

## **VALIDATION REQUIREMENTS FOR DIFFERENT TYPES OF APPLICATIONS**

### **NUMBER OF COPIES OF APPLICATION FORM**

1. The statutory provisions specify that applications submitted electronically will not need to be accompanied by any further copies, either of the application or accompanying information.
2. Applicants who apply for permission or consent on a paper copy of the Standard Application Form must provide the original plus three copies of the form and any accompanying plans, drawings or information associated with the application (a total of four copies) unless the local planning authority indicates that a lesser number is required. Local planning authorities may request additional copies above the statutory requirement, but failure to provide these, would not be a basis for refusing to validate the application.

### **ELECTRONIC AND PAPER FORMS**

3. Electronic submission of supporting information may not always be possible because of its volume and variety. In these circumstances, information can be submitted in hard copy even if the application has been submitted electronically, but applicants who submit supporting information in hard copy must provide the original plus three copies (a total of four copies). Applicants who choose to submit their application and supporting information this way will be notified of the validity of their application when the local planning authority is satisfied they have received all the necessary information in whatever format.
4. Applicants who submit an application electronically to the local planning authority can communicate in this way throughout the whole application process unless an alternative approach is agreed between the local planning authority and applicant.
5. For electronic applications it will be acceptable for applicants to produce a typed signature on the form in block capitals of their name or the Agent's details if signed on the applicant's behalf.

### **CERTIFICATES OF OWNERSHIP**

6. In order for the local planning authority to validate any application for planning permission or listed building and conservation area consent, it must be accompanied by ownership certificates. The requirement for ownership certificates comes from article 7 of the GDPO and Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.

7. The certificates prescribed in Part 2 of Schedule 2 to the GDPO and in Part 1 of Schedule 2 to the Planning (Listed Building and Conservation Areas) Regulations 1990 have been replaced by certificates published by the Welsh Ministers provided as part of the Standard Application Form.
8. A written signature will need to accompany any paper version of the Standard Application Form certificates submitted, but for any electronically submitted certificate, a typed signature of the applicant's name will be acceptable.

### **The purpose of having validation requirements**

9. Development consists of many different types and occurs on a variety of scales, and consequently the information required to arrive at a reasoned decision about whether consent should be granted also varies. Although the information required should be broadly proportionate to the scale or complexity of the development, it is difficult to be prescriptive in guidance about what will be required in every case. However, for most applications, the Standard Application Form (available on the Gwynedd Council website and the Planning Portal) together with additional documents referred to by the form (for example flood consequences assessments), will provide the certainty required for applicants and provide sufficient information for local planning authorities to fulfil the objectives set out in paragraph 4. Gwynedd Council will apply a consistent and proportionate approach to the determination of information requirements.
10. On the submission of these items, the local planning authority has various duties, such as to register the application and notify other organisations. Where insufficient information has been submitted to fulfil the above requirements, a local planning authority has a duty to notify an applicant of this. Checking whether all required items have been submitted, commonly called '**validation**', is therefore important as it enables an authority to determine what duties it can or must undertake.
11. Validation will identify whether the information requirements for the application type have been met. The information in this document and the attached annex provides information listing what is required for each consent type and reflects the various legal requirements. The requirements apply irrespective of whether the application is made on paper or electronically.
12. **Where there are clear omissions or clear inaccuracies, the local planning authority will be entitled to declare the application invalid. The authority will notify the applicant in writing, stating the local planning authority's reasons for taking this view and specify the outstanding information required from the applicant to achieve a valid application. If the information is not forthcoming within a reasonable time period set in the notification the authority will should return the application and any fee to the applicant.**

13. It should be rare that an application is registered as valid following validation, but is later found to be invalid because it lacks the necessary information. Examples would be where cheques are declined or false statements are made on certificates. Missing information required by the Standard Application Form will normally have been identified when it was validated.

### **Information supporting applications**

14. For the applications to be registered as 'valid', applicants must provide all the information required on the Standard Application Form, such as plans, diagrams and certificates and any additional supporting assessments. A fee is also required for some types of application. The local planning authority has discretion to produce and adopt 'Local Validation Requirements' and applicants will be required to provide this information if they submit an application for planning permission where it involves 'major development'. See Table 1 overleaf which shows the requirements of a valid application.

15. Lists of the information requirements for the various types of application have are in **Annex A** of this document. Where applications require a combination of planning permission and associated consents, applicants must submit the requirements from the appropriate lists in **Annex A**. For example, an application may require planning permission for an extension to a dwelling and listed building consent. In this instance the information requirements in both List 1 (householder applications) and List 8 (listed building applications) should accompany the application.

16. The Standard Application Form specifies that for some applications additional information may be required. These issues are listed in **Annex A** together with a cross-reference to **Annex B** within which can be found advice on these national requirements and the circumstances when such information must be provided.

17. It is recognised that electronic submission of supporting documents may not always be possible because of the volume and variety of information. In these circumstances, documents can be submitted in hard copy even if the application itself has been submitted electronically.

18. It is advised that by using the Gwynedd Pre-Application Advice service, formal advice will be provided by the Planning Service to confirm what information from **Annex A** you will be required to submit as part of your application, as well as confirmation of the planning fee, where relevant. Using the Gwynedd Pre-Application Advice service, should therefore assist you in submitting a valid application and should speed up the time the Council takes to deal with your application.

## ANNEX A

### VALIDATION REQUIREMENTS

#### List 1 –

#### Householder Planning Applications

(Applications seeking planning consent for householder development by virtue of Part 3 of the Town and Country Planning Act 1990).

Householder development consists of the carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.

Detailed requirements to be determined in accordance with source legislation or policy.

#### Relevant paragraphs in Annex B for guidance

- |   |               |
|---|---------------|
| 1. <b>Standard Application Form</b>   | B2            |
| - including a completed ownership certificate and agricultural holdings certificate                       | B9-B10<br>B12 |
| 2. <b>Plans and relevant information</b>  |               |
| - Location plan   | B4-B6         |
| - Other plans and drawings or information necessary to describe the subject of the application including: | B8            |
| - Site plan   |               |
| - Existing and proposed elevations  |               |
| - Existing and proposed floor plans   |               |
| - Existing and proposed site sections and finished floor and site levels *(A)                             |               |
| - Roof plans *(B)   |               |
| * Circumstances:  |               |
| A – In all cases where a change in ground levels is Proposed  |               |
| B – Where an alteration or extension of a roof is Proposed  |               |
| 3. <b>Fee</b>   | B13           |
| <b>National policy requirements</b>   | B14-B17       |
| - Biodiversity survey and report  |               |

## List 2 –

### Major and Minor Planning Applications (excluding householder planning applications)

(Applications seeking consent for development by virtue of Part 3 of the Town and Country Planning Act 1990)

Includes applications for the winning or working of minerals or the use of land for mineral-working deposits (but Gwynedd Council form used instead of Standard Application Form)

Detailed requirements to be determined in accordance with source legislation or policy

#### Relevant paragraphs in Annex B for guidance

- |  |                     |
|--|---------------------|
| <b>1. Standard Application Form</b><br>- including a completed ownership certificate and agricultural holdings certificate   | B2<br>B9-B10<br>B12 |
| <b>2. Plans and relevant information</b><br>- Location plan<br>- Other plans and drawings or information necessary to describe the subject of the application including:<br>- Site plan<br>- Block plan<br>- Existing and proposed elevations *(A)<br>- Existing and proposed floor plans *(A, B)<br>- Existing and proposed site sections and finished floor and site levels *(A, B, C)<br>- Roof plans *(A, B) | B4-B6<br>B7-B8      |
| <p>*Circumstances:<br/>A – where approval is sought for the reserved matter ‘appearance’<br/>B – where approval is sought for the reserved matter ‘scale’ and/or ‘layout’<br/>C – in all cases where a change in ground levels is proposed</p>   |                     |
| <b>3. Fee</b>  | B13                 |
| <b>4. Local validation requirements</b><br>Community and Linguistic Statement or Community and Linguistic Impact Assessment in accordance with the adopted Gwynedd Supplementary Planning Guidance : Planning and the Welsh Language( November 2009)   |                     |
| <b>National requirements</b><br>- Biodiversity survey and report   | B14-B17             |

- Design and Access Statement	B18-B26
- Environmental statement	B27-B28
- Flood Consequences Assessment	B29-B31
- Mining Report	B32
- Noise Assessment	B33
- Retail Impact Assessment	B34
- Rural Enterprise Dwelling Appraisal	
- Transport assessment	B36
- Tree Survey	B37

**List 3 –  
Approval of Reserved Matters**

(Applications seeking approval of reserved matters by virtue of article 4 of the GDPO)

Detailed requirements to be determined in accordance with source legislation or policy

**Relevant paragraphs in  
Annex B for guidance**

1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b>	
- Location plan	B4-B6
- Other plans and drawings or information necessary to describe the subject of the application including:	B7-B8
- Site plan	
- Block plan	
- Existing and proposed elevations *(A)	
- Existing and proposed floor plans *(A, B)	
- Existing and proposed site sections and finished floor and site levels *(A, B, C)	
- Roof plans *(A, B)	
*Circumstances:	
A – where approval is sought for the reserved matter ‘appearance’	
B – where approval is sought for the reserved matter ‘scale’ and/or ‘layout’	
C – in all cases where a change in ground levels is proposed	
3. <b>Fee</b>	B13

**List 4 –**

**Removal or variation of a condition following grant of planning permission**

(Applications seeking the removal or variation of a condition by virtue of section 73 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
- including a completed ownership certificate and agricultural holdings certificate	B9-B10 B12
2. <b>Fee</b>	B13

**List 5 –**

**Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition**

(Applications seeking a Lawful Development Certificate by virtue of section 191 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b>	
- Location plan	B4-B6
- Such evidence verifying the information included in the application as can be provided	
- Such other information as is considered to be relevant to the application	
3. <b>Fee</b>	B13

**List 6 –  
Lawful Development Certificate for a proposed use of development**

(Applications seeking a Lawful Development Certificate by virtue of section 192 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b> <ul style="list-style-type: none"><li>- Location plan</li><li>- Such evidence verifying the information included in the application</li></ul>	B4-B6
3. <b>Fee</b>	B13

**List 7 –  
Advertisement Consent**

(Applications seeking Express Consent by virtue of Regulation 9 of the Town and Country Planning (Control of Advertisement) Regulations 1992)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b> <ul style="list-style-type: none"><li>- Location plan of the site by reference to at least two named roads</li><li>- Other plans and drawings or information necessary to describe the subject of the application including:<ul style="list-style-type: none"><li>- Existing and proposed elevations</li><li>- Advertisement drawings</li></ul></li></ul>	B4-B6 B8
3. <b>Fee</b>	B13



**List 8 –**

**Listed building consent for alterations, extension or demolition of a listed building**

(Applications seeking Listed Building Consent by virtue of section 8 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c.9))

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
<b>1. Standard Application Form</b>	B2
- including a completed ownership certificate	B9-B10
<b>2. Plans and relevant information</b>	
- Location plan	B4-B6
- Other plans and drawings or information necessary to describe the subject of the application including:	B8
- Existing and proposed elevations	
- Existing and proposed floor plans	
- Existing and proposed site sections and finished floor and site levels	
- Plans showing new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details	
- Roof plans	
<b>3. Fee</b>	<b>No fee</b>

**List 9 –**

**Conservation Area Consent for demolition in a Conservation Area**

(Applications seeking Conservation Area Consent by virtue of section 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c. 9))

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
<b>1. Standard Application Form</b>	B2
- including a completed ownership certificate	B9-B10
<b>2. Plans and relevant information</b>	
- Location plan	B4-B6
- Other plans and drawings or information necessary to describe the subject of the application including:	B8
- Existing and proposed elevations	
<b>3. Fee</b>	<b>No fee</b>

**List 10 –  
Prior notification of proposed agricultural development**

(Applications seeking prior approval of the local planning authority in regard to the siting, design and external appearance of buildings, the siting and means of access of a private way, the siting of a excavation or deposit, or the siting and appearance of a tank by virtue of conditions of Class A of Part 6 and Class A of Part 7 of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b> - Location plan	B4-B6
3. <b>Fee</b>	B13

**List 11 –  
Prior approval – part 24 (development by electronic  
communications code operators) of Schedule 2 of the GPDO**

(Applications seeking prior approval of the local planning by virtue of conditions of Part 24 of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995)

Detailed requirements to be determined in accordance with source legislation or Policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b> - Location plan - Declaration of compliance with the International Commission on Non Ionising radiation Protection (ICNIRP) guidelines	B4-B6
3. <b>Fee</b>	B13

**List 12 –**

**Prior approval – part 31 (demolition of buildings) of Schedule 2 of the GPDO**

(Applications seeking prior approval of the local planning by virtue of conditions of Part 31 of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b>	
- Location plan	B4-B6
- Statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995	
3. <b>Fee</b>	B13

**List 13 –**

**Application for hedgerow removal notice**

(Submission of a 'Hedgerow Removal Notice' by virtue of Regulation 5 of the Hedgerow Regulations 1997)

Detailed requirements to be determined in accordance with source legislation or policy

	<b>Relevant paragraphs in Annex B for guidance</b>
1. <b>Standard Application Form</b>	B2
2. <b>Plans and relevant information</b>	
- Plan showing the location and length of the hedgerow(s) to be removed	
- Evidence of the date of planting	
3. <b>Fee</b>	<b>No fee</b>

## ANNEX B

### Guidance on National Information Requirements

#### B1

Guidance is set out below for applicants and local planning authorities on the information requirements for the validation of applications, and the circumstances in which the information will be required.

#### **The Standard Application Form (1APP)**

#### B2

From *(date to be inserted)* all planning applications will need to be presented on a Standard Application Form, which is available electronically, on the local authority's website and the Planning Portal website. The Welsh Assembly Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the GDPO requires three additional copies plus the original of the completed Standard Application Form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but the original plus three copies is the statutory requirement for a valid application.

#### **Other documents**

#### B3

In addition to completing the Standard Application Form, applicants may be required to submit the following plans and drawings.

#### **The location plan**

#### B4

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

#### B5

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

#### B6

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## Site and Other Plans

### B7

Copies of the site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at an identified scale preferably 1:500 or 1:200 and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site; (*Footpath, bridleway, restricted byway or byway open to all traffic*)
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing; and
- g) boundary treatment including walls or fencing where this is proposed.

### B8

In addition other plans should be submitted (dependent on the type of application) and may include:

- **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- **Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100)

In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s).

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site), and also show the proposals in relation to adjoining buildings.

This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites, it will be necessary to show how proposals relate to existing ground levels or, where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100)

Roof plans are required where the proposed development involves an alteration or extension to the roof. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

- **Advertisement drawings** (e.g. at a scale of 1:50 or 1:100)

Advertisement drawings are required for applications for advertisement consent. The drawings should show the advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable.

- **Listed Building details**

Applications for listed building consent should be accompanied by plans showing proposed new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.

## **Ownership Certificates**

### B9

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed, stating the ownership of the property.

### B10

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

## **Notice(s)**

### B11

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

## **Agricultural Holdings Certificate**

### B12

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

## **The correct fee (where one is necessary)**

### B13

A fee is required for most applications under the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989, as amended. The regulations set out any exemptions for fees.

## **Additional Supporting Information Required by the Standard Application Form Biodiversity survey and report**

### B14

If an application is likely to affect European Protected Species, the applicant must consult an independent trained ecologist e.g. Countryside Council for Wales, to ascertain the likely effects of the proposal. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and applications will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts, to allow full consideration of those impacts.

### B15

Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.

### B16

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

### B17

Local validation requirements may specify information where proposed development

may have possible impacts on wildlife and biodiversity of local importance. They may similarly require information on existing biodiversity interests and possible impacts on them in the same manner as the Standard Application Form requires for protected species and habitats. Further advice on protecting locally important biodiversity interests can be found in Technical Advice Note 5: Nature Conservation and Planning. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local validation requirements.

(The British Standards Institute has produced a Publicly Available Standard, PAS 2010 *Planning to halt the loss of Biodiversity* which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <http://www.alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation.)

## **Design and Access Statements**

### **B18**

A design and access statement (DAS) is required by legislation (from June 2009) to accompany all planning applications (outline and full) except for:

- Engineering or mining operations;
- Householder development (i.e. development of an existing dwelling house, or development within the curtilage for any purpose incidental to its enjoyment) (N.B. all new dwellings will require a statement);
- A Material change in use of land or buildings. However, where the change of use will necessitate access by an employee, or provision of services (including goods or facilities) to the public, a statement dealing with access issues is required to deal only with design matters.

### **B19**

A DAS is also required by legislation to accompany all applications for listed building consent. However, where the application is for interior works only, the statement is required to deal only with design matters.

### **B20**

A DAS is not required for any other type of application (e.g. applications relating to advertisement control, tree preservation orders or storage of hazardous substances).

### **B21**

Where a DAS submitted with a planning application is required to deal with design issues, it must cover, although is not limited to, the following headings:

- Environmental sustainability
- Movement to, from and within the development
- Character (including landscaping, amount, scale and appearance)
- Community safety It must also demonstrate how the physical, social, economic and policy context of the development has been appraised and taken into account.

### **B22**



A DAS for applications for Listed Building Consent must cover, as a minimum, appearance, environmental sustainability, layout and scale and should explain how the design takes account of:

- The special architecture or historic importance of the building
- The particular physical features of the building (including its architectural and/or historical significance) that justify its designation as a listed building
- The building's setting

### B23

In relation to access, a DAS submitted with a planning application must explain the policy or approach adopted as to access (including how relevant development plan policies have been taken into account, how any specific issues which might affect access have been addressed and how features which ensure access will be maintained).

### B24

Where a DAS submitted with an application for listed building consent is required to deal with access issues, it must explain the policy or approach adopted as to access, including details of alternative means of access which have been considered. The DAS must also explain how the following have been taken into account: relevant policies in the development plan, the special architectural or historic importance of the building, the features which justify the building's listing, and the building's setting.

### B25

The DAS should be illustrated, as appropriate by;

- Site and context analysis
- Plans, elevations and sections
- Photographs of the site and its surroundings
- Other illustrations such as perspectives

### B26

Further detailed guidance on the content and preparation of DAS is contained in Appendix 1 to Technical Advice Note 12: Design (2009).

## **Environmental Statement**

### B27

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, sets out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

### B28

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

## **Flood Consequences Assessment**

### B29

A Flood Consequences Assessment (FCA) will be required in accordance with Technical Advice Note 15 'Development and Flood Risk' (2004) for all applications that involve development within flood zones C1, C2 and those parts of zone B where flooding has been identified as a material consideration to allow for localised problems. Where a site partially falls within zone C1 or C2 it will be a matter for the local planning authority to judge whether a FCA is required. Where insufficient information is provided the authority will request further information. Where requested information is not received this may result in a refusal of permission or lack of validation.

### B30

The FCA should be appropriate to the size and scale of the proposed development and should examine the likely mechanisms that cause the flooding, and the consequences on the development of those floods. It should also establish whether appropriate mitigation measures can be incorporated within the design of the development.

### B31

The FCA should be carried out by a suitably qualified competent person and inform the process of detailed design and the selection of mitigation measures. Technical Advice Note 15: 'Development and Flood Risk' (July 2004) provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FCAs.

## **Mining Report**

### B32

Where an application falls within the consultation area defined by the Coal Authority, the mining report issued by the Coal Authority together with a specialist investigation and assessment of risk and remedial measures should form a part of the application. Activities that impact on coal mine workings and coal seams in any way require prior written consent of the Coal Authority.

## **Noise assessment**

### B33

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Guidance is provided in Technical Advice Note 11: Noise (1997).

## **Retail Impact Assessment**

### B34

Technical Advice Note 4: Retailing and Town Centres (1996) states all applications for retail developments over 2,500 square metres gross floor space should be supported by

an impact assessment providing evidence on the site selection, economic and other impacts, accessibility and environmental impacts. Assessments may also be necessary for some smaller developments that are likely to have a large impact on a smaller town or district centre.

## **Rural Enterprise Dwelling Appraisal**

### B35

Planning applications for new permanent and temporary rural enterprise dwellings in the open countryside need to be supported by robust evidence. A Rural enterprise dwelling appraisal must accompany planning applications for this type of development and include information sufficient to enable the planning authority to make a full and effective assessment. Details of the information to be provided by the applicant is set in Technical Advice Note 6 Planning for Sustainable Rural Communities section 4.7.

## **Transport assessment**

### B36

Planning Policy Wales sets development thresholds above which a Transport Assessment (TA) is expected to be submitted with the associated planning application. The scope and content of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. The TA process should include the production of a 'Transport Implementation Strategy' (TIS) for the development. The TA should provide information on the likely modal split of journeys to and from the site and the TIS should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. The submission of a TIS with a planning application does not necessarily mean the development is acceptable. Various best practice guidance on travel plans can be used to inform TIS production.

- 'Using the planning process to secure travel plans: Best practice guidance for local planning authorities, developers and occupiers', ODPM/DfT, 2002
- 'Preparing Your Organisation for Transport in the Future: The Benefits of Green Transport Plans', DETR, 1999
- 'School Travel - Strategies and Plans: A Best Practice Guide for Local Planning Authorities', DETR 1999
- 'Green Transport Plans - Best Practice Guidance Note 2', Welsh Transport Advisory Group, 1999
- 'Smarter Choices - Changing the way we travel', DfT, 2004

## **Tree Survey**

### B37

A tree survey is required for any building or engineering works where there are trees within or adjoining the application site. The statement should be produced in line with the guidelines set out in BS5837:2005. The British Standard requires an arboriculturist to record information about trees on the site independently of and prior to any specific design for development.