

SUPPLEMENTARY PLANNING GUIDANCE

Change of use of community facilities and services, employment sites and retail units



JANUARY 2021

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1.0 Introduction to Supplementary Planning Guidance and its purpose

Purpose

1.1 The Purpose of this Guidance is to:

- assist the public and their agents in preparing planning applications and in guiding them in discussions with officers before submitting planning applications,
- assist officers to assess planning applications, and officers and councillors to make decisions about planning applications, and
- help Planning Inspectors make decisions on appeals.

1.2 The overall aim is to improve the quality of new developments and facilitate a consistent and transparent way of making decisions.

The Policy Context

Local Development Plan

1.3 Under planning legislation, the 'development plan' includes planning policies for each area. The Gwynedd and Anglesey Joint Local Development Plan was adopted on 31 July 2017. It relates to both the Gwynedd and Anglesey Planning Authority areas.

1.4 The Plan provides wide-ranging policies along with land designations for the main uses, such as housing, employment and retail; it will help shape the future of the area of the Plan physically and environmentally, and will also influence it economically, socially and culturally. The Plan, therefore, attempts to:

- help the Councils to make logical and consistent decisions on planning applications by providing a policy framework that is in line with national policy, and
- steer developments to suitable areas during the period up to 2026.

The need for Supplementary Planning Guidance

1.5 Although the Plan contains policies that enable the Councils to make consistent and transparent decisions on development proposals, it cannot provide all the detailed advice required by officers and prospective applicants to steer proposals locally. In order to provide this detailed advice, Councils are preparing a range of Supplementary Planning Guidance to support the Plan

that will provide more detailed guidance on a variety of topics and matters to help interpret and implement the Plan's policies and proposals.

The Status of Supplementary Planning Guidance

- 1.6 Supplementary Planning Guidance (SPG) may be considered to be material planning considerations during the assessment process and when determining planning applications. Welsh Government and the Planning Inspectorate will place considerable weight on supplementary planning guidance that stems from, and is consistent with, a development plan. The SPGs do not introduce any new planning policies, but rather act as a 'portal' for relevant policies in the Local Development Plan and, where appropriate, national planning policy and other SPGs.
- 1.7 In accordance with Welsh Government advice, the SPG has been subject to a public consultation and a decision by the Joint Planning Policy Committee on behalf of the Councils. A draft version of this SPG was approved for public consultation on 4th September 2020 by the Joint Local Development Plan Committee. The supplementary planning guidance was subject to a public consultation exercise between 16th October to 27th of November 2020. Consideration was given to the 10 comments submitted to the Councils, and, where appropriate, appropriate changes included in the final draft approved by the Joint Planning Policy Committee on 29 January, 2021 to be used as a material consideration when assessing and determining planning applications and appeals. **This document should, therefore, be given substantial weight as a material planning consideration.**

Purpose

- 1.8 This SPG relates specifically to providing greater clarity on the policies in the Joint Local Development Plan (Joint LDP) which relate specifically to safeguarding community resources, employment sites and retail uses. Community, retail and economic facilities can often serve as social and cultural hubs, promote economic prosperity and encourage sustainable development in communities. With this in mind, there is a need to try to safeguard these types of uses in order to achieve the aim of creating viable, healthy and self-sufficient communities.
- 1.9 The following document is split into three subsections:
- Section A: Safeguarding Community Resources
 - Section B: Safeguarding Employment Sites
 - Section C: Safeguarding Retail Uses

Section A: Safeguarding Community Facilities

2.1 Introduction to community facilities

2.1.1 Community facilities may be defined as resources which provide a range of services (public, private and voluntary) and which are important for the purposes of health, recreation, socialising and education. These could include schools, libraries, leisure centres, healthcare provision, theatres, village halls, cemeteries, places of worship, public houses and any other facilities which perform the function of serving the community. Community facilities can often be social hubs, thereby performing an essential function in sustaining prosperous neighbourhoods and creating a sense of place. Ensuring that there is a range of community facilities in accessible locations is essential in order to ensure that social, recreational, educational and cultural needs of society are met in the most effective way possible.

2.1.2 It is considered that safeguarding a network of community facilities is a way to ensure that development is steered towards the most sustainable locations, reducing the need to travel and ensuring that accessible and convenient facilities are available to all. Furthermore, safeguarding facilities in rural areas is a way of sustaining social life for future generations. Generally, community facilities in rural areas serve the local populace. In settlements that are lacking in community spaces for people to congregate (such as village halls or public houses), it is likely that this can affect social cohesion as it has been understood traditionally.

2.2 National and Local Planning Policy Context

National Policy Context

2.2.1 National Planning Policy guidance in relation to community facilities is set out in Planning Policy Wales (Edition 10, 2018). It is acknowledged in the national planning policy guidance that community facilities perform a vital function in creating viable and sustainable places. In accordance with paragraph 4.4.2 of PPW, Local Planning Authorities should develop strategic, long-term approaches to sustaining community facilities when preparing Development Plans. There will be a need to be mindful of community needs and to ensure that the facility continues to meet the identified need.

2.2.2 Furthermore, there is a need to ensure that there are links between housing, community facilities, services and employment opportunities in both urban and rural areas in order to reduce the need to travel for long distances. It is considered that the placement of housing,

access to services, green spaces and community facilities within reasonable distances of each other is a way of creating the right conditions for improved health and well-being.

Local Planning Policy Context

2.2.3 In the Joint LDP, the policy that relates to safeguarding community facilities is included within Policy ISA2, 'Community Facilities'. The first part of policy ISA2 (see appendix 1) encourages the provision of new community facilities as long as the proposal complies with a series of criteria as listed in the policy. The second part relates to attempting to resist the loss or change of use of existing facilities, and notes the following:

"POLICY ISA2: COMMUNITY FACILITIES

The Plan will help sustain and enhance community facilities by: ...

2. Resisting the loss or change of use of an existing community facility unless:

i a suitable replacement facility can be provided by the developer either on or off site, and within easy and convenient access by means other than a car, or

ii it can be demonstrated that the facility is inappropriate or surplus to requirements, or,

iii in the case of a commercially operated facility:

- there is evidence that the current use has ceased to be financially viable, and***
- that it could not reasonably be expected to become financially viable, and***
- no other suitable community use can be established, and***
- there is evidence of genuine attempts to market the facility, which have been unsuccessful."***

2.2.4 The intention of the policy is to try to ensure that community resources are safeguarded and that full justification is required for any proposal which would lead to the loss of a community resource.

2.3 Justification for the loss of Community Facilities (Policy ISA2 - Community Facilities)

2.3.1 The following table provides some greater clarity on the criteria within Policy ISA 2 which relate specifically to safeguarding community facilities. It is noted that any proposal must comply with at least one of the criteria included in Policy ISA 2:-

Criterion	Explanation
<p>2i. A suitable replacement facility can be provided by the developer either on or off site, and within easy and convenient access by means other than a car.</p>	<p>Any alternative facility to be provided must be of an equivalent standard to the existing one or better. Furthermore, it must be proved that the new site is the most appropriate location for the facility and that it is accessible to the community by way of alternative and sustainable modes of transport. It is considered appropriate as part of the process of providing justification for the location of an alternative site that other options and possible sites are assessed, including any previously-developed land (where appropriate).</p>
<p>2ii. It can be demonstrated that the facility is inappropriate or surplus to requirements.</p>	<p>In order to prove that the facility is inappropriate or surplus to requirements, compelling evidence should be submitted to show that the facility is no longer needed.</p> <p>Where appropriate (commercial uses), if the property is vacant it should be demonstrated that an unsuccessful attempt has been made to market the property for sale or rent for a fair and reasonable price for a continuous period of 12 months (at least). The marketing exercise should be undertaken on local and national platforms, which specialise in marketing commercial facilities. This evidence may include copies of advertisements marketing the unit along with written confirmation from the estate agent of the interest/offers received.</p>

	<p>This should ensure that due consideration is given to the marketing strategy and that this is implemented in a manner which targets the most relevant market - that is, for example, agents who specialise in marketing certain types of facilities and who can ensure that any advertisements are visible on local platforms.</p> <p>The evidence required to be submitted as part of the marketing strategy should include the details of the sale process (the entire period), information on how much interest there has been in the unit, and details of any offers received along with reasons for refusing them.</p> <p>There are some circumstances where it won't be necessary for a proposal which involves the loss of a community facility to follow the guidance which has been provided above. This will specifically be of relevance for developments which are commercially run and where it is possible to demonstrate that the use is surplus to requirements and unnecessary.</p>
<p>2iii. In the case of a commercially operated facility:</p> <ul style="list-style-type: none"> • there is evidence that the current use has ceased to be financially viable, and • that it could not reasonably be expected to become financially viable, and • no other suitable community use can be established, and 	<p>In considering proposals that would lead to the change of use of a commercially operated facility, there will be a need to receive financial evidence to show that the facility is failing. This information should be submitted in the form of a Financial Report providing an overview of the business's financial situation (previous accounts along with a financial</p>

<ul style="list-style-type: none">• there is evidence of genuine attempts to market the facility, which have been unsuccessful.	projection for the future). The Financial Report must be prepared by a qualified individual/company such as a financial advisor or accountant. Furthermore, the proposal should comply with the evidence required to be submitted to fulfil criteria 2i and 2ii within Policy ISA2 (as noted above).
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Section B: Safeguarding Employment Sites

3.1 Safeguarding Employment Units

3.1.1. Employment sites are safeguarded and allocated within the Joint Local Development Plan based on the evidence of need (Employment Study, 2012). Those sites identified within the portfolio of employment sites are the sites considered to be available for employment purposes within the lifetime of the Plan (up to 2026). They have been assessed according to their availability and the sustainable development principles, i.e. that they are accessible to alternative modes of transport. Furthermore, it is considered that these sites are needed to meet the demand for employment sites during the lifetime of the Plan. In order to limit the threat of losing these sites to alternative uses, the Plan safeguards employment sites for uses in Class B1, B2 and B8 only (along with certain suitable 'unique uses'.)

3.1.2 This section of the SPG offers advice on considerations involving proposals which relate to alternative uses of those employment sites that have been safeguarded/allocated in the Plan (Policy CYF5). The loss of employment sites to alternative uses is a threat to one of the primary objectives of the Joint LDP, which is to support growth and regeneration that will in turn transform the local economy. There must, therefore, be an attempt to ensure that the policies contained within the Joint LDP are robust enough to be able to withstand the loss of suitable employment sites to the detriment of the local economy.

3.1.3 Ensuring a network of employment sites for a range of employment uses in terms of size, standard and location is essential in order to meet the needs of existing business and attract new businesses to the area, which will in turn ensure economic prosperity for the area.

3.2 National Planning Policy

3.2.1 Planning Policy Wales (Edition 10, December 2018) states that planning authorities are required to support the provision of sufficient greenfield sites in order to fulfil the requirements of the employment market at a strategic and local level. Development plans must identify the demand for employment land, and ensure that an appropriate mixture of sites are safeguarded and allocated in order to meet that demand. Furthermore, PPW notes the need to devise a framework for safeguarding employment sites. It emphasises the need for allocated/safeguarded sites to be protected from inappropriate development.

3.2.2 Technical Advice Note (TAN) 23: Economic Development supports the principles set out in Planning Policy Wales and advises that planning authorities should avoid releasing employment land for other purposes where compelling evidence exists of the need to provide employment land. TAN23 contains a series of criteria that should be applied when considering applications to release employment land for alternative purposes. These criteria are reiterated in Policy CYF5 of the Joint LDP.

3.3 Local Planning Policy - Joint Local Development Plan

3.3.1 Within the Joint LDP, Policy CYF1, 'Safeguarding, Allocating and Reserving Land and Units for Employment Use', identifies specific sites which need to be safeguarded for employment/business use. These reserved sites are identified on the Plan's proposal maps. Policy CYF3, 'Ancillary Uses on Employment Sites', stipulates that employment sites are used only for the -purposes of employment/business, and notes that alternative uses will only ever be considered when such uses are specifically ancillary to the employment uses. Furthermore, Policy CYF 5, 'Alternative Uses of Existing Employment Sites', provides guidance as to the principles that should be considered in relation to change of use of employment sites for alternative purposes.

3.4 Defining Employment Sites

3.4.1 Employment sites are defined as sites that are safeguarded for uses of the following classes in accordance with the Town and Country Planning Order 1990:

B1 Business

B2 General Industry

B8 Storage and Distribution

3.4.2 Furthermore, some types of uses which may be defined as 'unique uses' could be suitable on employment sites (in accordance with Policy PS13). 'Unique uses' are defined as those which do not fall within any other use class and which require planning permission for such use. Examples of 'unique uses' which could be suitable on employment sites include:

- Car repair garages
- Trading in building supplies

- Tool/equipment hire companies
- Taxi/minibus/car hire offices

*The list above is not definitive, and there are other types of 'unique uses' not mentioned above which could be suitable on employment sites. Individual applications for such uses shall be assessed according to their own merits.

3.5 Portfolio of Employment Sites

3.5.1 In the Joint LDP, the portfolio of employment sites has been split according to the attractiveness of the sites and the likelihood of their being brought forward in the short term. Sites are distributed as Primary Sites, Secondary Sites and Reserve Sites. This hierarchy of employment sites is also based upon the types of businesses that are likely to be located on the sites in question, with the upper tier (primary sites) including sites considered to be of local or sub-regional significance.

The hierarchy of employment sites is as follows:

Primary Sites	Sites that are likely to be more attractive to the market and are likely to be developed in the short term. These sites are located mainly within the most sustainable areas, in accordance with the spatial strategy, and provide access to community services, as well as public transport links.
Secondary Sites	Sites that are not in the most attractive location as regards access and market presence in comparison to the primary sites. However, they offer important opportunities which address local demand as well as the potential demand arising from Anglesey Energy Island Programme/ Enterprise Island. These sites are located mainly within the most sustainable settlements, in accordance with the spatial strategy, and provide access to community services and facilities, as well as sustainable transport links.
Reserve Sites	Sites that have the potential to meet the demand arising from Wylfa Newydd as well as the rest of the Anglesey Energy Island Programme / Enterprise Island.

3.6 Ancillary Uses of Employment Sites

3.6.1 Policy CYF3: 'Ancillary Uses of Employment Sites' outlines the considerations relating to the release of employment sites for uses that are ancillary to the employment use. Only in exceptional circumstances will it be possible to consider applications to release employment sites, and justification must be provided. Ancillary uses are those which align with the requirements of the employment use of the site. The types of uses referred to in the explanation of the policy include cafés and children's nurseries.

3.6.2 In determining applications for ancillary uses, consideration must be given to the need for the proposal along with ensuring that it is commensurate with the needs of the workforce envisaged on the employment site. That is, the proposal should not provide a service for any market located or in operation beyond the employment site. The following table provides further information in relation to the requirements of the criteria as listed in Policy CYF 3:-

Criteria	Explanation
1. There is overwhelming justification for the facility.	Information will need to be submitted in relation to needs and requirements of the workforce. Are there obvious environmental benefits from having the facility on the site, for example will it restrict the requirement for the workforce to have to travel to another location on a regular basis for the same facility.
2. The scale of the development is primarily in keeping with the need of the workforce on the employment.	Information relating to the number of people whom work in the employment site will need to be provided, ensuring that the intention equates to the need of the workforce. Information relating to the target market of the facility should also be provided, ensuring

	that there is a link between the proposal and the workforce.
3. That the proposed development would not in itself or cumulatively undermine the function of the employment site.	Ensuring that the scale of the proposal is appropriate and that the proposal along with the other uses on the site won't have a negative impact upon the function of the employment site.
4. That the development would not lead to an under provision of B1, B2 or B8 employment land.	It should be ensured that there is sufficient employment land by conducting a survey of the employment site in order to recognise the existing provision. The most recent employment land survey can also be relied upon for information in relation to the existing provision.

3.7 Alternative Uses of Employment Sites

3.7.1 Policy CYF5: 'Alternative uses of existing employment sites' outlines the considerations relating to the release of existing employment sites for alternative uses. The criteria that must be met (one or more) align with those considerations noted in Technical Advice Note 23: Economic Development, para 4.6.9.

3.7.2 The criteria are listed below, along with explanations:

Criterion	Explanation
1. If the site is vacant, that it is unlikely to be used in the short and medium term for the original or safeguarded use.	It should be proved that vacant sites are unlikely to be brought forward in the short to medium term, by submitting a detailed evaluation of the site's viability for employment use. In conducting a detailed assessment, consideration should be given to suitable alternative options which would include

	<p>redevelopment of the site for employment purposes.</p> <p>Applicants are expected to demonstrate clearly that the site has been marketed for sale or rent at a reasonable price. It should be proved that the unit has been marketed for a continuous period of at least 12 months. A statement must be submitted to provide details of the efforts made to market the unit. Any materials relating to the marketing of the site should state clearly that the unit is being marketed for employment purposes, and furthermore (where appropriate), the marketing materials shall state whether there are opportunities to redevelop the site. The information submitted must include:</p> <ul style="list-style-type: none">• Evidence of widespread marketing for employment purposes through an agent that specialises in marketing commercial property. Any changes in the price made during the marketing period should be noted. The Council will expect to receive evidence to demonstrate that the site has been marketed at a fair price which is commensurate with similar commercial properties in the area.• Advertisements in the local and regional press, property press and specialist trade publications, throughout the marketing period.• Evidence that the property has been marketed continuously on the agent's website.• Continuous and prominent advertising on the site. The agent's advertising sign should be placed on each highway-facing frontage of the property throughout the marketing period.
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	<ul style="list-style-type: none"> • Details should be shared from the outset with other estate agents, specialist commercial agents and the Council by way of a mail marketing campaign and/or distributing copies of the sale particulars, also providing revised versions if the particulars are amended substantially. • Evidence of all expressions of interest and offers received. • Evidence of a genuine attempt to market the property, and that consideration has been given to alternative marketing methods if the existing methods are seen to be failing/ineffective. <p>In considering applications that seek to prove that the employment site is no longer needed, the Councils' Economic Development Departments shall make enquiries in order to establish the number of enquiries received for employment sites in the area in question, in order to assess the local demand for such sites. This would be relevant to council owned sites only.</p>
<p>2. There is overprovision of employment sites within the vicinity.</p>	<p>There will be a need to prove an overprovision of employment land by conducting an Employment Survey which comes to different conclusions than the Employment Survey of 2012.</p>
<p>3. The existing employment use has a detrimental impact on amenity and the environment.</p>	<p>It should be proved that benefits will derive from alternative use of the site, based on the negative impacts of the existing use, e.g. pollution originating from the current use causing harm to the local environment, high noise levels or significant disturbance due to vehicles coming and going.</p>

4. The proposal would not have a detrimental effect on employment uses at adjacent sites.	It must be proved that the proposed use would not be detrimental to businesses already established. That is, the use should not have a negative impact on the users and operations of any business that is established already.
5. There is no other suitable alternative site for the proposed use.	It should be proved that there is no other suitable alternative site for the proposed use. That is, depending upon the proposed use and whether there is another site that would meet the requirements, without the need to make use of a site that has been safeguarded for employment purposes.
6. If the site is used for short-term use (temporary), that there are appropriate restoration measures in place to the satisfaction of the Local Planning Authority.	It is possible in some cases that the site needs to be used for a particular purpose temporarily. The site should be restored to its original use following the cessation of the temporary use. Where appropriate, planning conditions will be placed on applications to ensure that the restoration work is carried out.

3.7.3 It is expected that any application that would lead to the loss of a safeguarded employment site will be supported by a detailed supporting statement. The information/detail provided should be commensurate to the proposal.

3.8 Fulfilling the criteria

3.8.1 As noted in Policy CYF5, there is a requirement to fulfil 'one or more' of the listed criteria when considering applications for alternative uses of employment sites.

3.8.2 The portfolio of employment sites safeguarded under Policy CYF1 is also categorised according to the types of businesses that are likely to be located on the sites in question, with the upper tier (primary sites) including sites considered to be of local or sub-regional significance. It should be noted that any application for an alternative use on a site that has been allocated/safeguarded as a 'Primary Employment Site' will be expected to fulfil the majority of the listed criteria as appropriate within the policy, since these are the sites considered to

be the most attractive, and as such, substantial justification must be submitted before any further consideration can be given to applications for alternative uses on these sites.

Section C: Safeguarding Retail Uses

4.1 Safeguarding retail uses

4.1 Prosperous town centres boost the local economy in addition to serving as community hubs. It is, therefore, important to establish a planning framework that safeguards the function of our urban centres and facilitates schemes that contribute towards increasing the viability of these centres.

4.2 National Planning Policy Guidance

4.1.1 National Planning Policy guidance in relation to retail is contained in Chapter 4 (Retail and Commercial Developments) of Planning Policy Wales (Edition 10, 2018). This states the need to ensure retail provision that is accessible, efficient, competitive and innovative. Furthermore, it states the need to try to promote established town centres as the most appropriate locations for retail, that in turn support existing communities and centres. The national objectives aim to enhance the vibrancy, viability and attractiveness of retail and commercial centres and promote sustainable access to these centres via public transport, walking and cycling. When considering town centre developments, it is necessary to ensure that they are convenient and easy to reach, and also to determine whether there is a demand for such development.

4.1.2 The relevant Technical Advice Note that relates to retail is TAN4 (Retail and Town Centres, 2016). The primary objective of TAN6 is to promote viable urban retail centres as the most appropriate locations to live, work, shop, socialise and run a business. Furthermore, it notes the need to maintain and enhance the vibrancy, viability and attractiveness of town centres.

4.3 Local Planning Policy Guidance

4.3.1 One of the main objectives of the Plan is to safeguard the viability and vibrancy of town centres by resisting developments which hinder this.

4.3.2 In accordance with Policy MAN 1 (Proposed Town Centre Developments), proposals in town centres will be rejected unless they meet the criteria listed in the policy. Furthermore, Policy

MAN 2 (Primary Retail Areas) states the need to resist the loss of retail uses within a main shopping area, unless the proposal meets the criteria listed in the policy.

4.4. Primary Shopping Areas

4.4.1 Policy MAN 2 (Primary Retail Areas (Retail Core)) safeguards retail sites within primary shopping areas for that specific use (A1 use). A primary shopping area has been identified in the Sub-regional Retail Centre, along with the Local Retail Centres which are Bangor, Caernarfon, Pwllheli, Holyhead and Llangefni. These areas are shown on the relevant proposal maps.

4.4.2 The policy states that it is possible to give consideration to the change of use of the ground floor of a property located in the primary retail area from A1 use to another use, provided that the proposal fulfils both criteria listed in the policy. Those criteria are listed below, along with the information required to be submitted in order to fulfil them:

Criterion	Explanation
<p>Criterion 1: <i>"It can be shown that the premises is no longer viable for A1 use and the retention of A1 use at the premises has been fully explored without success, by way of marketing at a reasonable market rate for a minimum of six months."</i></p>	<p>In order to fulfil this criterion, a Marketing Statement should be submitted. Such a statement should include:</p> <ul style="list-style-type: none"> • Details of the efforts made to market the unit. Any materials relating to the marketing of the site should state clearly that the unit is being marketed for retail use. • Evidence of widespread marketing for retail purposes (A1) through an agent that specialises in marketing commercial property. Any changes in the price made during the marketing period should be noted. The Council will expect to receive evidence to demonstrate that the site has been marketed at a fair price which is

	<p>commensurate with similar commercial properties in the area.</p> <ul style="list-style-type: none"> • Advertisements in the local and regional press, property press and specialist trade publications, throughout the marketing period. • Evidence that the property has been marketed continuously on the agent's website. • Continuous and prominent advertising on the site. The agent's advertising sign should be placed on each highway-facing frontage of the property throughout the marketing period. • Details should be shared from the outset with other estate agents, specialist commercial agents and the Council by way of a mail marketing campaign and/or distributing copies of the sale particulars, also providing revised versions if the particulars are amended substantially. • Evidence of all expressions of interest and offers received. • Evidence of a genuine attempt to market the property, and that consideration has been given to alternative marketing methods if the existing methods are seen to be failing/ineffective. <p>Furthermore, an Assessment of Financial Viability should be submitted to prove that</p>
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	the premises is no longer viable for A1 use and the retention of the A1 use has been fully explored.
Criterion 2: <i>"The proposed change of use does not have an unacceptable impact on the retail function or character, vitality attractiveness or viability or of the primary retail area."</i>	<p>The intention of this criterion is to try to safeguard the retail function and character of our main shopping areas within the retail centres. When considering proposals what would result in the loss of a retail use, the following should be taken into consideration:</p> <ul style="list-style-type: none"> • Is the unit located in a prominent place? For instance, an area of architectural value in a prominent/central location in terms of its setting within the shopping area. • The evolution and function of the retail area over the years. • The impact of the proposed use upon other adjacent uses. Is there potential for conflict? Impact on the amenities of the users of adjacent properties.

4.5 Town Centres

4.5.1 When considering applications for the change of use of units located within the development boundary, consideration must be given to the guidance contained in Policy MAN 3 (Retailing Outside Defined Town Centres But Within Development Boundaries). Listed below are the criteria contained in the policy, which relate to the loss of retail use, and the information required to be submitted in order to fulfil them:

Criterion	Explanation
Criterion 1: <i>"That there is a similar service available within reasonable walking distance."</i>	Such a similar service should be within reasonable and safe walking distance. It is believed appropriate to consider the town

	centre boundary as a 'reasonable walking distance', or any area which lies 800m ¹ away from the application site.
Criterion 2: <i>"If there is no similar service present, that the property has been on the market for a reasonable selling price or rent for a continuous period of 6 months."</i>	The marketing strategy, along with any information that is required to be submitted as part of that exercise, should comply with the guidance set out in para 3.7.2 above.
Criterion 3: <i>"That the new use will not have a detrimental impact on the amenities of adjacent uses."</i>	The principle of this criterion should be considered alongside the guidance set out in Policy PCYFF 2 (Development Criteria).

4.6 Safeguarding village shops

4.6.1 Village shops perform a vital function in terms of fulfilling the day to day needs of village residents. Safeguarding such provision can reduce the need to travel and help to sustain local communities. Policy MAN 4 (Safeguarding Village Shops and Public Houses) aims to safeguard village shops. Any proposal for the change of use of a village shop is required to meet **one** of the criteria contained within the policy.

Criterion	Explanation
Criterion 1: "That there is a similar service available within reasonable walking distance."	Such a similar service should be within reasonable and safe walking distance. It is believed appropriate to consider the development boundary (if applicable) as a 'reasonable walking distance', or any area which lies 800m away from the application site (whichever is the shortest distance).
Criterion 2: "The applicant can demonstrate to the satisfaction of the Local Planning	In order to fulfil this criterion, the guidance set out in 4.4.2 above should be followed. It

¹ The Institute of Highways and Transportation's guidelines for Providing for Journeys on Foot note that the acceptable walking distance for town centre uses is 800m¹.¹ This guidance should be used when considering the reasonable walking distance in order to determine whether the proposal fulfils Criterion 1 within the policy. <http://tranterconsultores.com/wp-content/uploads/2016/10/PROVEYENDO-A-PEATONES.pdf>

<p>Authority that the existing use is no longer financially viable, by placing the property on the market for a reasonable selling price or rent for a continuous period of 12 months without success."</p>	<p>should be noted, however, that in accordance with the Policy it must be ensured that the marketing exercise has been undertaken for a period of 12 months.</p>
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5.0 Further Information and Contacts

For further information, please contact:

Joint Planning Policy Service

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Shirehall Street,
Caernarfon,
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LL55 1SH.

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<https://www.gwynedd.llyw.cymru/en/Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Joint-Local-Development-Plan/Joint-Local-Development-Plan.aspx>

Gwynedd Council Planning Service,

☒ Council Offices,
Ffordd y Cob,
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<https://www.gwynedd.llyw.cymru/en/Residents/Planning-and-building-control/Planning/Planning.aspx>

Isle of Anglesey County Council Planning Service

☒ Council Offices,
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