# Request form for the Discretionary Planning Advice Service

### Please read the following notes before completing this form

You can use this form to request advice under our charged Discretionary Planning Advice Service (DPA service). We recommend that before you use this service, you make use of our free pre-application service and familiarise yourself with the guidance that is available on [our website.](https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/?lang=en)

The [“Guide to our pre-application service for development planning”](https://naturalresources.wales/media/681118/guide-to-pre-app-service-final-english.pdf) explains in more detail what is covered by our DPA service. By submitting this form to NRW, you agree to the Terms & Conditions for the use of this service. These Terms & Conditions can be found on [our website](https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/our-service-to-developers/?lang=en).

We will aim to provide you with a cost estimate for the work within 21 days of receiving this form. You will need to provide the information set out in section 5, as well as any other relevant information, before we can produce a cost estimate for you. Please allow at least 30 days for the work to start, from the date on which you return the form.

If you decide to make use of the service, you will need to return a signed copy of the quotation to NRW. You will not have entered into a contract for the provision of the service, until we have received this.

You should be advised that, in addition to planning permission, it is your responsibility to ensure that you secure all other permits and consents that are relevant to your development. NRW also offer a pre-application service for advice on certain types of permits and licenses. More information can be found on [our website.](https://naturalresources.wales/permits-and-permissions/?lang=en)

## Section 1: Your details

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

|  |  |
| --- | --- |
| Invoicing details |  |
| Contact name | Customer contact name for all invoice enquiries  |
| Company name | Company name |
| Compay address | Address |
| Phone | Contact telephone number |
| Email | Contact email address for all invoices  |

Please note that if this section is left blank we will return the form to you for completion. We ask you to provide these details at this stage, but will not carry out any charged work, until we have agreed both the scope and the costs for the work.

## Section 2: Advice received previously

Have you previously requested a preliminary opinion from NRW relating to this proposal?

|  |  |
| --- | --- |
| Yes |[ ]  No |[ ]

|  |  |
| --- | --- |
| If yes, please quote our reference number | NRW reference number |

We recommend that you make use of our free preliminary opinion service before you use the charged service. More information about the free preliminary opinion can be found on [our website.](https://naturalresources.wales/guidance-and-advice/business-sectors/planning-and-development/advice-for-developers/our-service-to-developers/?lang=en)

Have you, or are you planning to request pre-application advice from NRW on permits or licenses that are relevant to your development proposal?

|  |  |
| --- | --- |
| Yes |[ ]  No |[ ]
| If yes, please provide details about the advice you have requested, or intend to request. Include your reference number if applicable |
| Details of advice |
| Reference number if applicable |

Have you received any pre-application advice from the Local Planning Authority?

|  |  |
| --- | --- |
| Yes |[ ]  No |[ ]
| If yes, please provide a copy |

## Section 3: Project description.

Please note that you only need to fill out this section if you have not yet requested a preliminary opinion on your proposal. Please continue to section 4 if you have previously made use of NRW’s free preliminary opinion for this development proposal.

|  |
| --- |
| 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
* Any other relevant site history
 |
| Enter details here. |

You will also need to provide us with the following, in addition to the information set out in section 5:

|  |
| --- |
|[ ]  **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 |
|[ ]  **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  |

## Section 4: Request for advice

Please tell us what you would like advice on, by ticking each of the sections that apply and providing details.

|  |
| --- |
| Advice on Land Contamination, including voluntary remediation |[ ]
| Please explain in the box below what advice you are requesting*.**The following are examples of the services we can provide in relation to land contamination.* * *Evaluate preliminary risk assessment and/or interpretive site investigation report*
* *Evaluate detailed quantitative risk assessment (DQRA)*
* *Evalute piling risk assessment*
* *Evaluate remediation options appraisal and/or remediation strategy*
* *Evaluate remediation verification report*

**Please also read the information set out in Annex 1 on land contamination.** |
| Details of the advice you are requesting |

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| Advice on Groundwater Protection |[ ]
| Please explain in the box below what advice you are requesting*.**The following are examples of the services we can provide in relation to groundwater protection. If you require any other advice, please provide details.** *Provide advice on requirements to meet our groundwater protection position statements*
* *Evaluate a groundwater risk assessment*

**Please also read the information set out in Annex 1 on ground water protection.** |
| Details of the advice you are requesting |

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| Advice on Flood Consequence Assessments |[ ]
| Please explain in the box below what advice you are requesting*.**The following are examples of the services we can provide in relation to flood risk. If you require any other advice, please provide details.** *Review of a Flood Consequence Assessment*
* *Review of the hydrology report*
* *Review of the hydraulic river/ tidal models*
 |
| Details of the advice you are requesting |

|  |
| --- |
| Advice on Nationally Significant Infrastructure Projects or Developments of National Significance |[ ]
| Please explain in the box below what advice you are requesting*.**The following are examples of the services we can provide in relation to NSIPs and DNSs. If you require any other advice, please provide details.** *Advice on constraints and opportunities*
* *Advice on the Environmental Impact Assessment*
* *Advice on the Habitat Regulation Assessment*
* *Advice on ecological assessments*
* *Advice on mitigation measures*
* *Advice on monitoring strategies*
* *Advice on Landscape Impact Assessments*
 |
| Details of the advice you are requesting |

|  |
| --- |
| If you have any additional information about the service you are requesting from NRW than please add this here. This could, for example, include specific queries that you are seeking our views on. |[ ]
| Details of the advice you are requesting |

## Section 5: Submitting your application

We ask you to provide the following information

|  |
| --- |
|[ ]  **A copy of this form**  |
|[ ]  **A copy of advice received from the Local Planning Authority (if relevant)**  |

### For advice on Flood Risk only, we ask you to provide a copy of the following (if applicable):

|  |
| --- |
|[ ]  A Flood Consequence Assessment, including a copy of any checklists we supplied as part of our free pre-application survey  |
|[ ]  Hydraulic model/Hydrology Report  |
|[ ]  A detailed location plan, if not previously supplied, showing both the existing and proposed development |

### For all other advice

If you are seeking our views on any other type of assessment, or report please list them below and provide copies.

|  |
| --- |
| List of other asessments and/or reports |
| Insert details |

## Section 6: Timescales

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| Please provide an indication of the timescale within which you would like to receive the advice. Please allow at least 30 days for the work to start, from the date on which you return the formPlease note that, while we will try to meet your timescales, we cannot guarantee that we will be able to do this. |
| Your timescales |

## Section 7: How to return this form

Please e-mail this form and all relevant information outlined in section 5 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 8: How we will use your information

All of the information held by NRW, relating to your application for a licence 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 9: 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.

# Annex 1: Additional information on land contamination and groundwater protection

## For advice on land contamination

Land contamination management and groundwater risk assessments follow a tiered process. Therefore if you require us to evaluate work from a later stage in the process you must also provide all relevant preceding reports and documentation, if it hasn’t previously been provided to us for evaluation. For example, if you require evaluation of your detailed quantitative risk assessment (DQRA) you will need to also provide us with your preliminary risk assessment and interpretive site investigation.

[Guiding Principles for Land Contamination 3 (GPLC)](http://webarchive.nationalarchives.gov.uk/20140328084622/http%3A/cdn.environment-agency.gov.uk/geho1109brha-e-e.pdf) contains several checklists which set out the level of information we require to evaluate your reports. It should also be clear that reports have been checked and signed off by an appropriately-qualified person. We may refuse to comment on reports if it becomes clear that important information is absent or has not been appropriately checked.

## For advice on groundwater protection

If you wish to clarify a position statement or its applicability to your proposed activity or development we require you to provide all relevant documentation. For example, if you want to clarify our approach to underground storage of chemicals we would require you to provide details on the local ground conditions and the detailed design of your storage tanks and proposed pollution mitigation.