



**Request for Pre-Purchase Listed Building Advice**  
(for which a fee is payable)

Please complete and send this form with the information requested to the Chief Officer (Planning, Environment & Economy), Flintshire County Council, County Hall, Mold, Flintshire. CH7 6NF

Apply by post or email [planningadmin@flintshire.gov.uk](mailto:planningadmin@flintshire.gov.uk) with the completed form, other details and the fee. **Please note we can only accept applications in pdf format by e-mail currently due to remote working restrictions. See page 5 of Guidance for how to pay details.**

1. YOUR DETAILS

Name: .....

Address: .....

Post Code: ..... E-mail: .....

Daytime Contact Number: ..... Mobile Number: .....

2. ADDRESS OF LISTED BUILDING

.....  
.....  
.....

3. BRIEF OUTLINE OF YOUR PROPOSAL/S

.....  
.....  
.....

4. SELECT THE TYPE OF ADVICE YOU REQUIRE:  
Site Meeting  Written Report following Site Meeting   
Office Meeting  Technical Advice

5. LEVEL OR PROPOSAL & FEE? Category: 1  2  3  4   
The fee is based on the scale and type of your proposals. The scale of service fees for the different categories is shown on page two of the Guidance document.

5.1 AMOUNT OF FEE £ .....

6.	ATTACHED INFORMATION	
6.1	Location Plan or Sketch	<input type="checkbox"/>
6.2	Estate Agents brochure and/or web link (if available)	<input type="checkbox"/>

Signed: .....

Date: .....

**NOTE:** The provision of the information required by 6.1 & 6.2 above is mandatory and we cannot respond to your request if this is not provided.

Use of information

We will not give your personal information to other third parties unless we are legally obliged to do so. Flintshire County Council is a Data Controller under the Data Protection Act 1998.

**NOTE:** The advice given in response to this request will be considered to be confidential and it will not be disclosed to any other party unless you expressly confirm that you are happy for it to be released, in which case please tick the box below.

I am happy for you to release to others the advice I receive in response to this request:

## **Planning Applications Privacy Notice**

Your personal data will be processed by Flintshire County Council for the specific purpose of providing you with a discretionary service in respect of pre-application advice and information prior to the submission of a formal planning application. The processing of your data is necessary to fulfil the contract between yourself and the Council by formally requesting pre-application advice.

The information you provide will be used to answer your pre-application request and may be shared with other services within the Council and other third party organisations whose advice may be relevant to your application. Your details will be retained by the Council indefinitely on the statutory register as required by the provisions of the Town and Country Planning Act 1990.

If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113. For further information about how Flintshire County Council processes your personal data and your rights please see our privacy notice on our website.

<http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>

## **Hysbysiad Preifatrwydd Ceisiadau Cynllunio**

Bydd eich data personol yn cael ei brosesu gan Gyngor Sir y Fflint at y diben penodol o ddarparu gwasanaeth dewisol i chi mewn perthynas â chyngor cyn ymgeisio a gwybodaeth cyn cyflwyno cais cynllunio ffurfiol. Mae'n rhaid prosesu eich data er mwyn bodloni'r contract rhyngoch chi a'r Cyngor drwy wneud cais ffurfiol am gyngor cyn ymgeisio.

Bydd y wybodaeth a ddarperir gennych chi yn cael ei defnyddio i ateb y cais cyn cynllunio ac mae'n bosibl y byddwn yn rhannu'r wybodaeth â gwasanaethau eraill o fewn y Cyngor a sefydliadau trydydd parti eraill fyddai o bosibl yn gallu cynnig cyngor sy'n berthnasol i'ch cais. Bydd y Cyngor yn cadw eich manylion am gyfnod amhenodol ar y gofrestr statudol fel sy'n ofynnol yn narpariaethau Deddf Cynllunio Gwlad a Thref 1990.

Os ydych o'r farn bod Cyngor Sir y Fflint wedi cam-ddefnyddio eich data personol ar unrhyw adeg, gallwch anfon cwyn at Swyddfa'r Comisiynydd Gwybodaeth drwy ym â'u gwefan neu drwy ffonio eu llinell gymorth ar 0303 123 1113. I gael rhagor o wybodaeth am sut mae Cyngor Sir y Fflint yn prosesu data personol a'ch hawliau, darllenwch ein hysbysiad preifatrwydd ar ein gwefan.

<https://www.siryfflint.gov.uk/cy/Resident/Contact-Us/Privacy-Notice.aspx>