



# 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/>

<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:

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

<b>1 Your details (correspondence will be to the person named here)</b>	
Name:	
Address and postcode:	
Telephone number (daytime/mobile):	
Email address:	

<b>2 Applicant details (if you are working on somebody else's behalf, please complete their details here)</b>	
Name:	
Address and postcode:	
Telephone number (daytime/mobile):	
Email address:	

<b>3 Location of application site (full address including post code)</b>	
The enquirer is the: Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Lessee <input type="checkbox"/> Prospective purchaser <input type="checkbox"/>	
Name and address of owner:	
Does the enquirer own/control the adjoining land? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>4 Brief Description of proposed development</b>	
Do you have any specific questions you would like answered?	
<b>5 Enclosures</b>	
The following must be provided:	
<input type="checkbox"/>	Site location map with site edged red to a scale of 1:1250 or 1:2500
<input type="checkbox"/>	Description/schedule of existing uses on the site
<input type="checkbox"/>	A site plan (to scale)
<input type="checkbox"/>	Correct fee
Please state category of development (A, B, C, D or E):	
If <b>E</b> 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**

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

Name:

Signature:

Date:

## 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 2FRDolcoath Avenue, **Camborne**, TR14 8SXPydar House, Pydar Street, **Truro**, TR1 1XU**Telephone 0300 1234 151**[planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)**Building Control**Pydar House, Pydar Street, **Truro**, TR1 1XU**Telephone 01872 224792**[buildingcontrol@cornwall.gov.uk](mailto: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 – 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: \_\_\_\_\_

### 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](mailto: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](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:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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