

# Application for Outline Planning Permission With Some Matters Reserved

Town and Country Planning Act 1990

**This form is specifically designed to be printed and completed offline.**  
**Please complete this form in block capitals using black ink to facilitate scanning.**  
**You are advised to read the accompanying guidance notes and per-question help text.**  
**If you would rather make this application online, you can do so on our website: <https://planningportal.wales>**

## Privacy Notice

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application.

Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

## Local Planning Authority details:

<b>Development Control</b> The Planning Department Bridgend County Borough Council Civic Offices • Angel Street Bridgend • CF31 4WB	<b>Rheoli Datblygu</b> Adran Cynllunio Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr Swyddfeydd Dinesig • Stryd yr Angel Pen-y-bont ar Ogwr • CF31 4WB	
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Tel/Ffôn: 01656 643155 • Fax/facs: 01656 643190 • e-mail/e-bost: [planning@bridgend.gov.uk](mailto:planning@bridgend.gov.uk) • website/gwefan: [www.bridgend.gov.uk](http://www.bridgend.gov.uk)

## Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

<b>1. Applicant Name and Address</b>	<b>2. Agent Name and Address</b>
Title: <input type="text"/> First name: <input type="text"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text"/>	Last name: <input type="text"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text"/>	Town: <input type="text"/>
County: <input type="text"/>	County: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>

3. Description of the Proposal

Please indicate those reserved matters for which approval is being sought (tick all that apply):

☐ None

☐ Access

☐ Appearance

☐ Landscaping

☐ Layout

☐ Scale

Please describe the proposed works:

Has building or works  
already been carried out?

☐ Yes

☐ No

If Yes, please state the date when building  
or works were started (DD/MM/YYYY):  
(date must be pre-application submission)

Have the works  
been completed?

☐ Yes

☐ No

If Yes, please state the date when the  
works were completed (DD/MM/YYYY):  
(date must be pre-application submission)

4. Site Details

Please provide the full postal address of the application site.

Unit:

House  
number:

House  
suffix:

House  
name:

Address 1:

Address 2:

Town:

County:

Postcode  
(optional):

If you cannot provide a postcode, the description of site location  
must be completed. Please provide the most accurate site  
description you can, to help locate the site - for example "field to  
the North of the Post Office".

Easting:

Northings:

Description:

5. Pre-application Advice

Has pre-application advice been sought from the local  
authority about this application?

☐ Yes

☐ No

If Yes, please complete the following information about the advice  
you were given. (This will help the authority to deal with this  
application more efficiently).  
Please tick if the full contact details are not  
known, and then complete as much as possible:

☐

Officer name:

Reference:

Date (DD/MM/YYYY):  
(must be pre-application submission)

Details of pre-application advice received?

**6. Pedestrian and Vehicle Access, Roads and Rights of Way**

Is a new or altered vehicle or pedestrian access proposed to or from the public highway? ☐ Yes ☐ No ☐ Unknown

Are there any new public roads to be provided within the site? ☐ Yes ☐ No ☐ Unknown

Are there any new public rights of way to be provided within or adjacent to the site? ☐ Yes ☐ No ☐ Unknown

Do the proposals require any diversions /extinguishments and/or creation of rights of way? ☐ Yes ☐ No ☐ Unknown

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

**8. Neighbour and Community Consultation**

Have you consulted your neighbours or the local community about the proposal? ☐ Yes ☐ No

If Yes, please provide details:

**7. Waste Storage and Collection**

Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste? ☐ Yes ☐ No ☐ Unknown

If Yes, please provide details:

**9. Authority Employee / Member**

With respect to the Authority, I am: ☐ a) a member of staff ☐ b) an elected member ☐ c) related to a member of staff ☐ d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☐ No

If Yes, please provide details of the name, relationship and role

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not Applicable	Don't know
Walls			<input type="checkbox"/>	<input type="checkbox"/>
Roof			<input type="checkbox"/>	<input type="checkbox"/>
Windows			<input type="checkbox"/>	<input type="checkbox"/>
Doors			<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing			<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☐ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

### 11. Vehicle Parking

Is vehicle parking relevant to this proposal? ☐ Yes ☐ No

If Yes, please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans.

### 12. Foul Sewage

Please state how foul sewage is to be disposed of:

☐ Mains sewer ☐ Cess pit ☐ Package treatment plant ☐ Septic tank ☐ Other

Are you proposing to connect to the existing drainage system? ☐ Yes ☐ No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

### 13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes. The notes provide further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☐ No

b) Designated sites, important habitats or other biodiversity features:

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☐ No

c) Features of geological conservation importance:

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☐ No

#### Supporting Information Requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

Your Local Planning Authority will be able to advise on the content of any assessments that may be required.

### 14. Trees and Hedges

Are there trees or hedges on the proposed development site? ☐ Yes ☐ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ☐ Yes ☐ No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

### 15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ☐ Yes ☐ No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

### 16. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☐ No

If Yes, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

17. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☐ Yes ☐ No ☐ Unknown

If you have answered Yes to the question above please add details in the following table:

Use class/type of use		Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Unknown	Total gross internal floorspace proposed (including change of use)(square metres)	Unknown	Net additional gross internal floorspace following development (square metres)
A1	Shops	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
A2	Financial and professional services	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
A3	Food and drink	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
B1	Business	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
B2	General industrial	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
B8	Storage or distribution	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
C1	Hotels	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
C2	Residential institutions	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
C2A	Secure residential	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
D1	Non-residential institutions	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
D2	Assembly and leisure	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
OTHER		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Please Specify		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Total								

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Unknown	Total rooms proposed (including changes of use)	Unknown	Net additional rooms
C1	Hotels	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
C2	Residential Institutions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
C6	Short-term let	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
OTHER		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Please Specify		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

18. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees			
Proposed employees			

19. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

20. Site Area

Please state the site area in hectares (ha)

If Yes, please complete the following information regarding public open space:

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space? ☐ Yes ☐ No

	Open Space Lost	Open space gained
Area of Land (ha)		

21. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Welsh Government’s Development Advice Maps website - <http://data.wales.gov.uk/apps/floodmapping/>) ☐ Yes ☐ No

If Yes, and you are proposing a new building or change of use, please add details of the proposal in the following table:

Floodplain Area	Residential (Number of units)	Non-residential (Area of land - hectares)
Floodplain C1		
Floodplain C2		

If the proposed development is within an area at risk of flooding you will need to consider whether it is appropriate to submit a flood consequences assessment. (Refer to Section 6 and 7 and Appendix 1 of TAN 15 - <http://wales.gov.uk/topics/planning/policy/tans/tan15/?lang=en>)

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? ☐ Yes ☐ No

Will the proposal increase the flood risk elsewhere? ☐ Yes ☐ No

**From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' Statutory SuDS Standards. SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.**

How will surface water be disposed of?

☐ Sustainable drainage system ☐ Soakaway ☐ Main sewer ☐ Existing watercourse ☐ Pond/lake

22. Existing Use

Please describe the current use of the site:

Is the site currently vacant? ☐ Yes ☐ No

If Yes, please describe the last use of the site:

When did this use end (if known)? (DD/MM/YYYY)  
(date where known may be approximate)

Does the proposal involve any of the following:

Land which is known or suspected to be contaminated for all or part of the site ☐ Yes ☐ No

A proposed use that would be particularly vulnerable to the presence of contamination? ☐ Yes ☐ No

If you have answered Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building? ☐ Yes ☐ No

If Yes, please complete the following information regarding the element of the site area which is in previously developed land or greenfield land:

	Previously Developed Land	Greenfield Land
Area of land (ha) proposed for new development		

23. Renewable and Low Carbon Energy

Does your proposal involve the installation of a stand-alone renewable or low-carbon energy development? ☐ Yes ☐ No

If you have answered Yes to the question above please state the proposed energy output capacity in MegaWatts (MW):

Renewable Energy Type	Energy Capacity (MW)
Anaerobic digestion	
Biofuels	
Biomass	
Combined heat and power (CHP)	
District heating	
Fuel cells	
Geothermal	
Ground/water/air heat pumps	
Hydropower	
Solar	
Waste heat energy	
Wind	
Other low carbon or renewable energy (please specify below)	



24. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? ☐ Yes ☐ No ☐ Unknown

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Unknown	Maximum annual operational throughput in tonnes (or litres if liquid waste)	Unknown
Inert landfill	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Non-hazardous landfill	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Hazardous landfill	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Energy from waste incineration	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other incineration	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Landfill gas generation plant	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Pyrolysis/gasification	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Metal recycling site	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Transfer stations	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Household civic amenity sites	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Open windrow composting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
In-vessel composting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Anaerobic digestion	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Sewage treatment works	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other treatment	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Storage of waste	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other waste management	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other developments	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

25. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☐ No ☐ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)

Ethylene oxide (tonnes)

Phosgene (tonnes)

Ammonia (tonnes)

Hydrogen cyanide (tonnes)

Sulphur dioxide (tonnes)

Bromine (tonnes)

Liquid oxygen (tonnes)

Flour (tonnes)

Chlorine (tonnes)

Liquid petroleum gas (tonnes)

Refined white sugar (tonnes)

Other:

Other:

Amount (tonnes):

Amount (tonnes):

**One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form**

**Certificate of Ownership – Certificate A**

**Town and Country Planning (Development Management Procedure) (Wales) Order 2012**

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
<div></div>	<div></div>	<div></div>

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated): <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	On the following date (which must not be earlier than 21 days before the date of the application): <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
Signed - Applicant: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Or signed - Agent: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Date (DD/MM/YYYY): <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

26. Ownership Certificates (continued)

Certificate of Ownership – Certificate D  
Town and Country Planning (Development Management Procedure) (Wales) Order 2012

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper  
(circulating in the area where the land is situated):

On the following date (which must not be earlier  
than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

27. Agricultural Holdings

Agricultural Holding Certificate  
Town and Country Planning (Development Management Procedure) (Wales) Order 2012  
Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 28. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form:

☐

If the proposed development constitutes major development, the original and 3 copies of the pre-application consultation report

☐

The original and 3 copies of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

☐

The original and 3 copies of a design and access statement, if the proposed development:

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

☐

• is within a World Heritage Site, and consists of the creation of one or more dwellings, or creates floor space of 100 square metres; or

☐

The correct fee:

☐

• constitutes "major development"

☐

The original and 3 copies of a Heritage Impact Statement

☐

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable):

☐

The original and 3 copies of the completed, dated Article 11 Certificate (Agricultural Holdings):

☐

Depending on the type and scale of proposed development, your application – in order to be validated - may also need to be accompanied by the following technical documents:

- Flood Consequences Assessment
- Biodiversity and Geological Conservation Assessment
- Tree Survey
- Coal Mining Risk Assessment
- Rural Enterprise Dwelling Appraisal
- Retail Impact Assessment
- Noise Assessment
- Transport Assessment

The Welsh Government's Development Management Manual will assist you in determining whether any of these assessments are necessary.

You should also note that your Local Planning Authority may have adopted 'Local Validation Requirements' for some major developments. Information on any "Local Validation Requirements" will be available on the Local Planning Authority's website.

## 29. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

## 30. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

## 31. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

## 32. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☐ Yes☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)*

☐ Agent☐ Applicant☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address: