

BRECON BEACONS NATIONAL PARK



**Local Guidance issued by the
Brecon Beacons National Park Authority**

**in accordance with the provisions of the Town and Country Planning
(Development Management Procedure) (Wales) Order 2012**



Validation Requirements



PARC CENEDLAETHOL BANNAU BRYCHEINIOG

CONTENTS

Page No.

National Validation Requirements	2
National Requirements for Validation	3
Application for Householder Development	8
Application for Outline Planning Permission	9
Application for Full Planning Permission	10
Application for Reserved Matters	11
Removal or Variation of Condition following Grant of Planning Permission	14
Lawful Development Certificate for an Existing Use, Operation or Activity	15
Lawful Development Certificate for a Proposed Use or Development	16
Advertisement Consent	17
Listed Building Consent	18
Conservation Area Consent	20
Application for Consent Under Tree Preservation Order	21
Prior Approval – Part 6 (Agriculture) and Part 7 (Forestry)	22
Prior Approval – Part 24 (Electronic Communications Code Operators)	23
Prior Approval – Part 31 (Demolition of Buildings)	24
Additional Policy Requirement	25
Local Validation Requirements for Major Developments	26

National Validation Requirements

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

National guidance is provided for Local Planning Authorities (LPA) on the scope of material that statutorily should be supplied with planning applications as standard. Each LPA is then encouraged to adopt local requirements.

This document outline both the National/Statutory and Local requirements.

The validation process will assist the Development Control team in achieving a good performance as well as providing applicants with greater certainty as to the nature and extent of information required in support of all applications to avoid any delays.

Planning Officers will validate all applications received by the BBNPA against the criteria within this document. The applicant/agent will be notified in writing when an application is invalid and normally will be given 5 working days in order to submit the relevant documents. If the outstanding information is not received within the 5 working day period the applications will be returned to the applicant/agent with (where applicable) the application fee, accompanied by a letter giving an explanation as to why the application is considered invalid. One copy of the application documents is retained by the BBNPA for information only.

Once an application is made invalid, no further action will take place on it by the Brecon Beacons National Park Authority. The new application will need to be submitted by an applicant which must address the reasons why the previous application was invalid.

The following sets out the national requirements initially followed by the Local Requirements for Major Developments.

"Major development" is defined as development involving any one or more of the following:

- a) the winning or working of minerals or the use of land for mineral-working deposits;
- b) waste development;
- c) the provision of dwellinghouses where
 - i) the number of dwellinghouses to be provided is 10 or more; or
 - ii) the development is to be carried out on a site having an area of 0.5 hectare or more and is not known whether the development falls within paragraph (c)(i);
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more, or
- e) development carried out on a site having an area of 1 hectare or more.

National Requirements for Validation

The Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (the DMPWO) and Welsh Government Circular 002/12 requires, as a minimum that an application for planning permission should:

- be made in writing (paper or electronic application) on a **form** published by the Secretary of State (or a form which is substantially the same);
- be accompanied by any certificate required by the Town and Country Planning Act 1990 as follows:
 - completed **Ownership Certificate(s)**
Under Section 65(5) of the Town and Country Planning Act 1990 and Article 7 of the GDPO, a Local Planning Authority (LPA) must not entertain an application for planning permission unless the relevant land ownership certificates (A, B, C or D) for the application site have been accurately completed. 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)** to owners of the application site as appropriate in accordance with Schedule 10 of the DMPWO.
 - completed **Agricultural Holdings Certificate**, irrespective of whether the site forms part of an agricultural holding or not.
Agricultural holding is defined as "the aggregate of the land (whether agricultural land or not) comprised in a contract of tenancy which is a contract for an agricultural tenancy". All agricultural tenants must be notified prior to the submission of the application. If the applicant is the sole agricultural tenant he or she must delete the first alternative (A) and insert "not applicable" as the information required for the second alternative (B).
- include **three copies of the form plus the original** (or fewer if the local planning authority so indicates). No copies are required if the application is made electronically;
- include any **fee** required to be paid in respect of the application as necessary (Please see Advice Note 2). Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment;
- include anything referred to in the form and be accompanied by a **site location plan** which identifies the land to which it relates and showing the site area marked red and any adjoining land in the ownership or control of the applicant in blue;

- include any other **plans and drawings or information necessary to describe the proposal**; which must be drawn to an identified scale and, in the case of plans, show the direction of North [see below for further details];
- be accompanied by a **Design and Access Statement** (except if the application is for householder development, engineering or mining operations and a material change in use of land or buildings where there is no need for access by an employee or provision of services to the public). A DAS is required to deal with design issues and must cover, although 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 has been appraised and taken into account.

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

The DAS should be illustrated, as appropriate by;

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

A DAS is also required by legislation, (the Planning (Listed Buildings and Conservation Areas) Regulations 1990) to accompany **all applications for Listed Building Consent (LBC)**. Whilst a complete DAS is required for external works, the access element of the DAS is not required for applications relating to internal works only.

A DAS accompanying a *Listed Building Consent application* 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.**

- Depending upon the nature of the development being undertaken or the location or constraints present on the application site or area, the application must be accompanied by **documents and specific information** [where appropriate] as follows:

Biodiversity Survey and Report

- If an application is likely to affect European Protected Species (EPS). The applicant must consult an independent trained ecologist, to ascertain the likely effects of the proposal. Certain proposals which include work such as the demolition or alteration of older buildings or roof spaces, removal trees, scrubs, hedgerows or alterations to water courses may affect protected species and application 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.
- 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 of Habitats and Species Regulations 2010, or the Protection of Badger Act 1992.
- Application 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.

Flood Consequences Assessment

- A Flood Consequences Assessment (FCA) will be required in accordance with Technical Advice Note 15: 'Development and Flood Risk' (2004) for all application 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 localized problems. Where a site partially falls within zone C1 or C2 it will be a matter for the Local Planning Authority to determine 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.
- 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.
- 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' (2004) provides comprehensive guidance for both Local Planning Authorities and applicants in relation to the undertaking of FCA's

Coal Mining Risk Assessment

- Where an application falls within the consultation area defined by the Coal Authority, the Coal Mining Risk Assessment issues by the Coal Authority together with a specialist investigation and assessment of risk and remedial measures should form a part of the application.

Noise Assessment

- Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for development 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

- Technical Advice Note 4: 'Retailing and Town Centres' (1996) states all application 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. Assessment 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

- Planning application 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 application for this type of development and include information sufficient to enable the Local Planning Authority to make a full and effective assessment. Details of the information to be provided by the applicant is set out in Technical Advice Note 6: 'Planning for Sustainable Rural Communities'.

Transport Assessment

- 'Planning Policy Wales' (4th Edition, 2011) 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.

Tree Survey

- 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 BS5837:2012 'Trees in Relation to Design, Demolition and Construction'. The British Standard requires an arboriculturalist to record information about trees on the site independently of and prior to any specific design for development.

Application for Householder Development

Completion of IAPP Standard Application Form

NB. If the scheme has the potential to have a detrimental impact on European Protected Species a Biodiversity Survey and Report may be required to validate an application. A.

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate
- any buildings to be demolished shall be edged green

Existing and Proposed Site Layout Plans (Scale 1:200 or 1:500)

Plans shall accurately show:

- the existing site and proposed development in relation to site boundaries and any existing building(s) both within and adjacent to the site
- location of existing trees, access arrangements and any public rights of way crossing or adjoining the site, and any other site constraints where known e.g. main sewers
- the extent and type of any proposed landscaping, hard surfacing and boundary treatment including walls, hedges or fencing

Existing and Proposed Elevations (Scale 1:50 or 1:100)

Plans shall accurately show

- the proposed works in relation to what is already there
- all existing and proposed elevations
- the proposed building and roofing materials and the style, materials and finish of any windows, doors, rainwater goods, fascias, barge boards, chimney stacks/flues etc.
- the relationship between the proposal and any adjacent building(s) and detail the position of windows and other openings on each property.

Existing and Proposed Floor Plans including Roof Plans (Scale 1:50 or 1:00)

Plans shall accurately show

- the full area of all existing and proposed floors and roofs affected by the development
- any existing building(s) or wall(s) to be demolished
- new buildings should also be shown in context with adjacent buildings

Application for Outline Planning Permission

Completion of IAPP Standard Application Form

NB. If the scheme fills the criteria within the application form a Biodiversity Survey and Report, Flood Consequences Assessment, Coal Mining Risk Assessment, Noise Assessment, Retail Impact Assessment, Rural Enterprise Dwelling Assessment, Transport Assessment and/or Tree Survey may be required to validate the application.

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Where any or all of the following matters are reserved:

- *Layout* - include approximate location of buildings, routes and open spaces on a scaled indicative site layout plan.
- *Scale* - state upper and lower limit for the height, width and length of each proposed building
- *Access* - state the area or areas for the proposed access points.

NB. Where an application is for major development please also see our local validation requirements.

Validation requirements set out in this paper will have no impact on the ability of the Local Planning Authority to require further consideration of any or all reserved matters to be submitted. The Authority will write to you within 20 days of validating your application to formally ask for the submission of further reserved matters if Planning Officers consider this necessary for the determination of your application.

Application for Full Planning Permission

Completion of IAPP Standard Application Form

NB. If the scheme fills the criteria within the application form a Biodiversity Survey and Report, Flood Consequences Assessment, Coal Mining Risk Assessment, Noise Assessment, Retail Impact Assessment, Rural Enterprise Dwelling Assessment, Transport Assessment and/or Tree Survey may be required to validate the application.

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Existing and Proposed Site Layout Plans (Scale 1:200 or 1:500)

Plans shall accurately show:

- the existing site and proposed development in relation to site boundaries and any existing building(s) both within and adjacent to the site
- location of existing trees, access arrangements and any public rights of way crossing or adjoining the site, and any other site constraints where known e.g. main sewers
- the extent and type of any proposed landscaping, hard surfacing and boundary treatment including walls, hedges or fencing

Existing and Proposed Elevations (Scale 1:50 or 1:100)

Plans shall accurately show

- the proposed works in relation to what is already there
- all existing and proposed elevations
- the proposed building and roofing materials and the style, materials and finish of any windows, doors, rainwater goods, fascias, barge boards, chimney stacks/flues etc.
- the relationship between the proposal and any adjacent building(s) and detail the position of windows and other openings on each property.

Existing and Proposed Floor Plans including Roof Plans (Scale 1:50 or 1:100)

Plans shall accurately show

- the full area of all existing and proposed floors and roofs affected by the development
- any existing building(s) or wall(s) to be demolished
- new buildings should also be shown in context with adjacent buildings

Existing and Proposed Site Sections, Finished Floor and Site Levels (Scale 1:50 or 1:100)

Plans shall accurately show:

- cross section(s) through the application site
- existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided, where the proposal involves a change in ground levels

- relationship between proposed building(s) to existing site levels and neighbouring development/adjoining buildings, to show existing site levels and finished floor levels.

Environmental Statement

- 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.
- 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 account when determining the application. A 'screening opinion' (to determine whether EIA is required) can be requested from the Local Planning Authority prior to submitting the application.

International Commission on Non-ionising Radiation Protection (ICNIRP)

- Article 9 of the DMPWO and Paragraph A. 3(4) (b) of Part 24 to Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995, as amended, require application for the construction or installation of one or more antennas for the purpose of operating a telecommunications system to be accompanied by a ICNIRP declaration.
- A suggested form for this declaration is contained within Annex G to the Welsh Government's 'Code of Best Practice on Mobile Phone Network Development' (July 2003).

NB. Where an application is for major development please also see our local validation requirements.

Approval of Reserved Matters

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Existing and Proposed Site Layout Plans (Scale 1:200 or 1:500)

Plans shall accurately show:

- the existing site and proposed development in relation to site boundaries and any existing building(s) both within and adjacent to the site
- location of existing trees, access arrangements and any public rights of way crossing or adjoining the site, and any other site constraints where known e.g. main sewers
- the extent and type of any proposed landscaping, hard surfacing and boundary treatment including walls, hedges or fencing

Existing and Proposed Elevations (Scale 1:50 or 1:100)

Plans shall accurately show

- the proposed works in relation to what is already there
- all existing and proposed elevations
- the proposed building and roofing materials and the style, materials and finish of any windows, doors, rainwater goods, fascias, barge boards, chimney stacks/flues etc.
- the relationship between the proposal and any adjacent building(s) and detail the position of windows and other openings on each property.

Existing and Proposed Floor Plans including Roof Plans (Scale 1:50 or 1:100)

Plans shall accurately show

- the full area of all existing and proposed floors and roofs affected by the development
- any existing building(s) or wall(s) to be demolished
- new buildings should also be shown in context with adjacent buildings

Existing and Proposed Site Sections, Finished Floor and Site Levels (Scale 1:50 or 1:100)

Plans shall accurately show:

- cross section(s) through the application site
- existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided, where the proposal involves a change in ground levels
- relationship between proposed building(s) to existing site levels and neighbouring development/adjoining buildings, to show existing site levels and finished floor levels.

Environmental Statement

- 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.
- 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 account when determining the application. A 'screening opinion' (to determine whether EIA is required) can be requested from the Local Planning Authority prior to submitting the application.

Removal or Variation of Condition following Grant of Planning Permission

Completion of IAPP Standard Application Form

Environmental Statement

- 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.
- 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 account when determining the application. A 'screening opinion' (to determine whether EIA is required) can be requested from the Local Planning Authority prior to submitting the application.

International Commission on Non-ionising Radiation Protection (ICNIRP)

- Article 9 of the DMPWO and Paragraph A. 3(4) (b) of Part 24 to Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995, as amended, require application for the construction or installation of one or more antennas for the purpose of operating a telecommunications system to be accompanied by a ICNIRP declaration.
- A suggested form for this declaration is contained within Annex G to the Welsh Government's 'Code of Best Practice on Mobile Phone Network Development' (July 2003).

Lawful Development Certificate for an Existing Use or Operation or Activity

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

NB. Where an application specifies two or more uses, operations or other matters, the plan which accompanies the application must indicate to which part of the land each use relates.

Evidence

- Provide as much information as possible to demonstrate to the Authority that the existing use or development has been used continuously for the requisite period and the development has been in place for the requisite period. Such information should include, but not limited to, sworn statements, elevation and floor plans, photographs, utility bills, title deeds and any other information, as appropriate.

Lawful Development Certificate for a Proposed Use or Development

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

NB. Where an application specifies two or more uses, operations or other matters, the plan which accompanies the application must indicate to which part of the land each use relates.

Evidence

- Provide as much information as possible to verify the information included in the application form.
- If for proposed built development, drawings to indicate the proposed development in relation to any existing buildings and full metric measurements.

Advertisement Consent

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Listed Building Consent

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Existing and Proposed Site Layout Plans (Scale 1:200 or 1:500)

Plans shall accurately show:

- the existing site and proposed development in relation to site boundaries and any existing building(s) both within and adjacent to the site
- location of existing trees, access arrangements and any public rights of way crossing or adjoining the site, and any other site constraints where known e.g. main sewers
- the extent and type of any proposed landscaping, hard surfacing and boundary treatment including walls, hedges or fencing

Existing and Proposed Elevations (Scale 1:50 or 1:100)

Plans shall accurately show

- the proposed works in relation to what is already there
- all existing and proposed elevations
- the proposed building and roofing materials and the style, materials and finish of any windows, doors, rainwater goods, fascias, barge boards, chimney stacks/flues etc.
- the relationship between the proposal and any adjacent building(s) and detail the position of windows and other openings on each property.

Existing and Proposed Floor Plans including Roof Plans (Scale 1:50 or 1:100)

Plans shall accurately show

- the full area of all existing and proposed floors and roofs affected by the development
- any existing building(s) or wall(s) to be demolished
- new buildings should also be shown in context with adjacent buildings

Existing and Proposed Site Sections, Finished Floor and Site Levels (Scale 1:50 or 1:100)

Plans shall accurately show:

- cross section(s) through the application site
- existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided, where the proposal involves a change in ground levels
- relationship between proposed building(s) to existing site levels and neighbouring development/adjoining buildings, to show existing site levels and finished floor levels.

Listed Building Details

Plans shall accurately show:

- architectural details which will be affected by the proposals such as doors, windows, shop-fronts, paneling, fireplaces, plaster moulding and other decorative details
- plans will clearly indicate which details are proposed new features and those that will be removed

Conservation Area Consent

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Existing and Proposed Site Layout Plans (Scale 1:200 or 1:500)

Plans shall accurately show:

- the existing site and proposed development in relation to site boundaries and any existing building(s) both within and adjacent to the site
- location of existing trees, access arrangements and any public rights of way crossing or adjoining the site, and any other site constraints where known e.g. main sewers
- the extent and type of any proposed landscaping, hard surfacing and boundary treatment including walls, hedges or fencing

Existing and Proposed Elevations (Scale 1:50 or 1:100)

Plans shall accurately show

- the proposed works in relation to what is already there
- all existing and proposed elevations
- the proposed building and roofing materials and the style, materials and finish of any windows, doors, rainwater goods, fascias, barge boards, chimney stacks/flues etc.
- the relationship between the proposal and any adjacent building(s) and detail the position of windows and other openings on each property.

Existing and Proposed Floor Plans including Roof Plans (Scale 1:50 or 1:100)

Plans shall accurately show

- the full area of all existing and proposed floors and roofs affected by the development
- any existing building(s) or wall(s) to be demolished
- new buildings should also be shown in context with adjacent buildings

Existing and Proposed Site Sections, Finished Floor and Site Levels (Scale 1:50 or 1:100)

Plans shall accurately show:

- cross section(s) through the application site
- existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided, where the proposal involves a change in ground levels
- relationship between proposed building(s) to existing site levels and neighbouring development/adjoining buildings, to show existing site levels and finished floor levels.

Application for Consent Under Tree Preservation Order

Completion of IAPP Standard Application Form

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Statement of applicant's reasons for making the application

Health and Safety

- appropriate evidence describing any structural damage to property or in relation to health and safety

Additional Information

- such information as is necessary to specify the proposed works for which consent is sought

Prior Approval – Part 6 (Agricultural Buildings and Extensions) and Part 7 (Forestry Buildings and Operations)

Application must be submitted in writing

- accompanied by a written description of the proposal

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

Prior Approval – Part 24 (Development by Electronic Communications Code Operators)

Application must be submitted in writing

- accompanied by a written description of the proposal

Site Location Plans (Scale 1:1250 or 1:2500)

- based on an up-to-date Ordnance Survey (OS) map, showing two named roads and surrounding building(s) and the name/number of the shown properties where possible
- the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
- any other land owned by the applicant, close to or adjoining the application site edged in blue
- rural land applications may require larger scale plans as appropriate

International Commission on Non-ionising Radiation Protection (ICNIRP)

- Article 9 of the DMPWO and Paragraph A. 3(4) (b) of Part 24 to Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995, as amended, require application for the construction or installation of one or more antennas for the purpose of operating a telecommunications system to be accompanied by a ICNIRP declaration.
- A suggested form for this declaration is contained within Annex G to the Welsh Government's 'Code of Best Practice on Mobile Phone Network Development' (July 2003).

Evidence that notice of the proposed development has been given to any persons (other than the developer) who is an owner or tenant of the land

Aerodrome

- Where the proposed installation of a mast lies within 3 kilometres of the perimeter of an aerodrome, evidence must be provided that the applicant has notified the **Civil Aviation Authority**, the **Secretary of State for Defence** or the **aerodrome operator**.

Prior Approval – Part 31 (Demolition of Buildings)

Application must be submitted in writing

- Accompanied by a written description of the proposal

Site Notice

- A statement that the applicant has displayed a site notice in accordance with A. 2 (b) (ii) of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (as amended).

Additional Information Requirements

Applications may require additional information in accordance with planning policies to positively determine applications, please see below a list of examples where additional information is required.

Marketing Assessment

- Required as part of UDP Policy ES24: Conversion of Farm and Other Buildings to Dwellings
- Required as part of UDP Policy ES32: Retention of Existing Community Facilities

Structural Report

- Required as part of UDP Policy ES24: Conversion of Farm and Other Buildings to Dwellings

Agricultural Occupancy Report

- Required as part of UDP Policy ES16: Removal of Occupancy Conditions

Code for Sustainable Homes/BREEAM Assessment

- Required as part of Technical Advice Note 22: Planning for Sustainable Communities

Planning Obligations

- Required as part of BBNPA's Planning Obligation Strategy (October 2008)

NB. This is not an exhaustive list, please contact Planning Services on 01874 620431 or planning.enquiries@beacons-mpa.gov.uk for further information.

Local Requirements for Major Developments

The following requirements set out the details needed in order to validate an application for major development.

Planning Statement

A Planning Statement identifies the context and justification for a proposed development and an assessment of how the proposed development accords with the relevant national, regional and local planning policies and associated guidance notes. It may also include details of consultations with the LPA and wider community/statutory consultees undertaken prior to submission. A separate statement on community involvement may also be appropriate. This statement could be incorporated within the Design and Access Statement.

Sustainability Statement

In accordance with the Guidance for Sustainable Design in the National Parks of Wales (October 2008) document (available on the BBNPA website), applicants will be expected to show how they have addresses issues of sustainable design. Requirements for the content of the Sustainability Statement vary depending upon the proposal; however will be expected to fully show how the proposal will respond to sustainable design issues. This statement could be incorporated within the environmental sustainability element of the Design and Access Statement.

Code for Sustainable Homes/BREEAM Pre-Assessment Statements

PPW and TAN22 requires all developments of 1 or more dwellings as a minimum to meet Code for Sustainable Homes Level 3 and obtain 6 credits under issue Ene¹ – dwelling, and all applications for non- residential development of 1,000 sq metres or more, or on sites of 1 ha or more to meet the Building Research Establishment Environmental Assessment Method (BREEAM) ‘Very Good’ standard and achieve the mandatory credits for ‘Excellent’ under issue Ene¹ – Reduction of CO₂ Emissions. Applicants must set out how the development will achieve or exceed these minimum targets by way of a pre- assessment statement, which could be incorporated within the Design and Access Statement.

This does not apply to reserved matters applications if the Outline Planning Permission was received prior to 1 September 2009.

Planning Obligations Statement of Intent

The Statement of Intent shall detail how the development will contribute towards community infrastructure through the provision of Category 1 and Category 2 Planning Obligations, as required by the BBNPA Approved Planning Obligation Strategy (October 2008).

Whilst the Category 1 Planning Obligations should be discussed with the BBNPA, applicants should contact the relevant Unitary Authority prior to the submission of the application to ascertain the extent of any required Category 2 contributions and use this information to prepare

their Statement of Intent. This statement should clearly list the service areas that contributions will be obligated to as well as the levels of contributions to be provided. This Statement shall also affirm that the applicant understands that the details will be submitted for further consultation with the relevant Unitary Authority and that the provision levels and areas may be subject to further negotiation.

If the applicant is unwilling to meet the requirements of the Planning Obligation Strategy as part of the application, then the statement should detail the reasons why the obligations cannot be met.

Where necessary, draft Heads of Terms for any proposed legal agreement under Section 106 of the Town and Country Planning Act should also be included for consideration by the LPA.

Affordable Housing Statement

This statement should provide information on both affordable housing and market housing, the numbers of residential units, the mix of units, the number of habitable rooms and/or bedrooms, the floor space, and the location of units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The Affordable Housing Statement should also include details of any Registered Social Landlords acting as partners in the development. This statement should also detail how the proposal intends to comply with WG development standards. The Authority has an approved Guidance Note for Affordable Housing available on the BBNPA website. If the applicant is unwilling to provide an element of affordable housing as part of the development, then the statement should detail the reasons why the units cannot be provided.

Landscaping Details

Applications should be accompanied by landscaping details and include proposals for long term maintenance and management. There should be reference to detailed landscaping proposals in the Design and Access Statement, where required. Trees of good quality and value can greatly enhance new development, such as by providing an immediate appearance of maturity. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during development works.

In terms of soft landscaping details, the following information is required:

- Planting plan, plant schedule (showing species, size, numbers, density) and written specification of cultivation operations (soil preparation, herbicide etc)
- Earthworks and changes to levels and opportunities for nature conservation and habitat creation (where appropriate)

In terms of hard landscaping details, the following information is required:

- Existing and proposed site levels
- Proposed hard surface treatment and edging
- Existing and proposed boundary treatments and forms of enclosure with standard elevational details of the same

Landscape Management and Maintenance

A landscape management and maintenance schedule to include a table of monthly operations and a brief description of operations likely to be required for a period of five years after planting has been implemented.

Applications for outline permission where landscaping is to be approved as a reserved matter may, depending on the scale and location of the proposal, require the submission of a landscape master plan as supporting information.

Landscaping details typically need to tie in with any “Tree Survey and Report”.

Structural Survey

A Structural Survey may be required in support of an application if the proposal involves demolition, or the structural integrity of the building is in doubt (e.g. barn conversion applications). Such surveys must be carried out by a qualified building surveyor or other suitably qualified person.

For barn or other conversions, the survey will need to indicate the structural soundness of the building and the extent of rebuilding, remedial works and alterations which would be necessary in order to carry out the proposed works.

In the case of demolition and major alterations the survey will need to identify defects and indicate the extent of rebuilding, remedial works and alterations necessary in order to restore the building.

Marketing Statement

All applications for the conversion of rural buildings to residential use will be expected to be marketed for sale or lease for “commercial, tourism, sport and recreation” purposes at a reasonable price for a continuous period of at least 6 months PRIOR to submitting a planning application. An application must be supported by a Marketing Statement that provides the following details:

- The extent of the marketing, including copies of all adverts (with dates), when and for how long the advert was in the agent’s window, websites etc.;
- The price at which the property has been marketed (which should reasonably reflect its value as a business premises);
- Written details of any enquiries received, including any firm offers (conditional or unconditional); and
- A written statement of the commercial property agent’s view as to the commercial viability of the site.

Please refer to the Authority’s Guidance Note on Policy ES25 for further details.

Conservation Area Assessment

Proposals within a Conservation Area should include an assessment of the appearance of the proposed development within the context of its historic setting and the street scene together with an assessment of the effect of the development on the character and appearance of the Conservation Area. This assessment could form part of the DAS or Design Statement as appropriate.

Any proposal to demolish a building within the Conservation Area will need to be accompanied by a structural survey and a detailed justification of the proposed demolition together with an assessment of the impact of the demolition on the special character of the area.

The statement of justification should be based on the following criteria:

- Evidence that it is not practicable to continue to use the building for its existing use;
- That there is no other viable use for the building;
- Preservation in some form of charitable or community ownership is not possible or suitable;
- Redevelopment would produce substantial planning benefits for the community which would decisively outweigh the loss resulting from demolition.

Heritage Statement (including Historical, Archaeological Features and Scheduled Ancient Monuments)

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with the Authority's Building Conservation Officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For LBC applications, a written statement including a schedule of works to the Listed Building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required. A structural survey may be required in support of an LBC application.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement. Due to the nature of this type of application, applicants should be advised to consult with a planning officer prior to the application being submitted on whether this information is required. In the absence of this preliminary enquiry applicants may be asked for further information.

Lighting Assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting as follows:

- Proposed frequency of use and hours of illumination;
- Number of lights and specifications of the lamp fixtures including cross sections and mounting angles;
- Height of any lighting columns and the area to be lit;
- Diagrams showing the beam orientation and projected intensity of illumination of the site and the surroundings;
- The impact of any light pollution on Protected species (e.g. bats, otters)
- Analysis of the character of the site and surroundings (with regard to lighting) and the impact of the proposals on that character.

Lighting in the Countryside: Towards Good Practice (1997) is a valuable guide for LPAs, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

Photographs/Photographic surveys and Photomontages

Photomontages provide useful information and can help to show how large developments can be satisfactorily integrated within the street scene. In the interest of public clarity these details can be invaluable in understanding an application. Photographs/Photographic surveys should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a Listed Building.

Drainage Details

The BBNPA supports the principle of Sustainable Drainage Systems (SUDS) and applicants will be expected to provide details of their proposed drainage scheme including any investigations undertaken to demonstrate capacity within the existing public drainage system to accommodate the development. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment shall include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then a foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. A non-

mains drainage form should be completed for all applications proposing the use of non-mains drainage.

Site Investigations for Contamination/Unstable Land

The development of brownfield sites is likely to require details of an appropriate site investigation which has been undertaken to ascertain the presence of any contaminants. Knowledge of previous use will assist assessment of the application, which should be accompanied by a full site assessment, with a report of the findings to establish the nature and extent of the contamination and evidence that it can be satisfactorily mitigated and is suitable for its proposed use.

Travel Plan/Green Travel Plan

Planning Policy Wales (PPW, 5th Ed, 2012) identifies that the Welsh Government aims to extend choice in transport and secure accessibility in a way which supports sustainable development and helps to tackle the causes of climate change. Land use planning can help to achieve the Government's aim through the widespread use of Travel Plans as a way of delivering its sustainable transport objectives. Travel Plans can contribute to improved transport service provision, enhanced site accessibility, and increased use of sustainable travel options. A Travel Plan is a package of measures to assist in managing the transport needs of an organisation/development. It promotes the uptake of realistic choices of sustainable travel modes to and from a site reducing reliance upon single occupancy car travel. Hence, options like car sharing, community shared vehicle, public transport, walking and cycling are encouraged.

A Travel Plan requires clear targets for the use of the various travel options, with deadlines by when these will be achieved. Travel plans should be submitted alongside planning applications which are likely to have significant transport implications, however the Authority will expect transport consideration on more minor projects as well. The principal target will be a reduction of single occupancy car use to an agreed level within an agreed time period. A Travel Plan required as part of a development proposal will be secured either through a planning condition or typically a Section 106 agreement.