[Name and Address of Prospective child minder]

Development Management  
PO Box 62  
Ruthin  
LL15 9AZ

Dear Sir

I am considering becoming a registered child minder. My household members are [adults and/or children and ages]. My child minding business will be run from my home at this address.

I intend to mind a maximum of [eg. 6 children] under the age of 12 years per day. I confirm that the following applies to my proposed business:

* My home will continue to be used as a private residence
* My business will not result in a marked rise in traffic or people calling
* My business will not involve any activities unusual in a residential area
* My business will not disturb my neighbours at unreasonable hours or create other forms of nuisance such as noise or smells

I can confirm that my home is still mainly a home while I carry on my business as a registered child minder.

My understanding from the Welsh Government leaflet: Planning permission – a guide for business, (http://gov.wales/topics/planning/policy/guidanceandleaflets/ppguidebusiness) is that I do not require planning consent to undertake my child minding business as I have described it above. However, I would be grateful if you would provide your informal opinion on whether planning permission is required. I understand that your opinion will not be binding on the local planning authority. Also, should my business change in any way it is my duty to inform you.

I have enclosed a completed questionnaire providing details about my business. If you need further information please contact me.

Yours sincerely

Prospective child minder

**CHILD MINDING QUESTIONNAIRE FORM**

**YOUR ANSWERS TO THESE QUESTIONS WILL GIVE THE LOCAL PLANNING AUTHORITY INFORMATION TO HELP IT TELL YOU WHETHER YOU NEED PLANNING PERMISSION TO CHILD MIND**

|  |  |  |
| --- | --- | --- |
| 1 | Name(s) of child minder(s) and full address of child minding premises. Please also give telephone number(s) and/or  e- mail address | Name(s)  Address  Tel No  E-mail |
| 2 | Name, address and telephone number of enquirer (if different) | Name  Address  Tel No  E-mail |
| 3 | Please confirm that the child minding place is a dwelling |  |
| 4 | Intended maximum number of children who will be “minded” |  |
| 5 | Age range of children to be “minded” |  |
| 6 | In addition to the above children, will anyone else (e.g. an assistant child minder) work on or visit the premises in connection with child minding? If so, please give details. |  |
| 7 | What are the expected days and hours of child minding? |  |
| 8 | Please list the number and types of room in the dwelling |  |
| 9 | Will any particular room be set aside solely for child minding? If so, please give details. |  |

|  |  |  |
| --- | --- | --- |
| 10 | Is the dwelling, or its curtilage, used for any other non-domestic purpose (For example, storage in  connection with a business, keeping vehicles which are not used for domestic transport by people living at the house, office use, keeping a lot of pets, or any other activity which is in excess of normal domestic use of a dwelling by people who normally live there)? Please give details, even if you are doubtful about the relevance of any such activity. |  |
| 11 | If you answered “yes” to Question 6, please estimate how many cars would be parked at or near the dwelling |  |
| 12 | Please estimate how many “vehicle trips” would be generated daily by the childminding operation (a parent dropping off and collecting a child would count as 2 “vehicle trips”) |  |
| 13 | Where do you expect that vehicles calling briefly, or parking all day, would be parked? (you may wish to include a sketch to illustrate parking arrangements) |  |
| 14 | Any other information you may wish to give (attach further notes if you wish) |  |

**Your Signature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . .. .**

NB. This is an informal procedure, which is intended to enable you to access professional advice about planning from local planning officers quickly, but the response to your enquiry will not be legally binding on the authority. In some cases, an informal response may not be possible.

You can get a formal response by making a formal application for a Certificate which states whether planning permission is needed, and planning officers can advise further about this.