

WELSH GOVERNMENT

APPLYING FOR PLANNING PERMISSION AND OTHER RELATED CONSENTS:

A GUIDE TO THE STANDARD APPLICATION FORM ('1APP') AND VALIDATION OF APPLICATIONS

Since all local planning authorities in Wales are already using the standard application form, the amount of change when the legislation comes into force on 30 April 2012 will be limited. After this time it will be mandatory for applications for a number of consents to be made on the 1APP form (see table on page 6 in Circular 002/2012).

From 01 July 2012 some requirements set out in national policy will be included on the 1APP form. From that time, paragraphs 35 to 39 will become operational. The determination period set out in Article 22, in respect of applications for planning permission, will not begin until all the information is supplied as requested by the published form at the time of submission.

April 2012

WELSH GOVERNMENT

APPLYING FOR PLANNING PERMISSION AND OTHER RELATED CONSENTS:

A GUIDE TO THE STANDARD APPLICATION FORM ('1APP') AND VALIDATION OF APPLICATIONS

Contents

	Page
Introduction	4
Terms used in this document	5
Background	6
Current practice in validating planning applications	7
The new requirements for information	8
Relevant legislation	9
Pre-application advice	9
Information supporting applications	10
Table 1 – Validation Requirements for Planning Applications	11
Local validation requirements	12
Table 2 – Principles and Criteria for preparation of local validation requirements	12
Box A – Recommended process for preparing local information requirements	13
Further considerations in respect of local validation requirements	14
Validation process for applications for planning permission	15

Annex

A(1): Validation Requirements for Different Application Types	17
A(2): Guidance on National Information Requirements	32
B: Examples of Local Validation Requirements	42

Introduction

1. A customer focused planning service requires efficient and proportionate processes. Predictable and understandable requirements will help applicants provide necessary information at the start of the determination process, allowing local planning authorities to deliver quality decisions more quickly. The Welsh Government has supported local planning authorities to make use of the on-line National Standard Application Form (often referred to as '1APP') for applications for planning permission and other related consent regimes in order to support electronic submission. The procedures for the validation of planning applications and associated consents are set out in this guidance, as well as guidance on additional supporting information requirements. Local planning authorities will have the ability to produce and adopt local validation requirements for major development applications.
2. The use of the on-line '1APP' service, through the Planning Portal, supports the Welsh Government's agenda to improve the planning application process. The study to examine the planning application process in Wales identified a lack of consistency across Wales in terms of the procedures for the validation and registration of planning applications. The final report (June 2010)¹ recommended the introduction of standard guidance on validation requirements to inform robust decisions, and which was supported in the Government Response.²
3. Validation represents a decision by the local planning authority on whether a submitted application contains all legally required information to enable the authority to start its determination of whether to grant or refuse planning permission. Crucially it confirms the starting point for the statutory time period within which an authority must determine an application.
4. Underpinning the use of the online '1APP' service, the Welsh Government has revised the legislation that set out the procedures for handling different types of applications. The changes require the mandatory use of the National Standard Application Form for most application types from 30 April 2012 and require a minimum level of information to be submitted before the application will be considered by the local planning authority
5. This guidance supports the use of the Standard Application Form, and provides advice on the information that should be supplied with planning applications.

¹ Study to Examine the Planning Application Process in Wales , WAG, June 2010
<http://wales.gov.uk/topics/planning/planningresearch/planningappprocess/papers/planningappstudy/?lang=en>

² Welsh Assembly Government Response to the Recommendations made in 'Study to Examine the Planning Application Process in Wales' WAG, June 2010
<http://wales.gov.uk/topics/planning/planningresearch/planningappprocess/papers/planningappstudy/?lang=en>

Terms used in this document

6. A number of terms appear frequently throughout this document. Those used most often are explained below:

- **Standard Application Form** – the mandatory application form for planning permission and associated consent regimes for use across all local planning authorities in Wales. It informs applicants of the information that will be required to support an application.
- **National Validation Requirements** – National validation requirements are required by legislation, such as a Design and Access Statement, without which the application cannot be processed. Annex A(1) and Annex A(2) provides an explanation of national requirements and the circumstances in which they are required.
- **Local Validation Requirements** – Additional information which local planning authorities can require to validate a planning application for major development.
- **Invalid application** – Where an applicant submits an application which does not meet the national and local validation requirements.
- **Post-validation** – The period after which the local planning authority is satisfied it has a valid planning application to determine.
- **The Town and Country Planning (Development Management Procedures) (Wales) Order 2012 (DMPWO)** – This Order sets out the requirements for the submission and determination of planning applications and related matters.
- **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
 - (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 sq metres or more; or
 - (e) development carried out on a site having an area of 1 hectare or more.

Background

7. The Welsh Government believes that the planning process will be greatly improved by the use of the Standard Application Form, throughout Wales, whether the planning application is made electronically through the internet or on paper. Previously, local authorities could design their own planning application forms, and there was a wide variation in the information which authorities sought from applicants. Applications for the following list of consents must now be made on the Standard Application Form:
 - Outline and full planning permission (including Householder Developments)
 - Approval of reserved matters
 - Removal or variation of conditions
 - Certificates of Lawful Development
 - Consent under Tree Preservation Orders
 - Advertisement Consent
 - Listed Building Consent, and
 - Conservation Area Consent
8. For some applications, the use of the Standard Application Form is not required:
 - Applications for development constituting mining operations or the use of land for mineral deposits should continue to be made on a form provided by the local planning authority.
 - Applications to determine whether the 'prior approval' of the local planning authority is required for aspects of development remain unchanged and continues to be specified in the relevant Part of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995 (GPDO), as amended for Wales. While such an application can be made using the Standard Application Form and therefore benefit from electronic submission, the GPDO only requires it to be made in writing.

Current practice in validating planning applications

9. Research undertaken for the Welsh Government³ has found that there was wide variation in the information requested by local planning authorities to support a planning application, and the level of detail that was considered acceptable.
10. Common reasons for delays and disagreement that should be avoided when submitting applications to local planning authorities include:
 - supporting documents that omitted information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning guidance;
 - submitted drawings did not show sufficient details as specified in the guidance notes or were inconsistent;
 - different application addresses on the forms and drawings;
 - building works encroaching on neighbouring property;
 - incorrectly signed or unsigned certificates;
 - insufficient copies of plans and forms submitted;
 - inconsistency between elevations and floor plans;
 - incorrect fees enclosed or fee cheque not signed; and
 - information still inadequate after one or more requests to the applicant for further details.

³ Study to Examine the Planning Application Process in Wales , Welsh Assembly Government, June 2010
<http://wales.gov.uk/topics/planning/planningresearch/planningappprocess/papers/planningappstudy/?lang=en>

The new requirements for information

11. The purpose of the new validation arrangements is to:

- provide a guide to the information that may be required at the outset;
- enable the local planning authority to provide applicants with certainty as to the information required;
- enable the local planning authority to have all the necessary information to determine the application;
- minimise the need for further submission of additional information in order to allow local planning authorities a reasonable opportunity to determine applications within the time periods for decisions specified in Article 22 of the DMPWO;
- enable local planning authorities to undertake consultations in an efficient and timely manner, minimising the need for repeat or follow up consultation and avoiding confusing third party consultees;
- ensure consistency in the approach taken by different local planning authorities across Wales in registering and validating applications, whilst recognising the need for variation appropriate to local circumstances for major development.

Relevant legislation

12. Current legislation relating to the registration and validation of planning applications and related consents comprises:
 - The Town and Country Planning Act 1990;
 - Planning (Listed Buildings and Conservation Areas) Act 1990;
 - Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989;
 - The Town and Country Planning (General Permitted Development) Order 1995;
 - Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012;
 - The Town and Country Planning (Control of Advertisement) Regulations 1992
 - The Town and Country Planning (Trees) Regulations 1999
 - The Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Pre-application advice

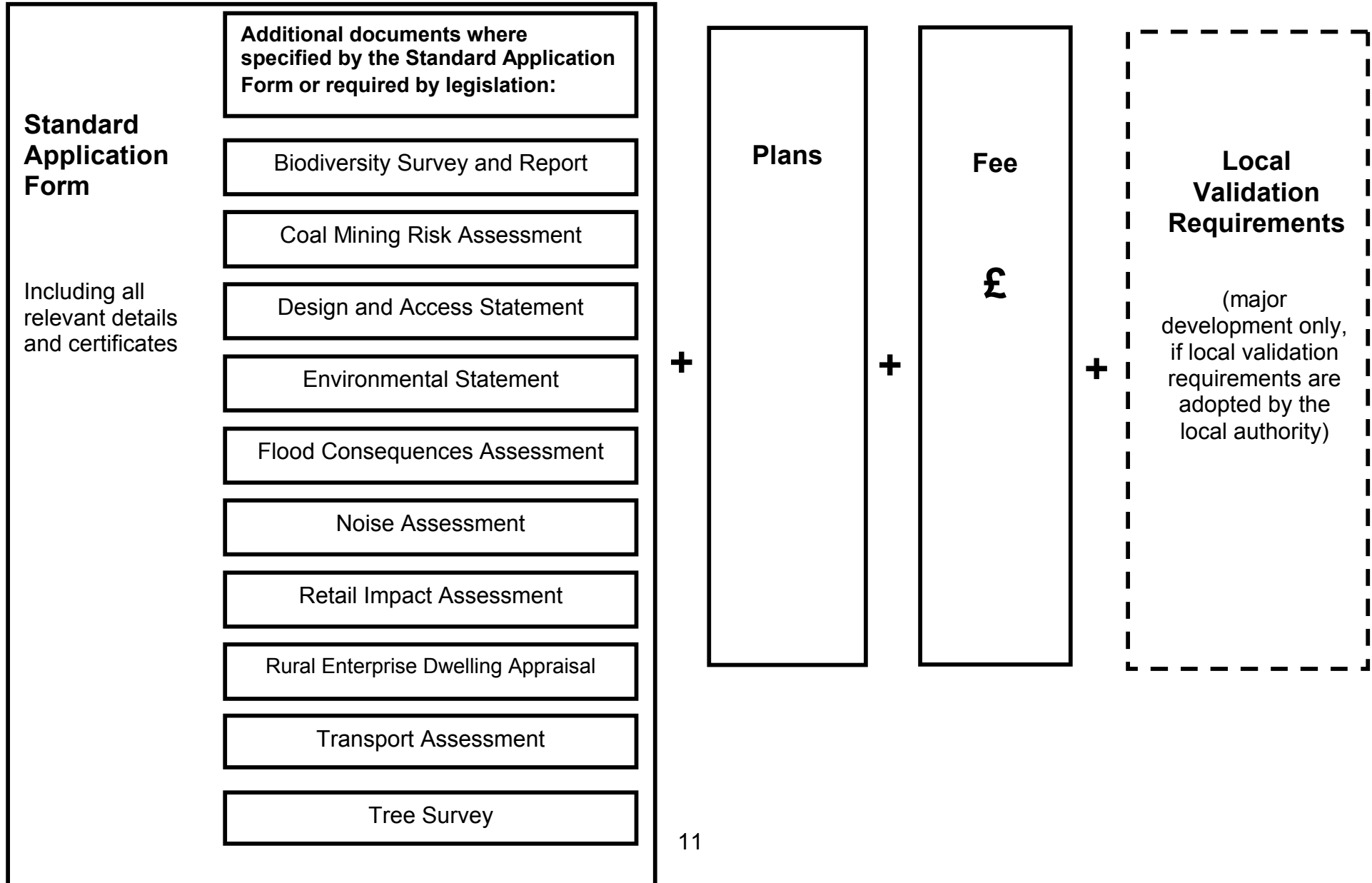
13. Local planning authorities are encouraged to facilitate the availability of pre-application advice. Discussions for all types of application are encouraged to guide applicants through the process, but applications for major developments should all be subject to pre-application discussion with the local planning authority. Pre-application discussions can assist with more efficient handling of applications by clarifying the planning authority's procedures, likely decision time scale, and information requirements. The Welsh Government consulted on 'Realising the potential of pre-application discussions' in 2011, including draft practice guidance to help realise those benefits, and will be publishing the guidance in final form, taking account of consultation responses, this summer.

Information supporting applications

14. The information required to make a valid application will depend on the type of consent applied for. For the applications to be registered as 'valid', applicants must provide all the information required on the Standard Application Form, any additional supporting assessments referred to in the form or required by legislation, plans, drawings and certificates. A fee is also required for some types of application. Guidance on national validation requirements can be found in Annex A(1) and Annex A(2). 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'.
15. Lists of the information requirements for the various types of application have been published in the Welsh Government's Circular 02/12 'Guidance for Local Planning Authorities on the Use of The Standard Application Form ('1APP') and Validation of Applications', but a summary version has been reproduced at Annex A(1). Table 1 shows the requirements of a valid application for outline or full planning permission for major and minor development (excluding householder applications).
16. The Standard Application Form specifies that for some applications additional information may be required. These issues are listed in Annex A(1) together with a cross-reference to Annex A(2) 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.

Table 1: Validation Requirements for Outline or Full Planning Permission for Major and Minor Development (excluding Householder Applications)

Valid Planning Application:



Local Validation Requirements

18. If local planning authorities intend to specify local validation requirements for major planning applications⁴, they should do so by consulting on their requirements and publishing them on their website. The local validation requirements should comprise additional information which local planning authorities can require to validate an application. In preparing local validation requirements, local planning authorities are strongly advised to identify the minimum necessary information to determine an application. The combined use of the Standard Application Form incorporating national requirements and local validation requirements will afford both the authority and applicant more certainty of the type of information required at the outset and help to ensure that the information requested is proportionate to the type and scale of application being made.
19. Authorities have discretion to decide what information should be included within their local list, however they must ensure that the information requirements are clear, justified and proportionate. Where major or unusual development is proposed, pre-application discussion of, and agreement on, information requirements should be conducted. Local validation requirements follow the principles set out in the Table 2 below. Examples of the type of requirements that can be used for local validation requirements can be found in Annex B.

Table 2 :
Principles and criteria for preparation of local validation requirements

Principle	Key Considerations
Necessity	All local validation requirements should help understanding of how the proposed development implements or does not undermine national or adopted development plan policies.
Precision	It should be clear where (geographically) the information requirement arises. It should be clear precisely what types of development require the provision of supporting information.
Proportionality	Where possible, the local validation requirements should identify size thresholds below which the information is not required Where possible, a graduated approach should be taken to the information required (e.g. dependent on the scale or sensitivity of the proposal).

⁴ The definition of "Major development" is set out in paragraph 6.

Fitness for purpose	It should be clear what information is required to satisfy the requirement – with a strong emphasis on encouraging a proportionate approach and brevity.
Assistance	For each element of the requirements it should be clear where further information or answers to queries can be obtained.

20. Consultation by local planning authorities will allow testing of their local validation requirements for clarity by potential applicants before the requirements are adopted and published. Local planning authorities can decide on the consultation procedure that is most appropriate for their local circumstances; however, the Welsh Government recommends the process described in Box A below.

Box A : Recommended process for determining local information requirements for planning applications

- Resolution of the relevant committee to consult on the proposed local validation requirements for different types of major development.
- Minimum period for consultation with relevant stakeholders should be 6 weeks. Relevant stakeholders should include:
 - Statutory consultees
 - Community/Town Councils
 - Relevant voluntary and community groups e.g. Residents Groups
 - Agents/applicants forums or representative group of agents
- Review of comments and report back for formal resolution and adoption of the local validation requirements by the relevant committee.
- Publication of the adopted local validation requirements on the local planning authority website (and made available through the Planning Portal) in addition to paper copies being made available at planning reception or on request.

21. There is no statutory deadline for the adoption of local validation requirements. However, unless and until a local planning authority publishes its local validation requirements on its website, any local requirements will have no bearing on the validity of applications made to them. In these circumstances, compliance with the requirements of the Standard Application Form will be the sole determinant of whether or not an application is valid. Local planning authorities should provide the

Planning Portal with their adopted local validation requirements as soon as they can, to ensure that electronic application forms reflect up to date information requirements.

22. Authorities should regularly review their local validation requirements and, if they are proposing to make amendments (other than minor amendments), should re-consult and adopt a new requirement. Minor amendments to take account of statutory changes or Welsh Government guidance may be made as required without undertaking a full review or consultation. Where such changes are made, these should be made clear on the information provided by the local planning authority on its website, in paper copies and on the Planning Portal.

Further considerations in respect of local validation requirements

23. The Welsh Government expects local planning authorities to seek only information that is necessary for a decision to be made and should not require a level of detail to be provided that is unreasonable or disproportionate to the scale of the application.
24. The most common types of information and supporting documentation to be submitted for applications are required by the Standard Application Form. However, the Welsh Government recognises that this nationally required information will not be able to cater for all local requirements of each local planning authority. While local lists will require such information in respect of major development, for other applications the information can still be requested but whether or not it is provided will not affect whether the determination period (or 'clock') starts. The local planning authority should ensure applicants are aware of the need for such information through the use of pre-application discussion.
25. Local planning authorities should anticipate the need for additional information which may emerge during the course of the application process, for example as a result of a response by a statutory consultee or by interested persons. While conditions may be imposed to require the submission of detailed reports as a condition of planning permission (including outline permission), authorities should be mindful of the Welsh Office Circular 35/95 on 'The Use of Conditions in Planning Permission'. Issues that are fundamental to the principle of development, such as the presence of protected species, should not be dealt with by condition. The need for locally specific information and the requirements of statutory undertakers should be highlighted to applicants through pre-application discussion to avoid later repeated requests for additional information.

Validation process for applications for planning permission

26. On receipt of a Standard Application Form, a letter should be sent to the applicant by the end of the next working day, confirming the start date of the statutory period for determination and the date from when an appeal can be made.
27. Local planning authorities are encouraged to undertake their comprehensive 'validation' check by the end of the next working day following receipt, although it is accepted that this may not always be possible. However, local planning authorities should determine promptly whether applications are valid (within 5 working days from the date of receipt for minor applications, and within 7 working days for major applications).
28. Validation of applications for planning permission should essentially be an administrative process to check that the right documents and fee (where applicable) have been submitted. If an applicant submits an application which does not provide all the information required in the Standard Application Form such as supporting assessments, the necessary plans, fee and local validation requirements, the authority will be entitled to conclude the application is invalid, and so decline to determine it.
29. Where an application is considered invalid, the local planning authority should notify the applicant as soon as possible of its reasons. Planning authorities should be able to justify the need for any missing information, and provide their reasons to the applicant. It is recommended that local planning authorities set out their reasons in writing to avoid any confusion and specify the information required in order to make the application valid.
30. Local planning authorities should refuse to validate planning applications if the information required by the Standard Application Form is not provided. In the case of additional supporting assessments referred to on the Standard Application Form, such as transport assessment or flood consequences assessment, the local planning authority will need to ensure the Form's requirements are fulfilled, referring to policy and guidance in 'Planning Policy Wales', and advice in the relevant Technical Advice Notes.
31. If an application has been found to be invalid because the local planning authority considers information required by the DMPWO or their local validation requirements have not been provided, there is no right of appeal to the Welsh Ministers. Applicants who wish to challenge a decision of invalidity in such circumstances must consider other procedures, such as a claim for judicial review on legal grounds. In cases where a local planning authority considers that the **quality** of the material submitted is inadequate and the determination period has expired, applicants may appeal to the Planning Inspectorate on the grounds of non-determination under section 78 of the Town and Country Planning Act 1990. The right to complain to the Public Services Ombudsman for Wales on the grounds of maladministration also remains in all cases.

32. Local planning authorities are required to complete quarterly returns to the Welsh Government. These returns are used to indicate LPA performance in line with the time periods for decisions set out Article 22 of the DMPWO and the Welsh Government's overall aim that 80% of all planning applications should be determined within 8 weeks. The information provided includes the number of applications determined within major, minor and 'other' categories, as well as the proportion of these determined within the 8 week target period.
33. In order to ensure that this information is completed on a consistent basis the following should be noted:
- applications should be marked with the date of receipt;
 - the time period from application to decision begins the day a valid application and the correct fee (where a fee is payable) have been received. If the application has been submitted electronically outside the local planning authority's business hours, it shall be taken to have been received on the next working day; and for this purpose "working day" means a day which is not a Saturday, Sunday, Bank Holiday or other public holiday.;
 - if an apparently valid application is later found to be invalid following registration, the original start date for processing the application should be disregarded. The time from application to decision should start again on the date the application is made valid. The only exception to this is when a cheque is dishonoured, in which case the determination period is suspended until the full fee is paid.;
 - when determining an application, the processing period, 'the clock', must not be stopped, other than when a cheque is dishonoured;
 - time spent in abeyance (for example, pending the signing of a section 106 agreement) should be included in the total time taken and the processing period must not be suspended while awaiting amended plans or other additional information to determine the application (unless they are necessary to make the application valid); and
 - the processing period ends on the date a decision notice is dispatched. 'The clock' is not be stopped solely on the basis of a resolution of the local planning authority or their appropriate committee.

Annex A (1) – Validation Requirements for Different Application Types

This annex should be read in conjunction with Annex A(2) and with the source legislation

- List 1 Full planning permission for householder development
- List 2 Outline or full planning permission for major and minor development (excluding householder applications)
- List 3 Approval of reserved matters
- List 4 Removal or variation of a condition following grant of planning permission (section 73 or 73A of the Town and Country Planning Act 1990)
- List 5 Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition.
- List 6 Lawful Development Certificate for a proposed use or development.
- List 7 Advertisement Consent
- List 8 Listed Building Consent for alterations, extension or demolition of a listed building
- List 9 Conservation Area Consent for demolition in a conservation area
- List 10 Applications for consent under tree preservation order
- List 11 Prior Approval – Part 6 (Agricultural buildings and extensions) and Part 7 (Forestry buildings and operations) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (GPDO)
- List 12 Prior Approval – Part 24 (Development by electronic communications code operators) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (GPDO)
- List 13 Prior Approval – Part 31 (Proposed demolition of buildings) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (GPDO)

List 1: Full Planning Permission for Householder Development	Relevant paragraphs in Annex A(2) for guidance
<p>1. Standard Application Form</p> <ul style="list-style-type: none"> - If not submitted electronically – original plus 3 copies - Including a completed ownership certificate and agricultural holdings certificate <p>Additional information required by the Standard Application Form where development proposals fulfil the identified requirements:</p> <ul style="list-style-type: none"> - Biodiversity survey and report 	<p>A2-A5</p> <p>A6-A8 A9-A10</p> <p>A11-A12</p>
<p>2. Plans and relevant information</p> <ul style="list-style-type: none"> - If not submitted electronically – original plus 3 copies - Location plan - Other plans, drawings or information necessary to describe the proposed development. Although not specified in the DMPWO, the plans / drawings may include: <ul style="list-style-type: none"> - Site plan - Existing and proposed elevations - Existing and proposed floor plans - Existing and proposed site sections and finished floor and site levels *(A) - Existing and proposed roof plans *(B) <p>* Circumstances:</p> <p>A – In cases where a change in ground levels is proposed</p> <p>B – Where an alteration or extension of a roof is proposed</p> <ul style="list-style-type: none"> - Plans / drawings must be drawn to an identified scale and, in the case of plans, must show the direction of north. 	<p>A24-A26</p> <p>A41-A43</p> <p>A40-A45</p>
<p>3. Fee</p>	<p>A39</p>

List 2 : Outline or Full Planning Permission for Major and Minor Development (excluding householder planning applications)	Relevant paragraphs in Annex A(2) for guidance
<p>1. Standard Application Form</p> <ul style="list-style-type: none"> - If not submitted electronically – original plus 3 copies - Including a completed ownership certificate and agricultural holdings certificate <p>Additional information required by the Standard Application Form where development proposals fulfil the identified requirements:</p> <ul style="list-style-type: none"> - Biodiversity survey and report - Flood Consequences Assessment - Coal Mining Risk Assessment - Noise Assessment - Retail Impact Assessment - Rural Enterprise Dwelling Appraisal - Transport assessment - Tree Survey <p>Applications for development constituting of mining operations or the use of land for mineral-working deposits continue to be made on a form provided by the local planning authority and must include the particulars specified or referred to on that form.</p>	<p>A2-A5</p> <p>A6-A9</p> <p>A11-A12 A15-A17 A18 A19 A20 A21 A22 A23</p>
<p>2. Plans and relevant information</p> <ul style="list-style-type: none"> - if not submitted electronically – original plus 3 copies - Location plan - Other plans, drawings or information necessary to describe the subject of the proposed development. Although not specified in the DMPWO, the plans / drawings may include: <ul style="list-style-type: none"> - Site plan - Block plan - Existing and proposed elevations *(A) - Existing and proposed floor plans - Existing and proposed site sections and finished floor and site levels *(B) - Existing and proposed roof plans *(C) 	<p>A24-A26</p> <p>A41-A43</p> <p>A40-A45</p>

	<p>*Circumstances</p> <ul style="list-style-type: none"> A – Not required for the change of use of land without building or other physical works B – In cases where a change in ground levels is proposed C – Where an alteration or extension of a roof is proposed <p>- Plans / drawings must be drawn to an identified scale and, in the case of plans, must show the direction of north.</p> <p>Legislation / policy requirements (where applicable):</p> <ul style="list-style-type: none"> - Design and Access Statement - Environmental Statement - International Commission on Non-ionising Radiation Protection (for development involving the construction or installation of antennae for the purpose of operating on electronic communications network) <p>Application for outline planning permission may also require:</p> <ul style="list-style-type: none"> - Where layout is a reserved matter, the application must state the approximate location of buildings, routes and open spaces included in the development proposed. - Where scale is a reserved matter, the application must state the upper and lower limit for the height, width and length of each building included in the development proposed. - Where access is a reserved matter, the application must state the area or areas where access points to the development proposed will be situated. 	<p>A27-A34 A35-A36 A37-A38</p>
3.	Fee	A39
4.	Local validation requirements (major applications only)	Paragraph 17 in main text

List 4 :		Relevant paragraphs in Annex A(2) for guidance
Removal or variation of a condition following grant of planning permission		
1.	Standard Application Form - including a completed ownership certificate and agricultural holdings certificate	A2-A5 A6-A9
2.	Plans and relevant information Legislation / policy requirements (where applicable): - Design and Access Statement - Environmental Statement - International Commission on Non-ionising Radiation Protection (for development involving the construction or installation of antennae for the purpose of operating on electronic communications network)	A24-A26 A27-A34 A35-A36 A37-A38
3.	Fee	A39

List 5 :		Relevant paragraphs in Annex A(2) for guidance
Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition		
1.	Standard Application Form - Evidence verifying the information included in the application as can be provided by the applicant.	A2-A5
2.	Plans and relevant information - Location plan drawn to an identified scale and showing the direction of north. - 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 such use relates.	A24-A26 A40-A43
3.	Fee	A39

List 6 : Lawful Development Certificate for a proposed use or development		Relevant paragraphs in Annex A(2) for guidance
1.	Standard Application Form - Evidence verifying the information included in the application as can be provided by the applicant.	A2-A5
2.	Plans and relevant information - Location plan drawn to an identified scale and showing the direction of north. - 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 such use relates.	A24-A26 A40-A43
3.	Fee	A39

List 7 : Advertisement Consent		Relevant paragraphs in Annex A(2) for guidance
1.	Standard Application Form - if not submitted electronically – original plus 3 copies	A2-A5
2.	Plans and relevant information - Plan identifying the location of the site by reference to at least two named roads, the proposed position of the advertisement and is drawn to an identified scale with the direction of north also showing.	A24-A26 A45
3.	Fee	A39

<p>List 8 :</p> <p>Listed building consent for alterations, extension or demolition of a listed building</p>	<p>Relevant paragraphs in Annex A(2) for guidance</p>
<p>1. Standard Application Form</p> <ul style="list-style-type: none"> - If not submitted electronically – original plus 3 copies - Including a completed ownership certificate 	<p>A2-A5</p>
<p>2. Plans and relevant information</p> <ul style="list-style-type: none"> - Other plans, drawings or information necessary to describe the proposed development. Although not specified in the Listed Buildings and Conservation Areas Regulations, the plans / drawings may include: <ul style="list-style-type: none"> - 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, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details - Existing and proposed roof plans <p>Legislation / policy requirements (where applicable):</p> <ul style="list-style-type: none"> - Design and Access Statement 	<p>A24-A26</p> <p>A45</p> <p>A27-A34</p>

List 9 : Conservation Area Consent for demolition in a Conservation Area		Relevant paragraphs in Annex A(2) for guidance
1.	Standard Application Form <ul style="list-style-type: none"> - If not submitted electronically – original plus 3 copies - Including a completed ownership certificate 	A2-A5 A6-A8
2.	Plans and relevant information <ul style="list-style-type: none"> - Plans, drawings or information necessary to describe the works which are the subject of the application. Although not specified in the Listed Buildings and Conservation Areas Regulations, the plans / drawings may include existing and proposed elevations. 	A24-A26 A45

List 10 :		Relevant paragraphs in Annex A(2) for guidance
Applications for Consent Under Tree Preservation Order		
1.	Standard Application Form	A2-A5
2.	Plans and relevant information <ul style="list-style-type: none"> - Location plan indentifying the tree(s) to which the application relates. - Such information as is necessary to specify the proposed works for which consent is sought. - Statement of the applicant's reasons for making the application. - As applicable, appropriate evidence describing any structural damage to property or in relation to tree health or safety. 	A24-A26 A40-A44
3.	Fee	A39

<p>List 11 :</p> <p>Prior approval – Part 6 (Agricultural buildings and extensions) and Part 7 (Forestry buildings and operations) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995</p>	<p>Relevant paragraphs in Annex A(2) for guidance</p>
<p>1. The application must be in writing. Applicants are free to use the Standard Application Form, but this is not mandatory.</p> <ul style="list-style-type: none"> - The application must be accompanied by a written description of the proposed development and of the materials to be used. 	
<p>2. Plans and relevant information</p> <ul style="list-style-type: none"> - Location plan 	<p>A24-A26 A40-A44</p>
<p>3. Fee</p>	<p>A39</p>

<p>List 12 :</p> <p>Prior approval – Part 24 (Development by electronic communications code operators) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995</p>	<p>Relevant paragraphs in Annex A(2) for guidance</p>
<p>1. The application must be in writing. Applicants are free to use the Standard Application Form, but this is not mandatory.</p> <ul style="list-style-type: none"> - The application must be accompanied by a written description of the proposed development. 	
<p>2. Plans and relevant information</p> <ul style="list-style-type: none"> - Location plan - International Commission on Non-ionising Radiation Protection (for development involving the construction or installation of antennae for the purpose of operating on electronic communications network) - Evidence that notice of the proposed development has been given to any person (other than the developer) who is an owner or tenant of the land. - Where the proposed development consists of the installation of a mast 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. 	<p>A24-A26 A46</p> <p>A37-A38</p>
<p>3. Fee</p>	<p>A39</p>

List 13 : Prior approval – Part 31 (Demolition of buildings) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995		Relevant paragraphs in Annex A(2) for guidance
1.	The application must be in writing. Applicants are free to use the Standard Application Form, but this is not mandatory. <ul style="list-style-type: none"> - The application must be accompanied by a written description of the proposed development. 	
2.	Relevant information <ul style="list-style-type: none"> - Statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the Town and Country (General Permitted Development) Order 1995 (as amended). 	
3.	Fee	A39

Annex A (2) - Guidance on National Information Requirements

A1. The guidance set out below should be read in conjunction with Annex A(1) and with the source legislation or policy. It sets out for applicants and local planning authorities the information requirements for the validation of applications, and the circumstances in which the information will be required. Additional guidance is also provided in the form of best practice to assist with fulfilling the legal requirements.

The Standard Application Form (1APP)

A2. Annex A(1) identifies the types of consent where a Standard Application Form will need to be used from 30 April 2012. The Standard Application Form is available electronically on the Planning Portal or from local planning authorities.

A3. The Welsh Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs.

A4. Applicants will retain the option of submitting paper versions of the form, which are also available on both the local authority's website and the Planning Portal website. Where a paper form is used, there may be a requirement for three additional copies plus the original of the completed Standard Application Form to be submitted with the application – the lists in Annex A(1) identify the consenting regimes where this is a requirement.

A5. For specific applications, the use of the Standard Application Form is not required:

- Applications for development constituting of mining operations or the use of land for mineral deposits should continue to be made on a form provided by the local planning authority and must include the particulars specified on that form.
- Applications to determine whether the 'prior approval' of the local planning authority is required for aspects of development remain unchanged and continues to be specified in the relevant Part of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995 (GPDO), as amended for Wales. While such an application can be made using the Standard Application Form and therefore benefit from electronic submission, the GPDO only requires it to be made in writing and to include the particulars specified in the legislation.

Ownership Certificates

A6. The relevant certificate concerning the ownership of the application site must be completed. Ownership certificate A, B, C or D are available through the Standard Application Form. For the purpose of these certificates an 'owner' is anyone with a freehold interest, or leasehold interest with at least 7 years left to run on the lease.

- A7. Where the owner(s) or tenant(s) of the application site is not the applicant, a notice must be completed and served in accordance with Article 10 of the DMPWO or Regulation 7 of the Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012. It must be served to the owner(s) or tenant(s) prior to the submission of the application.
- A8. Ownership certificates are not required if the applicant is making an application for reserved matters, lawful development certificate, advertisement consent, consent to carry out works to a tree subject to Tree Preservation Order, or to determine whether the 'prior approval' of the local planning authority is required for aspects of development.

Agricultural Holdings Certificate

- A9. 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 – in accordance with Article 10 of the DMPWO.
- A10. This certificate is not required if the applicant is making an application for reserved matters, lawful development certificate, advertisement consent, listed buildings and conservation areas consents, consent to carry out works to a tree subject to a Tree Preservation Order, or to determine whether the 'prior approval' of the local planning authority is required for aspects of development.

Additional Supporting Information Required by the Standard Application Form

Biodiversity Survey and Report

- A11. If an application is likely to affect European Protected Species, 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 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.
- A12. 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 Badgers Act 1992.
- A13. 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.

A14. Local validation requirements for major planning applications 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.⁵

Flood Consequences Assessment

A15. 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.

A16. 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.

A17. 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 FCAs.

Coal Mining Risk Assessment

A18. Where an application falls within the consultation area defined by the Coal Authority, the Coal Mining Risk Assessment issued by the Coal Authority together with a specialist investigation and assessment of risk and remedial measures should form a part of the application.

⁵ 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.

Noise Assessment

- A19. 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

- A20. 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

- A21. 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 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

- A22. '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^{6 7 8 9 10}.

6 'Using the planning process to secure travel plans: Best practice guidance for local planning authorities, developers and occupiers', ODPM/DfT, 2002

7 'Preparing Your Organisation for Transport in the Future: The Benefits of Green Transport Plans', DETR, 1999

8 'School Travel - Strategies and Plans: A Best Practice Guide for Local Planning Authorities', DETR 1999

Tree Survey

A23. 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.

Plans and Other Relevant Information

A24. In addition to the information required by the Standard Application Form, the lists in Annex 1(A) identify other relevant information required by legislation to accompany the form for validation purposes.

A25. Where applications require plans or drawings to be submitted, they must be drawn to an identified scale and, in the case of plans, must show the direction of north.

A26. Where plans, drawings and information accompanying the application are not submitted electronically, there may be a requirement for three additional copies plus the original to be submitted – the lists in Annex A(1) identify the consenting regimes where this is a requirement.

Additional Supporting Information Required by Legislation

Design and Access Statements

A27. Article 7 of the DMPWO continues the existing requirement for a design and access statement (DAS) 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.

A28. A DAS is also required by regulation 6 of the Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012, continuing the existing requirement 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.

9 'Green Transport Plans - Best Practice Guidance Note 2', Welsh Transport Advisory Group, 1999
10 'Smarter Choices - Changing the way we travel', DFT, 2004

A29. 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.

A30. 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.

A31. 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).

A32. 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.

A33. 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

A34. Further detailed guidance on the content and preparation of DAS is contained in

Environmental Statement

- A35. 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.
- A36. 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.

International Commission on Non-ionising Radiation Protection (ICNIRP)

- A37. 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 applications for the construction or installation of one or more antennas for the purpose of operating a telecommunications system to be accompanied by an ICNIRP declaration.
- A38. A suggested form for this declaration is contained in Annex G to the Welsh Government's "Code of Best Practice on Mobile Phone Network Development" (July 2003).

The Correct Fee (where one is necessary)

- A39. 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 where fees are required and any exemptions.

Plans and Drawings Accompanying Applications – Good Practice

- A40. The legal requirements associated with the submission of plans and drawings with applications are identified above and in Annex 1(A). The guidance below provides additional advice to assist in meeting these requirements and to provide a more standardised and consistent approach to the submission of such information. It draws upon established and best practice.

Location Plan

- A41. Plans should be drawn to an identifiable scale, preferably 1:1250 or 1:2500. They should be based on an up-to-date map and 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.

A42. 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.

A43. 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

A44. In order to provide a clearer and more accurate understanding of the site, it may be necessary to submit a site plan. This should be drawn to an identifiable scale, preferably 1:500 or 1:200, and identify (where applicable) the following information:

a) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

b) all the buildings, roads and footpaths on land adjoining the site including access arrangements;

c) all public rights of way¹¹ crossing or adjoining the site;

d) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;

e) the extent and type of any hard surfacing; and

f) boundary treatment including walls or fencing where this is proposed.

A45. Depending on the type of application (see Annex 1(A)) other plans may need to be submitted, which may include:

- **Existing and proposed elevations**

These should [be drawn to an identifiable scale (e.g. 1:50 or 1:100) and] clearly show the proposed works in relation to what is already there. To aid the local planning authority's understanding of the development proposal, 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

¹¹ Footpath, bridleway, restricted byway or byway open to all traffic

the positions of the openings on each property.

- **Existing and proposed floor plans**

These should be drawn to an identified scale (e.g. 1:50 or 1:100) and 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**

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 must be drawn to an identified scale (e.g. 1:50 or 1:100) and 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.

- **Existing and proposed roof plans**

Existing and proposed roof plans are required where the proposed development involves an alteration or extension to the roof. These should be drawn to an identified scale, accurately show the direction of north and detail the shape of the existing / proposed shape of the roof. Details such as the roofing material and their location are also typically specified on such plans.

- **Advertisement drawings**

Advertisement drawings are required for applications for advertisement consent. The Control of Advertisement Regulations in particular specifies that the plan to accompany such an application must identify the site by reference to at least two named roads and identify the proposed position of the advertisement.

To aid the local planning authority's understanding of the proposed advertisement, information such as 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 should be provided if applicable.

- **Listed Building details**

Applications for listed building consent should be accompanied by plans describing the works that are the subject of the application. They should showing the architectural details that will be affected by the proposals such as doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details clearly indicating which details are proposed new features and those that will be removed.

Applications Made by Mobile Phone Operators – Good Practice

A46. The Welsh Government's "Code of Best Practice on Mobile Phone Network Development" (July 2003) has been agreed by both the Mobile Operators Association and the Welsh Local Government Association. It provides detailed guidance for individual mobile phone operators on the submission of planning applications / prior approval applications for telecommunication developments and the suggested information to be submitted with such applications.

Annex B Examples of Local Validation Requirements

- C1. Local validation requirements should consist of information essential to determine applications for major development that result from local circumstances within the local planning authority's area. This may apply to applications in specific geographical areas due to environmental conditions such as the presence of radon, air quality management areas or language considerations. It may apply to certain types of development across the plan area such as housing. It may also be necessary to explain the application of national policy including tailoring items from national validation requirements to local circumstances where evidence for local variation exists.
- C2. The following are **Examples** of the detail necessary to provide certainty to applicants about what local information requirements apply.

Geographical Area Example

Contaminated Land Investigation

Metal production and processing industry has been a feature of the County for many years. The following towns have been the focus of activity, resulting in possible widespread deposits of heavy metals including cadmium and mercury.

- a) Smallbury
- b) Bigbury

Proposers of development within these towns should arrange pre-application discussions with the local planning authority and other regulators, including Environmental Health, Building Control, the local planning authority's archaeology and nature conservation team and the Environment Agency Wales. The authority will assist in scoping any necessary Environmental Impact Assessment requirements and identify what information the authority will require to make a decision.

To ensure deposits are properly identified and remediated in a safe and effective manner during the development process, applications for development involving ground excavations on land previously used for industrial purposes are required to include a contaminated land study.

Applications will need to demonstrate that a site is either free from significant contamination or that any actual or potential contamination can be overcome, thereby ensuring that the land is suitable for the development proposed.

The developer should submit details of proposals to deal with contamination to include:

- i) the nature, extent and types of contamination on the site
- ii) measures to treat/remove contamination to ensure the site is fit for the use proposed
- iii) measures to deal with contamination during construction works
- iv) condition of the site on completion of decontamination measures

All investigations of potential contaminated land should be carried out by, or under the direction of a suitably qualified competent person and in accordance with BS10175 (2001) *Code of Practice for the Investigation of Potentially Contaminated Sites*.

Further advice on the information requirements can be found in Local Development Plan policies X1 and Y2, as well as in national guidance in Planning Policy Wales (2011), and Welsh Office Circular 22/87 'Development of Contaminated Land'.

Local Development Plan Policies

- Nature scale and extent of contaminated land and risk to human health
- Rehabilitation of polluted or derelict sites

National Planning Guidance

'Planning Policy Wales' (2011) indicates that risk from land contamination should be lessened. In particular Paragraph 13.7.2 states that where significant contamination issues arise, the authority will require the production of detailed investigation and risk assessment prior to the determination of the application to enable beneficial use of land. Where acceptable remedial measures could overcome such contamination, then planning permission may be granted subject to conditions specifying the necessary measures. If contamination cannot be overcome satisfactorily, the authority may refuse planning permission.

Other Documents

[Insert other relevant guidance documents or information sources as appropriate]

Development Type Example

Food Processing Facility

Food processing facilities can cause inconvenience or nuisance to nearby residents and users of nearby premises. Cooking smells from food processing facilities can cause amenity problems for nearby premises.

Applications for food processing facilities should be accompanied by a ventilation assessment as problems relating to smells can be mitigated by the installation of suitably design extraction facilities. The assessment should include details of how smells, fumes and litter are to be dealt with, including the location of fume chimneys, ducts and ducts.

The design of extraction facilities should be suitably located with a colour and design that is appropriate and sensitive to its context. Details of how the appearance of the premises may change, including the siting of any external ducting, chimneys, etc to ensure that these would not harm the visual character of the area should be submitted. Elevation plans should show the route and outlet of ductwork in relation to the premises or neighbouring buildings.

Local Development Plan Policies

- Strategic policies for potentially polluting developments
- Avoiding potential conflict between incompatible land uses

National Planning Guidance

'Planning Policy Wales' (2011), paragraph 13.12 states that the potential for pollution affecting the use of land will be a material consideration in deciding whether to grant planning permission.

Other Documents

[Insert other relevant guidance documents or information sources as appropriate]