

Cardiff Council Planning Department



Pre-Application Advice Enquiry Form 2025/26

This form will help you to submit a formal enquiry for pre application advice on your development. Please note it does not offer you a decision as to whether your proposed development requires planning permission. Should you want a formal determination as to whether your proposal requires planning permission please submit a Certificate of Lawful Development Application.

Before You Start:

- Please read the accompanying Pre-Application Enquiry Guidance Note.
- Please decide from the category chart on pages 1 and 2 which category your enquiry falls within and tick the appropriate box.
- Please ensure that all relevant sections are fully completed, and you include as much information as you can because this helps us to process your enquiry quicker.

Please note that enquiries are subject to a payment and will not be dealt with until the appropriate fee has been received.

If you need further advice, please telephone 02922 330800 for Planning Enquiries.

This form is available to download from www.cardiff.gov.uk/planning

All fees applicable from 01/04/2025

1. Pre-Application Categories

Please select which category your enquiry falls within and tick the relevant box:

Category	Fees (including VAT)	Select (tick box)
<p>Category A: Strategic Development</p> <ul style="list-style-type: none"> • 25 or more residential units (including conversion); • 2,000m² or more of commercial floor space; • Change of use of buildings or land over 2000m²; • Mixed use development of a site of 1ha and over; • Development requiring an Environmental Impact Assessment. 	<p>£6000.00</p> <p>with an additional hourly rate of £120.00</p>	
<p>Category B: Major Development</p> <ul style="list-style-type: none"> • 10-24 residential dwellings (including conversion); • 1000m² - 1999m² of commercial floor space; • Change of use of buildings or land between 1000m² - 1999m²; • Development of a site of 0.5ha - 0.99ha; • Mixed use developments with a combined floor space of 1000m² - 1999m². 	<p>£3000.00</p> <p>with an additional hourly rate of £120.00</p>	
<p>Category C: Minor Development</p> <ul style="list-style-type: none"> • 1-9 residential dwellings (including conversion); • 100m² - 999m² of commercial floor space; • change of use of buildings or land between 100m² - 999m², 	<p>£300.00</p> <p>with an additional hourly rate of £120.00</p>	

<ul style="list-style-type: none"> • Mixed use developments with a combined floor space of less than 0.5ha; • Telecommunications equipment and masts not being confirmation of permitted development; • Advertisement applications; • Agricultural developments. 		
<p>Category D: Domestic / Miscellaneous Development</p> <ul style="list-style-type: none"> • Alterations or extensions to single dwellings and householder applications (e.g. Loft conversions, garages, sheds, summerhouses, walls, fences, vehicular accesses, domestic micro-generation etc) • Minor development relating to a small business (less than 100m² floor space) or site less than 0.1ha (excluding redevelopment for non-business purposes) • Listed Building/Conservation Area advice • Works to trees, subject to existing Tree Preservation Orders or within Conservation Areas • Planning discussions relating to an enforcement investigation • Advice to Registered Social Landlords (RSLs) in respect of 100% affordable housing sites • Domestic Telecommunications development 	<p>£60.00</p> <p>without an additional hourly rate</p>	
<p>Category D: Exemptions</p> <ul style="list-style-type: none"> • Advice to Community Councils and County Councillors 	<p>No Charge</p>	

Note: The initial meeting on Category A and B applications only will be without charge.

2. Your Details

Applicant Name

Agent Name (if applicable)

Correspondence Address

Postcode

Telephone No.

Email Address

3. Location of Proposal

Address

Postcode

4. Description

Description of proposal:

Materials used for the construction of proposal:

a) Walls

b) Roof

c) Windows/Doors

Existing Use of land / building:

5. Position of Proposal

Please enclose a layout and location plan (hand drawn will be sufficient) showing:

- a) location of structure(s)
- b) distance from the nearest boundary(s)
- c) detached building(s) within the boundary
- d) nearby highway(s)

Also, please enclose up to date photo(s) of the property / site

6. Size of Proposal

Please give the external dimensions of the proposed development (in metric units):

- a) Overall Length (m)
- b) Overall Width (m)
- c) Height to eaves from ground level (m)
- d) Height to highest part of roof from ground level (m)
- e) Area of Site (delete as appropriate) Hectares Acres

7. Previous Extensions or Alterations

Has there been any previous building work, extensions or alterations within the boundary of the Property?

Yes No

If yes, please give details including Application Reference No. (if known)

Are there any building structures within 5m of the proposal:

Yes No

If yes mark on layout plan with dimensions of the structure e.g. length, width and height.

(e.g. Constraints and opportunities plan analysis, design details of any draft design and access statement, sustainability appraisal, tree surveys, ecology surveys, contamination or ground stability issues and site levels, transport impact assessments)

11. Commercial Sensitivity

Is any of the information you have provided confidential or commercially sensitive

Yes

No

If yes, please identify which:

12. Additional Information

Any other information you may wish to provide (please continue on a separate sheet if necessary):

13. Signature

Signed

Print Name

Date

14. Contact Information

Please return this completed form together with any additional information (and fee if required) to:

By Email: Development.Management@Cardiff.gov.uk

By Post: Development Manager
Planning, Transport and Environment
Room 250
County Hall
Cardiff
CF10 4UW

15. Payment

Fee payment may be made by any of the following methods:

- a) Card over the telephone by calling 02922 330800
- b) Cheque made payable to 'Cardiff Council'
- c) BACS upon request for details of your case