# Request form: preliminary advice on development proposals

### Please read these notes before completing this form

You can use this form to request free preliminary advice from NRW on your development proposal. As part of this preliminary advice, we will aim to provide you with:

* An indicative view on which environmental considerations listed on our Checklist need to be taken into account as part of your application. You can find this checklist here:

<https://naturalresources.wales/media/5271/150302-natural-resources-wales-and-planning-consultations-final-eng.pdf>

* An outline of the assessments that may be required to support your application

The [“Guide to our pre-application service for development planning”](https://naturalresources.wales/media/681118/guide-to-pre-app-service-final-english.pdf) explains what is covered by this service in more detail and the conditions under which it is offered.

If you want more detailed advice from us on your development proposal, you can make use of our charged Discretionary Planning Advice Service (DPA Service). We recommend that you make use of the free preliminary opinion, before requesting the charged DPA service. This will help both you and us to assess if the use of the DPA Service is likely to be of benefit to you.

We will aim to reply to your request for a preliminary opinion within 21 days of receiving this form and all relevant information outlined in section 3. Please note that we can only provide the preliminary opinion once for each proposed development.

You should consider the advice that we provide at this stage alongside the guidance on [our website](https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/?lang=en). We will not seek to duplicate this guidance in our advice to you, so it is worth familiarising yourself with it to ensure your proposal is in line with it.

We will not duplicate the work that is carried out by other organisations. As well as consulting us, we therefore recommend that you contact the relevant Local Planning Authority (LPA) or consenting authority. They will be able to advise you on a number of issues, including:

* whether an Environmental Impact Assessment (EIA) should be undertaken as part of your planning or marine development application.
* if your proposal will pass the justification tests in relation to flood risk, as set out in *Technical Advice Note 15: Development and Flood Risk*.

You should also talk to the LPA or consenting authority as well as NRW if your proposal is likely to have a significant effect on a European nature conservation site, and what (if any) information they require to undertake an appropriate assessment under the Conservation of Habitats and Species regulations 2010.

You should be advised that, in addition to planning permission, marine licence or consent, it is your responsibility to ensure that you secure all other permits and consents that are relevant to your development

### How to complete and submit this form

* Sections 1-3 set out the information that we need you to provide, in order for us to be able to deal with your request. If all or some of the information is missing, we will return a standard response to this effect.
* Section 4 explains how to request the service from us.
* Section 5 explains how we will use the information you provided.
* Seciton 6 sets out the conditions under which advice is offered.

## Section 1: About the applicant

|  |  |
| --- | --- |
| Contact details |  |
| Name | Full name  |
| Company name | Company name |
| Phone | Contact telephone number |
| Email | Contact email address |

## Section 2: About the site and proposed development

|  |
| --- |
| Site address / location of site |
| Address | Site address |
| Postcode | Site postcose |
| National Grid map reference | Site grid reference |
| **About the proposed development** |
| Please provide a detailed description of your proposed development, including:* The current use of the site
* The proposed new use
* The size and type of the development, installation or activity
* Any other relevant site history

If you have any specific queries that you are seeking NRW’s views on, then please add these here. Please note that depending on the complexity of the request, we may not be able to respond to these queries as part of our free preliminary opinion.  |
| Enter details here. |

## Section 3: Essential Documents

We need the following information to provide you with our preliminary advice.

*Please check each box to confirm that you have included this information.*

|  |
| --- |
|[ ]  **A copy of this form**  |
|[ ]  **A location plan** clearly showing the boundary of the proposed development. This should be at a scale between 1:100 and 1:2500 and should show any watercourses or water bodies within your development site. For marine developments, nearby protected sites should be clearly displayed |
|[ ]  **An indicative layout plan (detailed if available)** of the proposed works, including all proposed access roads, buildings, details of the method of disposing of foul sewage and any other proposed structures, together with any site formation and temporary works that you propose to carry out |
|[ ]  **Where relevant, a plan of any other development or works** that you may carry out, or request others to carry out, in order to construct and/or to operate your proposed development  |

Please e-mail this form and all relevant information outlined above to the relevant team in NRW. For marine developments, please send your form to the team that is dealing with the local planning authority that is nearest to your development. Contact details are set out in the table below.

Please note that we can only accept e-mail attachments up to 10MB via e-mail. If the combined size of your attachments is larger than this, please contact the relevant team below to request access to our file sharing system.

|  |  |
| --- | --- |
| For projects in: | Email: |
| * Pembrokeshire
* Pembrokeshire Coast National Park
* Carmarthenshire
 | * Swansea
* Neath Port Talbot
* Bridgend
 | swplanning@cyfoethnaturiolcymru.gov.uk |
| * Cardiff
* Newport
* Vale of Glamorgan
* Rhondda Cynon Taf
* Torfaen
* Monmouthshire
 | * Brecon Beacons National Park
* Blaenau Gwent
* Caerphilly
* Merthyr Tydfil
 | southeastplanning@cyfoethnaturiolcymru.gov.uk |
| * Gwynedd
* Anglesey
* Conwy
* Denbighshire
* Powys
* Ceredigion
 | * Flintshire
* Wrexham
* Snowdonia National Park
 | northplanning@cyfoethnaturiolcymru.gov.uk |

## Section 5: How we will use your information

We will use the information you provide, to deal with your pre-application enquiry.

All of the information you provide to NRW will be processed and managed by us in accordance with our obligations and duties under the:

* Data Protection Act 1998;
* Freedom of Information Act 2000;
* The Environmental Information Regulations 2004; and
* All other laws relating to access to information.

With this in mind, your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests we may be required to release information, including your personal information. Our response to such requests will be in accordance with the guidelines provided by the Welsh Government Code of Practice on Access to Information which can be found at [www.information.wales.gov.uk](http://www.information.wales.gov.uk)

For further information about the personal data collected and its use, if you have any concerns about the accuracy of personal data, or wish to exercise any of your rights under the above legislation you should contact:

* Access to Information Officers, Natural Resources Wales, Ty Cambria, 29 Newport Road Cardiff CF24 0TP, or email accesstoinformationteam@naturalresourceswales.gov.uk or telephone 0300 065 3000.
* The Information Commissioners Office help line can be contacted on 029 2067 8400 or at [www.ico.gov.uk](http://www.ico.gov.uk).

## Section 6: Conditions under which the advice is offered

By requesting this service, you acknowledge that the content of any advice or assistance provided by NRW is advisory only and that it shall not be deemed to bind or in any other way restrict NRW in performing its statutory functions.

In particular you acknowledge that:

* any advice given or materials or documentation provided by NRW do not constrain or bind NRW in respect of its statutory functions or its role as a statutory consultee or any decision NRW may make in relation to any application for a licence or permit;
* any advice given by NRW does not bind NRW in respect of any future representations it may make as statutory consultee or any decision NRW may make in relation to any application for a licence or permit;
* any views or opinions expressed by NRW are without prejudice to the consideration NRW may be required to give to any application or any future representations as statutory consultee or any decision NRW may make in relation to any application for a licence or permit;
* the final decision as to any representations made by NRW as statutory consultee will be based on all the relevant information available to NRW at the time it makes such representations;
* NRW cannot and does not give any guarantee as to the representations it may make as statutory consultee; and
* any advice given by NRW may be overtaken by changes in available information, law, policy and guidance relevant to the subject matter of the advice.