@ark-designs.com
www.ark-designs.com

Drawing No.

Rev

21

49 Trenance Road, Newquay

Scales 1:500

PROPOSED BLOCK PLAN

Dm. Lac Date 09-10-2023

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SCALE 1:500



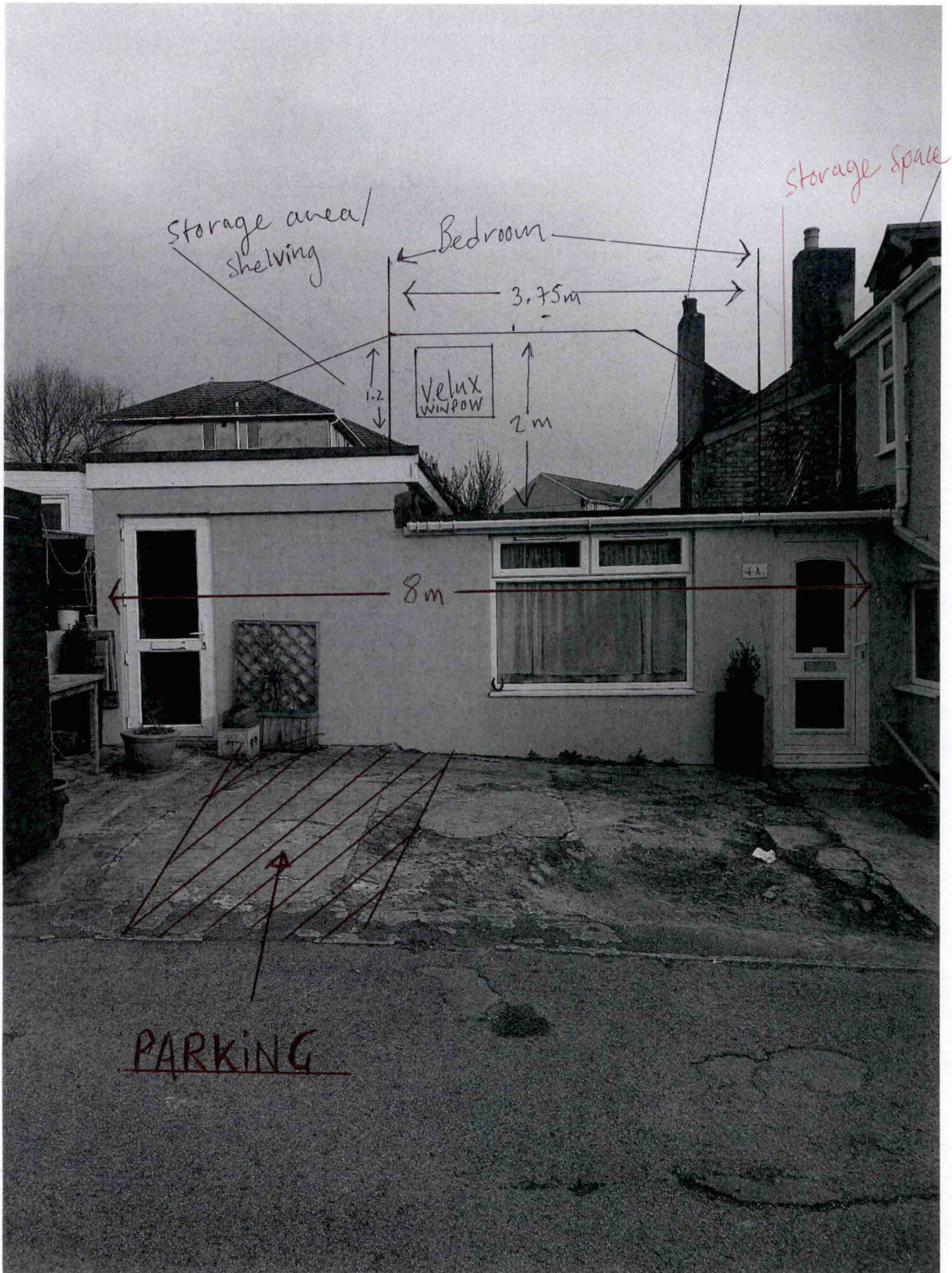


Fig. 1 Standard style pitched roof.
N.B Depth of property is 6 m.

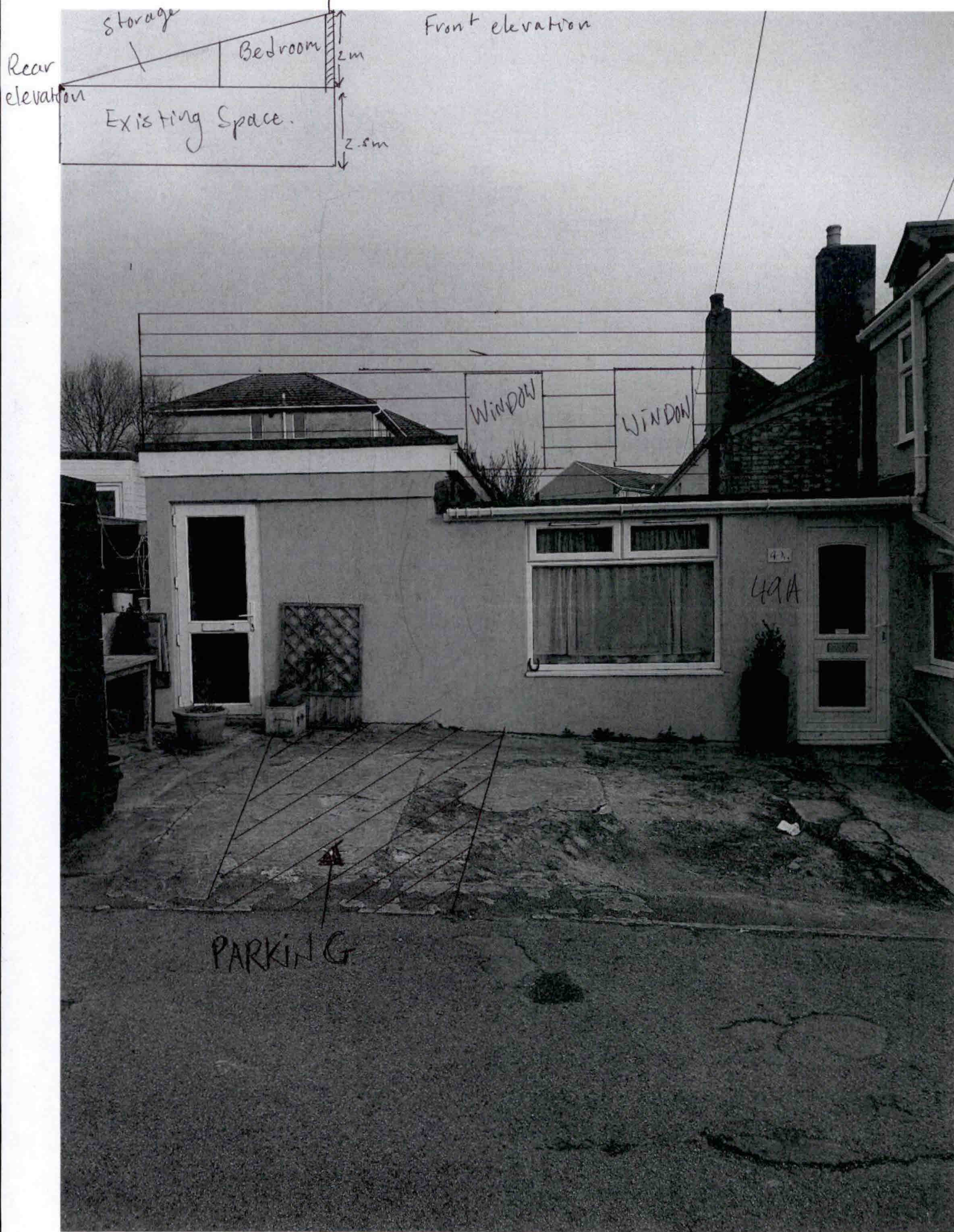


Fig 3. Shows alternative style roof which is 2m @ front elevation, tapering to 0m at rear elevation.

0.4

Flat roof extends 0.4m past
this point. Therefore the
new roof would start 1.4m
further back from wall

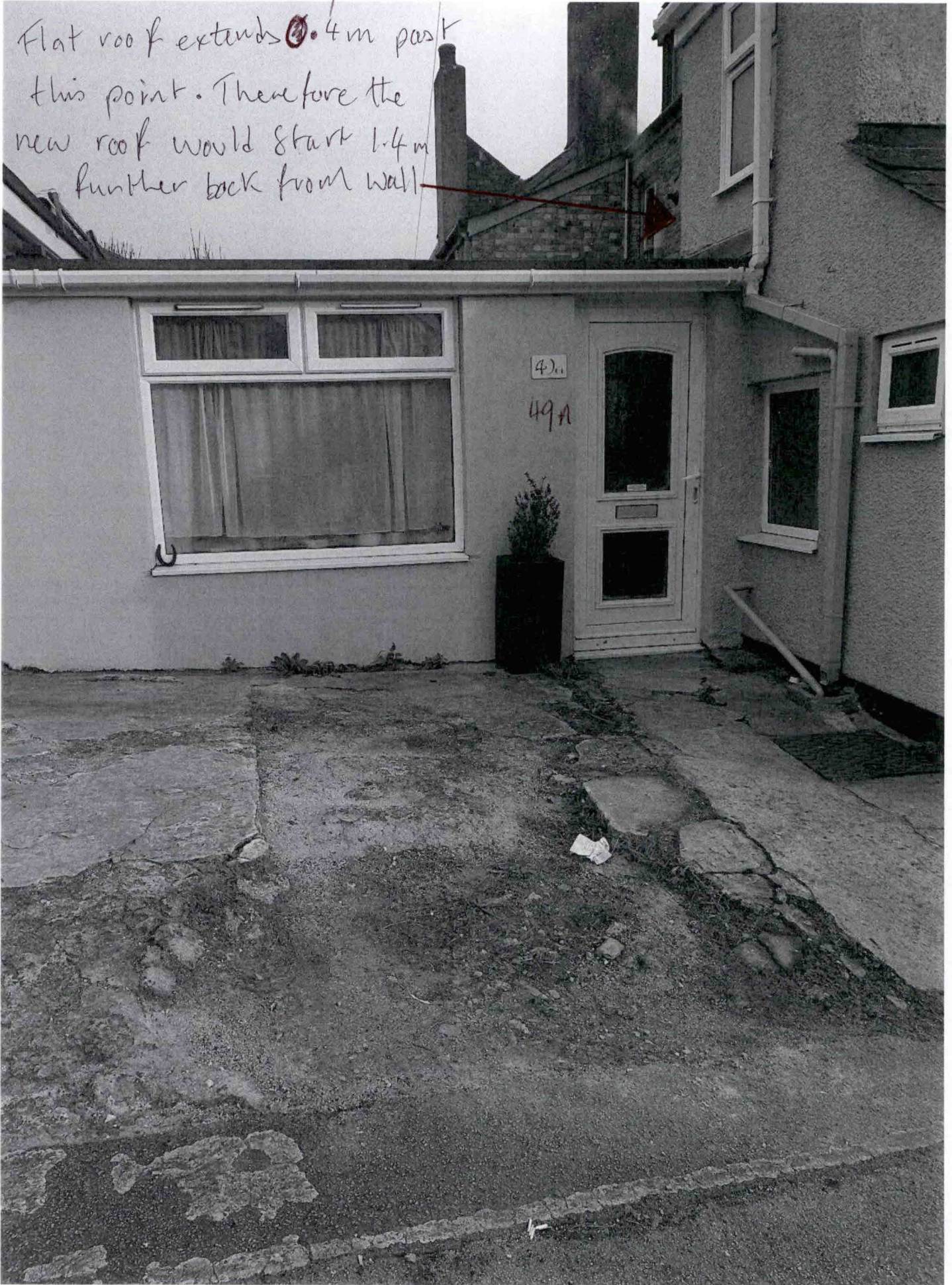


Figure 2.



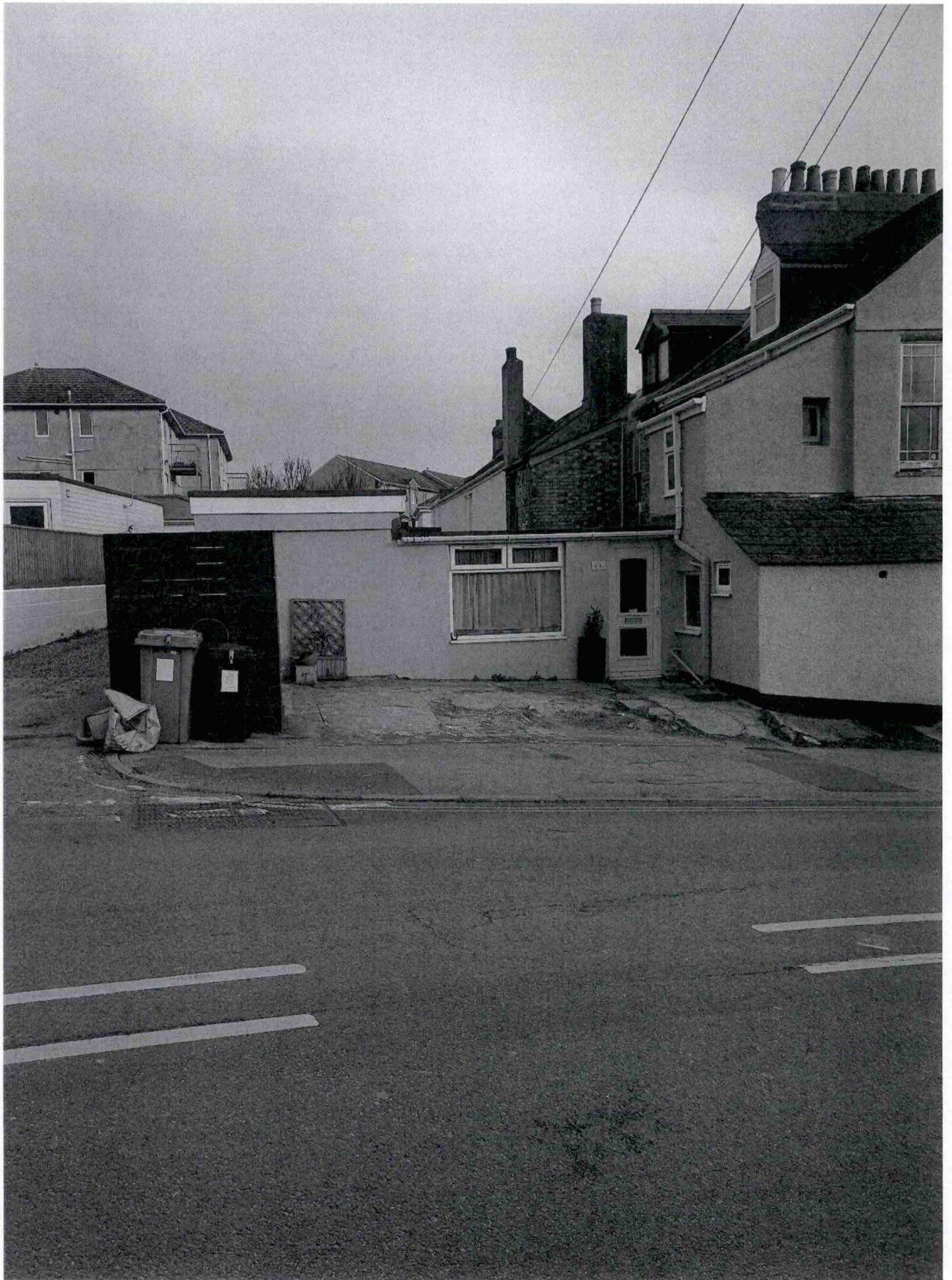


Fig. 1