

# **NATIONAL REQUIREMENTS FOR PLANNING APPLICATIONS AT CEREDIGION COUNTY COUNCIL**

## **1 . Introduction**

### **Background**

As part of the drive to provide a quicker, more predictable and efficient planning service, the Government has introduced a new standard electronic application form for applications for planning permission made under the Town and Country Planning system. Alongside this and to support the use of this standard application form, the Government is also introducing new check lists / information on requirements for the validation of planning applications by local planning authorities.

### **Benefits**

Ceredigion County Council has therefore introduced this guidance to provide applicants with clear advice on what information and details are required as part of an application submission. This guidance has the following benefits for you, the applicant:

- It helps you to understand the type and extent of information that will be required when you submit an application.
- It provides greater certainty.
- It enables the Council to have all the information it needs in order to determine the application.
- It minimises the risk that the Council will have to go back to you for more information, which can often increase the amount of time it takes to make a decision.

## **2 . Information supporting applications**

Different types and scale of application will require different levels of information and supporting documentation to be submitted. In all cases the requirements are specified by Ceredigion County Council as the local planning authority. Under the new arrangements, these will comprise a **national mandatory list** that will apply in **all** cases and additional items that **maybe** required, specified locally.

### **National List**

The national list sets out statutory requirements for applications. These requirements include the completed application form; the correct fee (where one is necessary); ownership certificates; agricultural holdings certificate; Design and Access Statement (where one is necessary); the location plan; other plans and drawings or information necessary to describe the subject of the application and environmental statement (where one is necessary). If not submitted electronically the authority will require **1 original and 3 copies of all information**.

An applicant may be requested by the local planning authority to submit more than 4 copies, but 4 copies is the statutory requirement for a valid application.

### **Local List**

The local list comprises additional information which the local planning authority can require to validate an application. Local planning authorities are encouraged to consult on and adopt local lists drawn from a nationally defined list of requirements. Where local planning authorities have not adopted a local list and published it on their website then the default position for validating applications will be the statutory national requirements only. However, the combined use of the

national and local list 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.

<b>Standard Application Form</b>	Fully completed application form (1APP)
<b>Agricultural Holdings Certificate</b>	This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, express consent to display an advertisement, listed building consent or conservation area consent.
<b>BREEAM or Code – See TAN 22 and 12</b>	<p>A new national planning policy expects most new developments to meet a sustainable building standard as part of the planning application process.</p> <p>From 1<sup>st</sup> September 2010 applications for the erection one or more dwellings are expected to meet Level 3 of the Code for Sustainable Homes. They are also expected to reduce their Carbon Emissions by 31% above Building Regulations 2006.</p> <p>From 1<sup>st</sup> September 2009 <b>major</b> non-residential applications (site over 1 hectare in area or a floorspace of 1,000 sq m or more) will be expected to meet “very good” under the Building Research Establishment Environmental Assessment Method scheme (BREEAM). They are also expected to meet a higher “Excellent” standard for reducing carbon emissions (a Carbon Index of 40).</p> <p>Developers should :-</p> <ol style="list-style-type: none"> <li>1. Use the Design and Access statement to illustrate their approach to delivering sustainable buildings and how the development has applied the energy hierarchy. This will ensure that it is integral to the design of the whole development and not seen as an add-on.</li> <li>2. State in the Design and Access statement the sustainable buildings standard and carbon reduction level to be achieved.</li> <li>3. Where Low or Zero Carbon energy technologies are being incorporated submit with the application findings of a feasibility study, including the actions taken and show on relevant plans and drawings where these technologies are located, closely aligned to the Design and Access Statement.</li> <li>4. Include the site registration number and details of a pre-assessment.</li> </ol> <p>Please view (draft) Technical Advice Note 22 and 12 – Planning for Sustainable Buildings for more information</p>

<p><b>Correct Fee (where one is necessary)</b></p>	<p>List of fees is available on Planning Portal, the Ceredigion web site and is included with the hard copies.</p>
<p><b>Design and Access Statement</b></p>	<p>A design and access statement is not part of the planning application but is required by legislation to accompany <b>all planning applications</b> (outline and full) <b>except</b> for:</p> <ul style="list-style-type: none"> <li>- engineering or mineral operations;</li> <li>- 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 <u>will require</u> an access statement);</li> <li>- material change in use of land or buildings provided that this will not necessitate access by an employee, or provision of services (including goods or facilities) to the public, such as change of use from public land to private garden. (In other words, a material change of use where there will be employee and/or public access <u>will require</u> an access statement).</li> </ul> <p>A Design and Access statement is <u>not required</u> for applications relating to <b>advertisement control, tree preservation orders or storage of hazardous substances</b>. (These are not developments requiring planning permission as defined by section 55 of the Town and Country Planning Act 1990.)</p> <p>Additional information will be required in the event that an application requires a BREEAM or Code Assessment (See TAN 22)</p> <p>Applicants/agents are encouraged to consult with Planning Officers on matters of design, prior to the submission of detailed applications, this can help to speed up the planning process and avoid the unnecessary cost of altering plans. You may also wish to refer to the Design Commission for Wales web site <a href="http://www.dcfw.org">www.dcfw.org</a></p> <p>A Design and Access Statement will, in most cases, comprise two highly inter-related components. The two component parts of the statement should identify and explain how issues such as context, scale, use, sustainability and landscape, have been addressed through an inclusive design. Where conflicts have arisen and decisions to resolve them have influenced the final proposal, these should be clearly stated.</p> <ul style="list-style-type: none"> <li>• For small projects, the access and design components will be fully combined into one short statement to describe in simple terms how design and access issues relevant to the application, have been considered and addressed.</li> </ul>

- For larger projects these two components will probably be developed as separate, but integrated parts of a larger, comprehensive document, and they should always work together to enhance the overall quality and clarity of the proposal.
- However, regardless of the size or scale of a proposed development, the submitted Design and Access Statement must always be able to demonstrate that inclusive design has formed an integral part of the overall design vision and decision making process.

For planning applications (unless excepted) and all Listed Building Consent applications the DAS (Design and Access Statement) must: explain the design principles and concepts that have been applied to the development or works. As a minimum, the DAS must explain those principles and concepts in relation to the following aspects:

**For planning applications:**

- environmental sustainability
- movement to, from and within the development
- character (including amount, layout, scale, appearance and landscaping)
- community safety

The DAS for planning applications must also:

- demonstrate the steps taken to appraise the physical, social, economic and policy context of the development
- explain how the design of the development takes that context into account in relation to its proposed use and each of the aspects specified above.

A design and access statement is required by legislation to accompany all applications **for listed building consent, except** for applications for interior works.

The DAS (Design and Access Statement) must: explain the design principles and concepts that have been applied to the development or works. As a minimum, the DAS must explain those principles and concepts in relation to the following aspects.

In particular, the **design statement** should take account of:

- Appearance;
- Environmental sustainability;
- Layout
- Scale

The LBC application DAS must also explain how the design principles and concepts take account of the special architectural or historic importance of the building, the features that justify its listing and the building's setting.

	<p>In terms of <b>Accessibility</b> the Statement must:-</p> <ul style="list-style-type: none"> <li>• Explain the policy or approach to access</li> <li>• Explain how any policies relating to access in the statutory development plan have been taken into account;</li> <li>• Explain how any specific issues which might affect access to the development or listed building have been addressed;</li> <li>• Detail how features which ensure people’s access to the development or listed building will be maintained.</li> </ul> <p>In all aspects of the access requirements of the DAS, applicants should adopt the “inclusive design” approach set out in Section 5 of Technical Advice Note 12 – Design. Regard should also be had to relevant local design guidance.</p> <p>More information on the requirements for a design and access statement relating to a listed building application is available on the Council’s website.</p>
<p><b>Notice(s) under Article 6 or Regulation 6 (required when Certificate B,C or D have been completed).</b></p>	<p>A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO (for planning applications or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Please download a copy from our web site, call in our office or ask us to send you a copy (a copy of the required notice is not included on Planning Portal).</p>
<p><b>Ownership Certificates</b></p>	<p>Under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. For Listed Building and Conservation Area Consent application the relevant Section is Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990. All applications for planning permission, listed building consent and conservation areas consent must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. 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. Certificates are included as part of the application form.</p>
<p><b>Plans and Drawings:</b></p> <p><b>Site Location Plan</b></p>	<p>All plans and drawings to be in metric with direction North shown.</p> <p>Location plan based on an up-to date map with North direction shown. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should, wherever possible, show at least two</p>

	<p>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. 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. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>The block plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:</p> <ul style="list-style-type: none"> <li>a) the direction of North;</li> <li>b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;</li> <li>b) all the buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>c) all public rights of way crossing or adjoining the site;</li> <li>d) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;</li> <li>e) the extent and type of any hard surfacing; and</li> <li>f) boundary treatment including walls or fencing where this is proposed.</li> </ul> <p>Outline planning applications must demonstrate the use and amount of development. To this end as a minimum, outline applications should always include information on:</p> <ul style="list-style-type: none"> <li>a. Use – the use or uses proposed for the development and any distinct development zones within the site identified;</li> <li>b. Amount of development – the amount of development proposed for each use;</li> <li>c. Indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate;</li> <li>d. Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary;</li> <li>e. Indicative access points – an area or areas in which the access point or points to the site will be situated..</li> </ul> <p><b>In addition other plans should be submitted dependent on the type of application and may include:</b></p>
<p><b>Existing and proposed elevations</b></p>	<p>To a scale of 1:50 or 1:100.</p> <p>These should show clearly the proposed works in relation to what is already there. All elevations 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</p>

<p><b>Existing and proposed floor plans</b></p> <p><b>Existing and proposed site sections and finished floor and site levels</b></p> <p><b>Roof plans</b></p> <p><b>Other plans</b></p>	<p>between the buildings, and detail the positions of the openings on each property.</p> <p>To a scale of 1:50 or 1:100  These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p> <p>Such plans should be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>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 proposal would be modified. Levels should also be taken into account in the formulation of design and access statements.</p> <p>At a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.</p> <p>Especially when dealing with listed buildings, detailed plans and cross-sectional plans may need to be submitted to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster mouldings and other decorative details.</p>
<p><b>Additional information associated with an application for Certificate of lawfulness</b></p>	<p>Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out.  A body of evidence to support such an application such as utility bills, extracts from the electoral register, aerial photographs, business records / accounts or council tax records.</p>

## Locally Adopted Application Requirements

The Council may also request additional information prior to the validation of the application depending on the nature and type of application or the nature of the character of the area within which the application site is situated. Applicants may wish to seek advice on the need for such additional information at the pre-submission stage

If you are unsure about any of the requirements or whether they apply to your application please contact the Council's Planning Section on 01545 572119, email address [planning@ceredigion.gov.uk](mailto:planning@ceredigion.gov.uk), web site address [www.ceredigion.gov.uk/planning](http://www.ceredigion.gov.uk/planning), address – Department of Environmental Health and Housing, Planning Section, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion, Wales SA46 0PA. .

It should be noted that the Council is able to request further information during the determination process and an application could still be deemed valid and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate. Please see 'good practice notes' as to other information that would make a better application and assist in the decision making.

If large or complex applications are submitted in paper form, including or not including Environmental Statements, the Local Planning Authority will expect more than the 4 copies of documentation that is a national requirement. Please telephone the offices for further information. It will also be expected that a CD of the documentation is provided.

Below is a list of all local requirements in alphabetical order together with a brief description of what information will need to be submitted. Some or all of these are included in the list of requirements for specific. Dimensions of buildings / extensions / alterations are required to be shown on all drawings.

<b>Local Requirements Information Required</b>	<b>Thresholds</b>	<b>Comments</b>
<p><b>Affordable Housing Statement.</b></p> <p>In exceptional circumstances the provision of housing to meet affordable housing needs may be considered on sites adjoining existing settlement (see Unitary Development Plan – Proposed Modifications to the Affordable Housing policies and the Interim Guidance Note on Affordable Housing March 2006).</p>	<ul style="list-style-type: none"> <li>• An Affordable Housing Statement will be required where an unit is proposed on the edge of the settlement i.e. a proposal that would be considered against Unitary Development Plan (UDP) policy H.2.2</li> <li>• An Affordable Housing Statement will be required where a housing proposal is submitted for the whole or part of a site for 10 or more dwelling units or with a gross area of 0.3ha or more in the 6 main towns, and similarly in respect of the whole or part of a site for 5 or more dwelling units or with a gross area of 0.15ha or more in other settlements – UDP Policy H2.1</li> <li>• An Affordable Housing Statement will be required for applications for conversion of existing rural buildings to dwellings where housing conversion will result in a contribution to affordable local housing need – UDP Policy H3.2 on residential conversions will apply.</li> </ul>	<p>For the purposes of the Affordable Housing policy contained within the Ceredigion Unitary Development Plan 2001 – 2016 – Proposed Modifications March 2006, an affordable house / dwelling is one which is either:</p> <ol style="list-style-type: none"> <li>1. Owned or managed by a Registered Social Landlord, the Local Authority or other nominated body approved by the Local Authority and is available for rent or purchase or any combination thereof; or</li> <li>2. Available for purchase at a discounted price subject to: <ol style="list-style-type: none"> <li>a) the occupancy being restricted to those who are considered to be in housing need;</li> <li>b) the physical characteristics of the dwellings properly reflecting and adequately meeting the housing needs identified for the area; and</li> <li>c) planning conditions or obligations relating to the discounted price affordable housing including a mechanism to ensure that the Local Planning Authority is informed when a property changes hands, and a requirement for an annual statement from the householder to the effect that they comply with the occupancy requirements in respect of the affordable dwelling concerning ownership of other property and the continued full time occupation of the affordable dwelling in question.</li> </ol> </li> </ol> <p>The Statement should indicate why the proposed levels of Affordable Housing are appropriate given the findings of the Local Housing Needs Assessment. The applicant may also wish to submit further information of local needs, including housing prices / rents, existing supply and suitability of the housing stock to meet the needs, site characteristics and costs associated with developing the site.</p>

**Agricultural /  
Forestry Dwelling  
and other  
agricultural  
development  
justification**

Where an application is made for a dwelling in association with agricultural / forestry need, it will be required to demonstrate a functional and financial justification.

With regards to all agricultural / forestry buildings applicants should consider justification for the erection of a building in the rural countryside. (also see Technical Advice Note (Wales) No.6 Agricultural and Rural Development)

**(A questionnaire for completion and a form for providing additional background information is available from the Local Planning Authority).**

Proposals for new dwellings in the open countryside will only be permitted where they are clearly needed to house a worker employed in agriculture, forestry or other appropriate employment in the rural economy. The development should be essential for the operational requirements of the activity and there must be a need for the workers to live on the spot rather than in a nearby settlement. Where the need for a new dwelling is established in accordance with the requirements set out in Technical Advice Note (Wales) No 6 the dwelling should:

- Be located within or adjacent to the use that it intends to serve, e.g. the existing farm complex, and should seek to re-use existing buildings prior to new build;
- Be of a scale and design appropriate to the character of the location; and
- Be kept available for the need  
(Paragraph 41 – 46 of TAN 6)

For further information please see Ceredigion Unitary Development Plan – Proposed Modifications Version, March 2006 – Policy H2.4 on page 182 – see the web site for more information using the link:- [http://www.ceredigion.gov.uk/utilities/action/act\\_download.cfm?mediaid=5100](http://www.ceredigion.gov.uk/utilities/action/act_download.cfm?mediaid=5100)

Where permission is granted for an agricultural dwelling the applicant will be asked to enter into a Section 106 Obligation under the Town and Country Planning Act 1990 which will tie the new dwelling to the enterprise and/or buildings, including any other dwelling (if any).

In accordance with Policy E3.4 of the Modified Version of the UDP the development should consider the following:-

1. That the development is justified in relation to the size and stocking levels of the holding
2. That it can be demonstrated that there is no suitable alternative

		<p>existing building on the holding or in the local forestry area</p> <ol style="list-style-type: none"> <li>3. That the development is located within or adjacent to the farm or forestry complex</li> <li>4. The site is accessible to the modes of transport expected to reach it</li> <li>5. There is no unacceptable impact on the character and amenity of the surrounding area.</li> </ol> <p>It is necessary to submit information which demonstrates that the proposed building is essential in the location. The statement should include the following information:</p> <ul style="list-style-type: none"> <li>- Size of the agricultural holding on which the building is to be erected;</li> <li>- Precise details of the proposed use of the building, including details of the floor area for each proposed use;</li> <li>- Details of the number and type of animals kept at the site (where relevant);</li> <li>- Details of those employed at the site, and whether this is on a full or part time basis and their only source of income;</li> </ul>
<p><b>Community Impact Assessment</b></p>	<p>A Community Impact Assessment will be <u>required</u> to accompany a planning application:</p> <ul style="list-style-type: none"> <li>• For housing development: <ul style="list-style-type: none"> <li>▪ on sites where the proposal is not clearly consistent with the scale, rate or nature of development anticipated by the Unitary Development Plan (as described in the Settlement Statement, Appendix Volume 2B and policies H1.2A or H1.3B and H1.3)</li> <li>▪ related to minor settlements (which do not have a settlement boundary) hamlets or a group of houses (see UDP H1.4), because impacts are uncertain and because there has been a relatively high level of such development pressure.</li> <li>▪ where applications are submitted within the</li> </ul> </li> </ul>	<p>The assessment should demonstrate that the settlement can absorb the proposed scale, rate, type and timing of growth. See appendix 2 of the Modified Version of Ceredigion Unitary Development Plan.</p> <p>Evidence for the CIA should include:</p> <ul style="list-style-type: none"> <li>• Settlement status in the UDP. Main towns and larger settlements will be considered to serve a wider community. It is this definition which will need to be addressed by the assessment;</li> <li>• The likely effect the proposed development would have on the vitality of the community in view of the circumstances described below: Circumstances described may include all or some of the following: <ul style="list-style-type: none"> <li>• Local needs survey.</li> <li>• List of recent changes (up to five years prior to application if felt relevant) affecting the settlement or site locality, such as births and deaths, rise or fall in local school rolls, marriages/new partnerships requiring separate accommodation, economic developments (opening/closing of shops or other businesses), new bus services,</li> </ul> </li> </ul>

	<p>same determination period which exhaust the scope for development in the settlement as anticipated by the plan and are therefore in competition.</p> <ul style="list-style-type: none"> <li>▪ where conversion of large country houses is proposed (see UDP policy H3.1)</li> </ul> <ul style="list-style-type: none"> <li>• For developments involving the potential loss of community facilities (see UDP policy CER1.3), shopping (UDP policy S3.1) or employment premises (UDP policy E2.3a).</li> </ul> <p>A Community Impact Assessment may also be usefully supplied and welcomed by the planning authority in support of other applications. Useful for signalling the potential benefits of a development proposal to the community, consistent with the general and specific vision for the community. where the impact of large scale developments on the community is uncertain, at the discretion of the local planning authority, the scope of which should be defined by the authority. (This may relate, for example, to major tourism developments, road schemes, etc)</p>	<p>property sales and their impact on the composition of the local population, increase or loss of clubs and societies in the settlement.</p> <ul style="list-style-type: none"> <li>• Where housing development is proposed, evidence of the existing housing types in the locality and how the mix and/or type of housing proposed in the application will contribute to the balance of likely occupancy by age range, social circumstances (e.g., expected occupancy/market interest in a 1 / 2 bedroom flat, a 2 bedroom 2 storey house, a 3 bedroom bungalow and a 4/5 bedroom house with double garage are likely to appeal to different needs/demands).</li> <li>• Evidence of the in or outflow of Welsh speaking members of the community, linguistic mix of local school children may help indicate the health of the Welsh language;</li> <li>• The extent to which the settlement provides for its own needs, and how far people must travel (possibly where) for work, school, different shopping needs will indicate the extent to which it can support housing development or welcome the potential contribution of proposals for business or community developments;</li> <li>• Whether residents identify as a major local issue the amenity and safety effects of poor sewerage systems, surface water problems, lack of footways, traffic.</li> <li>• Reference might be made to the way the proposed development contributes to the Vision in Ceredigion 2020 (which has five main themes and five cross-cutting themes to help achieve its vision) and to local community strategies where these exist.</li> </ul> <p>The source for the information supplied should be given (e.g., own opinion, local rumour, expert opinion, statistical source, local newspaper, estate agent's lists, etc.)</p> <ul style="list-style-type: none"> <li>• The developer's proposals for mitigating or redressing any potential negative impacts of development identified in the Assessment.</li> </ul>
--	--	--

<p><b>Conversion assessment for the change of use of rural buildings</b></p>	<p>Where a proposal is submitted for the conversion of a rural building a justification report must be submitted, for applications for:</p> <ol style="list-style-type: none"> <li>1. Re-Use, conversion or extensions of rural buildings for residential or business use.</li> <li>2. Change of use of buildings which is a community facility</li> </ol>	<p>1.Re-Use, Conversion or extensions of rural buildings.</p> <p>a) A statement/assessment that the proposal respect the character and scale of the building, that it does not have an unacceptable adverse impact on neighbouring villages or on the character and visual amenity of the locality and suitability of access infrastructure.</p> <p>b) where every attempt has failed to secure a suitable business use a statement of the efforts that have been made to do so. For example, refer to estate agency advertising, efforts through formal and informal web-sites, through farming and business organisations. Details concerning the period of advertisement should be provided. Opinion on the poor marketability of buildings may be included, with reasons, where the applicant feels this to be the case. Optionally, documentary evidence of marketing efforts made, or of professional opinion on marketability may be supplied in support of the statement. (policy E3.3 Modified Version of the UDP)</p> <p>The presumption is against the change of use of such a building unless :-</p> <p>a) the needs of the community are met by alternative existing provision within the settlement or in adjoining settlements;</p> <p>b) The current use has ceased to be viable and the viability of the current use cannot be re-established by actively seeking the multiple or shared use of the building for public and/or commercial purposes to serve the community. (UDP policy CER1.2 of the modified version of the UDP)</p>
<p><b>Demolition Justification</b></p>	<p>1. <u>Demolition of buildings in non-designated areas</u></p> <p>Planning permission will not be required for the demolition of:-</p>	<p>The justification should set out the details of how it is intended to carry out the demolition, where the material is to be deposited and how it is proposed to restore the site afterwards.</p>

- a) A building of less than 50 cubic metres; or
- b) Any building other than a dwellinghouse or a building adjoining a dwellinghouse.
- c) If the demolition is urgently necessary for health and safety reasons; or
- d) If the demolition is required under other legislation; or
- e) Where the demolition is on land which has been given planning permission for redevelopment; or
- f) To demolish a gate, fence, wall or other means of enclosure

2. Demolition within Conservation Areas

Conservation area designation introduces control over the demolition of most buildings within conservation areas Section 74 of the Act).

Exceptions to conservation area control over demolition are specified in Section 75 of the Act:

Conservation Area Consent is not needed for the demolition of listed buildings, buildings protected under ancient monuments legislation, or for the partial demolition of ecclesiastical buildings and the Secretary of State may direct that the section shall not apply to certain other types of buildings.

Conservation Area Consent is not required for the following demolition work.

- (a) any building with a total cubic content not exceeding 115 cubic metres (as ascertained by external measurement) or any part of such a building, other than a pre-1925 tombstone;
- (b) any gate, wall, fence or means of enclosure which is less than one metre high where abutting on a highway (including a public footpath or bridleway), waterway or open space, or less than two metres high in any other case;

2. The general presumption should be in favour of retaining buildings which make a positive contribution to the character or appearance of a conservation area. Proposals to demolish such buildings should be assessed against the same broad criteria as proposals to demolish listed buildings. In cases where a building makes little or no such contribution the authority will normally need to have full information about what is proposed for the site after demolition. Consent for demolition should not be given unless there are acceptable and detailed plans for redevelopment. It has been held that the decision-maker is entitled to consider the merits of any proposed development in determining whether consent should be given for the demolition of an unlisted building in a conservation area.

- (c) any building erected since 1 January 1914 and in use, or last used, for the purposes of agriculture or forestry;
- (d) any building required to be demolished by virtue of an order made under Section 102 of the principal Act;
- (e) any building required to be demolished by virtue of any provision of an agreement made under Section 106 of the principal Act;
- (f) any building in respect of which the provisions of an enforcement notice issued under Section 172 of the principal Act or Sections 38 or 46 of the Act require its demolition, in whole or part, however expressed;
- (g) any building required to be demolished by virtue of a condition of a planning permission granted under Section 70 or Section 177(1) of the principal Act;
- (h) any building required to be demolished by virtue of a notice served under Section 215 of the principal Act;
- (i) any building included in an operative clearance order or compulsory purchase order made under Part IX of the Housing Act 1985 or to which a demolition order made under Part II of that Act applies;
- (j) any building purchased by a local authority by agreement where Part IX of the Housing Act 1985 applies to that building;
- (k) a redundant building (within the meaning of the Pastoral Measure 1983) or part of such a building where demolition is in pursuance of a pastoral or redundancy scheme (within the meaning of that Measure).

	<p>3. <u>Demolition of Listed Buildings</u> A justification will be required for proposals to demolish any part of a listed building.</p>	<p>3. Please see the guidance set out in Planning Policy Wales (2002) Chapter 6 – Conserving the Historic Environment. Applicants for listed building consent must be able to justify their proposals, showing why the demolition of a listed building is desirable or necessary.</p> <p>A statement of justification will be required in accordance with paragraph 69 of Circular 61/96. The justification should explain the design and access considerations that resulted in the application proposal being considered the most appropriate solution in particular, it should explain how the proposals takes account of Welsh Office Circular 61/96 Planning and the Historic Environment : Historic Buildings and Conservation Areas and BS 7913:1992 The Principles of the Conservation of Historic Buildings.</p>
<p><b>Ecological/ Geological Survey and Assessment</b></p>	<p><b>Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for when a survey and assessment are required</b></p> <p><b>1. DESIGNATED SITES</b> (as shown on the Council’s Development Plan Proposals Map)  <b>Internationally designated sites</b> Special Protection Area (SPA)  Special Area of Conservation (SAC)  Ramsar Site  <b>Nationally designated sites</b> Site of Special Scientific Interest (SSSI)  National Nature Reserve (NNR)  <b>Regionally and locally designated sites</b> Local Sites (e.g. Site of Nature Conservation Importance)  Local Nature Reserve (LNR)</p> <p><b>2. PRIORITY HABITATS</b> (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act)</p> <ul style="list-style-type: none"> <li>• Ancient and/or species-rich hedgerows</li> <li>• Coastal saltmarsh, sand dunes, vegetated</li> </ul>	<p><b>LOCAL REQUIREMENTS FOR DESIGNATED SITES, PRIORITY HABITATS AND GEOLOGICAL CONSERVATION</b></p> <p>The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites and priority habitats. Where a proposed development is likely to affect such a site, habitat or geological feature, the applicant must submit an <b>Ecological/Geological Survey and Assessment</b>.</p> <p>If the application is likely to affect any of the designated sites, priority habitats or biodiversity features a survey and assessment for the relevant feature must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in these tables. The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognized survey guidelines/methods where available*. The survey may be informed by the results of a search for ecological or geological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:</p>

	<p>shingle and inshore sands, muds and gravels, saline lagoons</p> <ul style="list-style-type: none"> <li>• Floodplain grazing marsh</li> <li>• Fen, marsh, swamp and reedbeds</li> <li>• Purple moor grass and rush pastures</li> <li>• Lowland beech and yew woodland</li> <li>• Lowland heathland and/or dry acid grassland</li> <li>• Lowland meadows (e.g. species-rich flower meadows)</li> <li>• Lowland mixed deciduous woodland (ancient woodland)</li> <li>• Lowland raised bog or Upland blanket bog</li> <li>• Lowland wood-pasture and parkland</li> <li>• Maritime cliffs and slopes and littoral and sub-littoral rock outcrops</li> <li>• Native pine woodlands or Upland woodlands (e.g. mixed ashwoods, oakwoods, and birchwoods)</li> <li>• Rivers and streams (e.g. chalk streams)</li> <li>• Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)</li> <li>• Upland calcareous grassland and upland hay meadows</li> <li>• Upland heathland</li> <li>• Wet woodland</li> </ul> <p><b>OTHER BIODIVERSITY FEATURES</b></p> <ul style="list-style-type: none"> <li>• Secondary Woodland and Mature/Veteran Trees</li> <li>• Caves and disused tunnels and mines (e.g. roosts for bats)</li> <li>• Trees and scrub used for nesting by breeding birds</li> <li>• Previously developed land with biodiversity</li> </ul>	<ul style="list-style-type: none"> <li>• Record which habitats and features are present on and where appropriate around the site;</li> <li>• Identify the extent/area/length present;</li> <li>• Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.</li> </ul> <p>The <b>Assessment</b> should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:</p> <ul style="list-style-type: none"> <li>• How alternative designs or locations have been considered;</li> <li>• How adverse effects will be avoided wherever possible;</li> <li>• How unavoidable impacts will be mitigated or reduced;</li> <li>• How impacts that cannot be avoided or mitigated will be compensated.</li> </ul> <p>In addition, proposals are to be encouraged that will enhance, restore or add to designated sites priority habitats, other biodiversity features or geological features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment, but the information may be required even when a formal Environmental Impact Assessment is not required in order for the Authority to carry out an Appropriate Assessment under Regulation 48 of the Habitats Regulations</p>
--	--	--

	<p>interest</p> <ul style="list-style-type: none"> <li>• Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)</li> </ul> <p><b><i>Exceptions When a Full Survey and Assessment May Not Be Required</i></b></p> <p><i>International and National Sites:</i> A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Countryside Council for Wales, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.</p> <p><i>Regional and Local Sites and Priority Habitats:</i> A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features</p>	
<p><b>Environmental Impact Assessment</b></p>	<p>The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 and 2008 require a developer to prepare an Environmental Statement for certain types of projects. See <a href="http://www.opsi.gov.uk/si/si1999/19990293.htm">http://www.opsi.gov.uk/si/si1999/19990293.htm</a> <u>Welsh Office Circular 11/99 - Environmental Impact Assessment (EIA) (pdf 1.95MB) (English only)</u> Applicants may seek a 'Screening Opinion' from the Local Planning Authority to ascertain whether or not</p>	<p>The Local Planning Authority will also provide a scoping opinion of the elements that should be included within the EIA. The Regulations provide a checklist of matters to be considered for inclusion in the Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. <a href="http://www.opsi.gov.uk/si/si1999/19990293.htm">http://www.opsi.gov.uk/si/si1999/19990293.htm</a> <u>Welsh Office Circular 11/99 - Environmental Impact Assessment (EIA) (pdf 1.95MB) (English only)</u> and <a href="http://www.opsi.gov.uk/legislation/wales/wsi2008/wsi_20082335_en_1">http://www.opsi.gov.uk/legislation/wales/wsi2008/wsi_20082335_en_1</a></p>

	<p>an Environmental Statement is required. Applicants are encouraged to do this for large-scale developments or those within sensitive areas at the pre-submission stage in order to avoid delay later in the application process.</p>	
<p><b>Flood Consequences Assessment</b></p>	<p>The planning authority will need to be satisfied that a proposal is justified and that the consequences of flooding are acceptable. Where the risks of, and consequences of, flooding cannot be managed to an acceptable level then developing in these areas shall be avoided irrespective of justification. Developers will need to provide information to demonstrate that their proposal satisfies the tests contained in the Technical Advice Note 15 Development and Flood Risk (2004). For more information please refer to the web site on <a href="http://wales.gov.uk/topics/planning/policy/tans/tan15?lang=en">http://wales.gov.uk/topics/planning/policy/tans/tan15?lang=en</a></p> <p>New development should be directed away from zone C and towards suitable land in zone A, otherwise to zone B, where river or coastal flooding will be less of an issue. Whether a development should proceed or not will depend upon whether the consequences of flooding of that development can be managed down to a level which is acceptable for the nature/type of development being proposed, including its effects on existing development.</p> <p>The susceptibility of land to flooding will be a material consideration in deciding a planning application. For proposals located in zone C developers will need to demonstrate, to the satisfaction of the planning authority, that the</p>	<p>The risk of flooding will always be a material consideration in Zone C and may be an issue in zones B and A.</p> <p>Development is assessed in terms of its vulnerability, with residential considered the most vulnerable. It is possible to check if a particular development lies within these zones by looking up on the Environment Agency web site <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> or call in our reception at Aberaeron or get in touch with us by phone or email.</p> <p>Developers should approach the Environment Agency for advice on potential consequences of flooding to their proposed development before undertaking the Flood Consequences Assessment (FCA). They will be able to give advice on the scope of assessment required relevant for the nature and scale of development.</p> <p>The prime objective of an assessment is to develop a full appreciation of:</p> <ol style="list-style-type: none"> <li>1. The consequences of flooding on the development</li> <li>2. The consequences (i.e. the overall impacts) of the development on flood risk elsewhere within the catchment for a range of potential flooding scenarios up to that flood having a probability of 0.1%.</li> <li>3. The assessment can be used to establish whether appropriate mitigation measures can be incorporated within the design of the development to ensure that development minimises risk to life, damage to property and disruption to people living and working on the site or elsewhere in the floodplain.</li> </ol>

	<p>development can be justified in that location and that the consequences associated with flooding are acceptable. The Environment Agency will assist planning authorities in coming to their decision on whether the consequences of flooding are acceptable, in terms of the risks to people and property.</p>	
<b>Foul sewage and utilities assessment</b>	<p>Such an assessment should be submitted for all applications in areas where existing sewage flooding takes place. For all applications that involve the disposal of trade waste or the disposal of foul sewerage effluent other than to the public sewer. In these cases a fuller foul drainage assessment will be required including details of method of storage, treatment and disposal.</p> <p>Developers are encouraged to make a full assessment of the suitability of any proposal for non-mains sewerage systems at the project design stage, and to consult the Local Planning Authority, the Environment Agency and other Water and Sewerage Undertakers early in the process.</p> <p>For more information please refer to Circular 3/99 "Planning Requirement in Respect of the Use of Non-Mains Sewerage Incorporating Septic Tank in new Development".</p>	<p>The Local Planning Authority will aim to satisfy itself that the sewerage proposals for a development are suitable, and that significant environmental and amenity problems which might justify refusal of planning permission are unlikely to arise.</p> <p>The assessment should include full and detailed consideration of the following factors:-</p> <ol style="list-style-type: none"> <li>1. Contravention of recognised practices</li> <li>2. Adverse effect on water sources/resources</li> <li>3. Health hazard or nuisance</li> <li>4. Damage to controlled waters</li> <li>5. Damage to the environment and amenity</li> <li>6. Overloading the existing capacity of the area</li> <li>7. Absence of suitable outlets</li> <li>8. Unsuitable soakage characteristics</li> <li>9. High water table</li> <li>10. Rising ground water levels</li> <li>11. Flooding</li> </ol> <p>(Annex A Circular 3/99)</p>
<b>Heritage Statement</b>	<p>Required to accompany applications for:</p> <ul style="list-style-type: none"> <li>▪ Listed building consent</li> <li>▪ Conservation area consent (demolition)</li> <li>▪ Proposals directly affecting or adjoining a Scheduled Ancient Monument, archaeological site or other historic feature and where ground disturbance is proposed in</li> </ul>	<p>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 a planning officer before any application is made. The following is a guide to the sort of information that will be required for different types of application.</p> <ul style="list-style-type: none"> <li>▪ For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an</li> </ul>

	<p style="text-align: center;">an Area of Archaeological Potential</p> <p>Proposals affecting registered Parks and Gardens</p>	<p>analysis of the significance of the architecture, 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 is required. The justification should explain the design and access considerations that resulted in the application proposal being considered the most appropriate solution, in particular, it should explain how the proposal takes account of Welsh Office Circular 61/96 Planning and the Historic Environment : Historic Buildings and conservation Areas and BS 7913:1998 The Principles of the Conservation of Historic Buildings.</p> <p>A structural survey may be required in support of an application for listed building consent especially where an application for demolition is being made for structural reasons. Applicants should indicate whether the listed building / structure to be altered has received grant assistance from Cadw, or if any application for grant has been submitted and is pending decision. Drawings should be accurate and properly detailed and annotated. How comprehensive they are will depend upon the extent of the works but whether minor or major the alterations need to be accurately depicted. A qualified building professional, such as a draughtsman, would best know how to convey information to someone who has not seen the site. Plans should be drawn to an appropriate (metric) scale. For plans, sections and elevations 1:50 is usually adequate (with floor plans at 1:100 in the case of large buildings), but doors, windows, and other decorative features such as railings may require 1:20 or 1:10, particularly important details may need to be half or full size. Well chosen dated photographs can be helpful, but they should supplement rather than replace what can only be properly shown on accurate and detailed drawings.</p> <ul style="list-style-type: none"> <li>▪ For applications for conservation area consent, a written statement that includes a schedule of works, a structural survey and details of what is proposed for the site after</li> </ul>
--	--	--

demolition, an analysis of the significance of the architecture, archaeology, history and character and appearance of the building/structure, the conservation area and the building's contribution to that area the principles of and justification for the proposed demolition and its impact on the special character of the area will need to be submitted.

- For planning applications either related to or impacting on the setting of heritage assets a written statement that includes a schedule of works, plans showing heritage assets that may exist on or adjacent to the application site including listed buildings and structures, landscapes, historic parks and gardens, World Heritage Sites, scheduled ancient monuments and other archaeological sites of national or regional importance. An analysis of the significance of the architecture, archaeology, history and character of the heritage asset(s), the principles of and justification for the proposed works and an analysis of their impact on the special character of the heritage asset, its setting and the setting of adjacent heritage asset will be required. The justification should explain the design and access considerations that resulted in the application proposal being considered the most appropriate solution, in particular, it should explain how the proposal takes account of Planning Policy Wales and Circulars relating to the historic environment. Proposals physically affecting a scheduled ancient monument will separately require scheduled monument consent in addition to planning permission. For all applications involving the disturbance of ground within an Archaeologically Sensitive Area as defined in the local development plan or those other applications which require, or have undertaken, an archaeological assessment and/ or evaluation in line with guidance in Planning Policy Wales and Welsh Office Circular 60/96 Planning and the Historic Environment : Archaeology, the results should form part of the Heritage Statement.
- For applications affecting registered historic parks and gardens

		<p>the written statement should include an analysis of the impact of the proposals on the structure, layout and planting of the registered site may be required, together with landscaping details.</p> <ul style="list-style-type: none"> <li>▪ For planning applications within or adjacent to a conservation area, an analysis of the significance of the architecture, archaeology, history and character and appearance of the building/structure, the conservation area and the buildings contribution to that area, the principles of and justification for the proposed demolition and an assessment of the impact of the development on the special character and appearance of the area</li> </ul> <p>Applicants should be aware that other types of applications or development proposals may also have archaeological implications, but which do not require a Heritage Statement for validation purposes. Further information, similar to a Heritage Statement, may therefore be requested by the Authority's Planning Officer following validation of an application.</p>
<p><b>Open Space assessments</b></p>	<p>Planning consent is not normally given for development within existing open spaces and recreational land where there is community need.</p> <p>For development within open spaces and recreational land applications should include Open Space Assessments.</p> <p>Proposals which involve the loss of existing recreation playing fields or amenity open space will only be permitted where:</p> <ol style="list-style-type: none"> <li>1. The developer can demonstrate that development will give rise to enhanced provision of sports or open space facilities; or</li> </ol>	<p>The assessments should be accompanied by plans showing any areas of existing or proposed open space.</p> <p>In the absence of a robust and up -to-date assessment by a local authority, an application for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application.</p> <p>The Sports Council for Wales provides advice on all aspects of planning for sport and recreation and is a statutory consultee for certain planning applications affecting playing fields. It provides information and advice about the changing patterns of participation and facilities needed for sport and recreations for local planning authorities, other organisation and individuals. The Countryside</p>

	<p>2. Alternative provision of equivalent community benefit is made available.</p> <p>Proposals for residential development should include adequate provision for amenity open space and play areas. On larger sites this should be provided as part of an overall scheme, where smaller developments are proposed, the developers may be asked to make a financial contribution in lieu of on site provision.</p>	<p>Council for Wales advises on planning for outdoor recreation in the countryside and provides technical advice on nature and landscape conservation and planning policies for recreation facilities. Applicants / Agents are advised to consult Technical Advice Note 16 (Wales) Sport and Recreation.</p> <p>Please see policy CER2.2 in the Modified Version of the Unitary Development Plan 2006</p>
<p><b>Protected Species Survey and Assessments</b></p>	<p>Biodiversity or Ecological Survey and Report will be required where a development have an unacceptable and significant adverse impact on wildlife and/or biodiversity. Mitigations measures will be required as part of the proposal to minimise any harm.</p> <p>Proposals for development that will trigger a Protected Species Survey. In Ceredigion it will be mainly bat surveys (possibly barn owls and breeding birds)</p> <p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> <li>▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;</li> </ul>	<p>The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Badgers Act 1992. Where a proposed development is likely to affect protected species, the applicant must submit a Protected Species Survey and Assessment.</p> <p>The <b>Survey</b> should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available*. The survey may be informed by the results of a search for ecological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:</p> <ul style="list-style-type: none"> <li>• Record which species are present and identify their numbers (may be approximate);</li> <li>• Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).</li> </ul> <p>The <b>Assessment</b> must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely,</p>

	<ul style="list-style-type: none"> <li>▪ pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>▪ pre-1914 buildings within 400m of woodland and/or water;</li> <li>▪ pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul> <p>Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.</p> <p>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies (could also involve dormouse, red squirrel, badger and plants)</p> <p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 1m at chest height;</li> </ul> <p>Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.(could also involve reptiles)</p> <p>Major proposals within 500m of a pond or Minor</p>	<p>evidence must be submitted to show:</p> <ul style="list-style-type: none"> <li>• How alternatives designs or locations have been considered;</li> <li>• How adverse effects will be avoided wherever possible;</li> <li>• How unavoidable impacts will be mitigated or reduced;</li> <li>• How impacts that cannot be avoided or mitigated will be compensated.</li> </ul> <p>In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.</p> <p>The information provided in response to the above requirements are consistent with those likely to be required for an application to Countryside Council for Wales for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.</p> <p>The Countryside Council for Wales has engaged the services of Mike Oxford (Project Officer for the Association of Local Government Ecologists) with respect to biodiversity, with the aim of producing biodiversity guidance and validation protocol. It is hoped that this work will be carried out soon.</p>
--	--	--

proposals within 100m of pond (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m<sup>2</sup> floor area or more than 1 hectare)

Proposals affecting or within 200m of rivers, streams, canals, lakes, or other aquatic habitats. (e.g. otters, water voles, amphibians and plants)

Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.

Proposed development affecting any buildings, structures, feature or locations where protected species are known to be present – **Please consult the Countryside Council for Wales, the Environment Agency or the Council's Ecology Officer**

Exceptions for when a full Species Survey and Assessment may not be Required :-

a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.

b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).

c. If it is clear that the development proposal will not affect any protected species present, then only

	<p>limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed. In some situations, it may be appropriate for an applicant to provide a Protected Species Survey and Report for only one or a few of the species shown in the Table above <i>e.g.</i> those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.</p>	
<p><b>Retail Impact Assessment</b></p>	<p>All applications for retail developments over 2,500 square metres gross floor space should be supported by an impact assessment</p> <p>Such assessments may also be necessary for some smaller developments, for instance those that are likely to have a large impact on a smaller town or district centre. Small retail units locally are those</p>	<p>The assessment should provide evidence of:</p> <ul style="list-style-type: none"> <li>• whether the applicant adopted a sequential approach to site selection and the availability of alternative sites;</li> <li>• their likely economic and other impacts on other retail locations, including town centres, local centres and villages, including consideration of the cumulative effects of recently completed developments and outstanding planning permissions;</li> <li>• their accessibility by a choice of means of transport including access for pedestrians, giving an assessment of the proportion of customers likely to arrive by different means of transport;</li> <li>• the likely changes in travel patterns over the catchment area; and where appropriate;</li> <li>• any significant environmental impacts.</li> </ul> <p>As explained in policy S1.3 of the Modified Version of the Unitary Development Plan. Any proposed development that has a retail floorspace greater than 500 sq.m. would therefore be more appropriately located in a town centre</p>

	<p>which are over 500 sq. m</p> <p>A Retail Impact Assessment may be included in the Environmental Impact Assessment.</p>	
<b>Structural Survey/Method Statement</b>	<p>A structural survey of a property may be required, for example, when considering listed building applications or the demolition of unlisted buildings that make a positive contribution to the conservation area.</p> <p>The same applies to the proposed conversion of agricultural and other rural buildings. A method statement must also be submitted for applications for conversion of buildings in the open countryside</p>	<p>The method statement will be supported by a structural survey (carried out by a suitably competent person) demonstrating that the building(s) are capable of conversion without major or complete reconstruction. The method statement must detail the steps whereby the conversion will be carried out and will incorporate the structural engineer's recommendations. The structural survey shall have been carried out no earlier than 6 months before the submission of the application</p>
<b>Telecommunication Supporting Statements.</b>	<p>As per check lists</p> <p>All applications for telecommunication development</p>	<p>The mobile phone operators have made a commitment to provide local planning authorities with annual roll out plans for each authority's area.</p> <p>When making the application on or near a school the operator should provide evidence to the local planning authority that they have consulted the relevant body of the school or college (e.g. the school's governing body or the corporation/institution of the college).</p> <p>Local planning authorities may reasonably expect applications for new masts to show evidence that they have explored the possibility of erecting antennas on an existing building, mast or other structure such as an electricity pylon.</p> <p>The telecommunications industry is encouraged to continue to develop innovative design solutions, in terms not only of the structure of the masts and antennas but also the materials and colouring. A number of different design solutions are currently available.</p> <p>In line with the Independent Expert Group on Mobile Phones' (IEGMP) recommendations the operator should also provide to the local authority a statement for each site indicating its location, the height of</p>

		<p>the antenna, the frequency and modulation characteristics and details of power output. Where a mobile phone base station is added to an existing mast or site, the operator should confirm that the cumulative exposure will not exceed the ICNIRP guidelines.</p>																										
<p>Transport Assessments</p>	<p>Transport Assessments (TAs) are required for developments (including extensions or changes of use) that generate significant levels of movement or are likely to have significant effects on existing patterns of movement. The following table sets out suggested thresholds above which TA should be required, except where planning authorities set out in Supplementary Planning Guidance different 'scale of development' triggers that are locally sensitive, or where they highlight particular locations in the plan area where the transport network is particularly sensitive and consequently thresholds for requirement assessments will be lower.</p> <table border="0" data-bbox="394 863 1137 1453"> <thead> <tr> <th><b>USE</b></th> <th><b>Threshold</b></th> </tr> </thead> <tbody> <tr> <td>Food retail</td> <td>over 1,000sq.m gross floor area</td> </tr> <tr> <td>Non-food retail</td> <td>over 1,000sq.m gross floor area</td> </tr> <tr> <td>Cinemas and conference facilities</td> <td>over 1,000sq.m gross floor area</td> </tr> <tr> <td>Leisure facilities</td> <td>over 1,000sq. m gross floor area</td> </tr> <tr> <td>Business</td> <td>over 2,500sq. m gross floor area</td> </tr> <tr> <td>Industry</td> <td>over 5,000sq. m gross floor area</td> </tr> <tr> <td>Distribution and warehousing</td> <td>over 10,000sq. m gross floor area</td> </tr> <tr> <td>Hospitals</td> <td>over 2,500sq. m gross floor area</td> </tr> <tr> <td>Higher and further education</td> <td>over 2,500sq. m gross floor area</td> </tr> <tr> <td>Schools</td> <td>All new schools</td> </tr> <tr> <td>Stadia</td> <td>over 1,500 seats</td> </tr> <tr> <td>Housing</td> <td>over 100 dwellings</td> </tr> </tbody> </table>	<b>USE</b>	<b>Threshold</b>	Food retail	over 1,000sq.m gross floor area	Non-food retail	over 1,000sq.m gross floor area	Cinemas and conference facilities	over 1,000sq.m gross floor area	Leisure facilities	over 1,000sq. m gross floor area	Business	over 2,500sq. m gross floor area	Industry	over 5,000sq. m gross floor area	Distribution and warehousing	over 10,000sq. m gross floor area	Hospitals	over 2,500sq. m gross floor area	Higher and further education	over 2,500sq. m gross floor area	Schools	All new schools	Stadia	over 1,500 seats	Housing	over 100 dwellings	<p>The precise scope and content of each TA will depend upon the scale, travel intensity and characteristics of the proposal. In general TAs should, as a minimum, provide information on the likely modal split of journeys to and from the site. The Transport Implementation Strategy (TIS) should detail the measures proposed to improve access by public transport, walking and cycling and reduce the number and impacts of motorised journeys associated with the proposal. Early discussions between developers and the relevant planning and highway authorities are essential before planning applications are submitted, to ensure agreement is reached on the scope of the TA, including geographical extent, and to establish what data exists or what surveys are required. Annexe D of Technical Advice Note 18 Transport sets this out in more detail.</p> <p>The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also 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. If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted. Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for maneuvering, servicing and parking of vehicles should also be clearly identified. It should describe and analyze existing transport conditions, how the development would</p>
<b>USE</b>	<b>Threshold</b>																											
Food retail	over 1,000sq.m gross floor area																											
Non-food retail	over 1,000sq.m gross floor area																											
Cinemas and conference facilities	over 1,000sq.m gross floor area																											
Leisure facilities	over 1,000sq. m gross floor area																											
Business	over 2,500sq. m gross floor area																											
Industry	over 5,000sq. m gross floor area																											
Distribution and warehousing	over 10,000sq. m gross floor area																											
Hospitals	over 2,500sq. m gross floor area																											
Higher and further education	over 2,500sq. m gross floor area																											
Schools	All new schools																											
Stadia	over 1,500 seats																											
Housing	over 100 dwellings																											

	<p>Hotels over 1,000sq. m gross floor area (TAN 8 Annexe D)</p> <p>A developer is however encouraged to consult the Council's Director of Highways Property and Works to establish whether a TA is required or otherwise in advance of submitting a planning application.</p> <p>It should be noted that the Council does reserve the right to request a Transport Assessment in other instances, especially where the location of the development are particularly sensitive.</p> <p>Except for larger scale developments where a Transport Assessment is deemed necessary, developers should submit a brief statement to accompany a planning application describing the accessibility of the site by various transport modes and any measures proposed to enhance its accessibility.</p>	<p>affect those conditions and any measures proposed to overcome any problems.</p> <p>Early discussions between developers and local authorities are essential to agree the scope of the assessment and the data required to inform the assessment in order to avoid delays in determining the application. Discussion should include:</p> <ul style="list-style-type: none"> <li>• the location, type and scale of the development;</li> <li>• whether the development is in line with national guidance and development plan policy;</li> <li>• whether alternative locations should be considered (or if the developer only has one site, what other type or scale of development may be more appropriate);</li> <li>• the content and level of detail of the transport assessment;</li> <li>• any extension of the design assessment date;</li> <li>• objectives for the Transport Implementation Strategy;</li> <li>• data requirements for the assessment and subsequent monitoring arrangements;</li> <li>• the requirements of any planning obligation.</li> </ul> <p>The report detailing the TA that accompanies a planning application should be clear and understandable. Appendices should be used for technical evidence backing up the statements made in the main text. The level of analysis and detail included within the report should be proportional to the scale, complexity and potential impact of the development proposals and this should be agreed in the scoping stage.</p>
<p><b>Travel Plan</b></p>	<p>The Council will require a Travel Plan to be submitted with all applications that involve developments which are likely to have significant transport implications and those comprising jobs, shopping, leisure, services and school facilities and where significant additional trips are likely or significant effects on the surrounding transport networks could occur.</p>	<p>A Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The Travel Plan should have a strategy for its implementation that is appropriate for the development proposal under consideration on. It should identify the Travel Plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for</p>

	<p>Most developments for these facilities will require a Travel Plan to be submitted as part of any Transport Assessment</p> <p>A developer is encouraged to consult the Council's Director of Highways Property and Works to establish whether a Transport Plan is required or otherwise well in advance of submitting a planning application.</p>	<p>marketing and promoting the Plan to occupiers, users, visitors and residents of the site.</p> <p>Travel Plans have in the past concentrated on the promotion of non-car modes. A Transport Plan is an opportunity to not only replicate such previous success but also to strengthen integration of these measures with the physical design of the development. Travel Plans still have a role to play as they may be a specified component of a Transport Implementation Strategy especially for speculative development when the end user is unknown. Measures such as improvements to public transport, walking and cycling provision and car sharing schemes may be suitable for inclusion in the package.</p> <p>Travel Plans should relate to targets for the reduction of road traffic and the promotion of walking, cycling and public transport contained in the local Regional Transport Plan.</p> <p>Various best practice guidance on Travel Plans can be used to inform Transport Implementation Strategy production. (See para 9.7 of TAN 18 Transport)</p> <p>Travel Plans may be prepared, individually or jointly, by the owners and operators of existing or proposed developments. Joint Travel Plans can be part of a Transport Implementation Strategy, and both Travel Plans and Transport Implementation Strategies should set out proposals for the delivery of more sustainable travel patterns.</p>
<p><b>Tree Survey/ Arboricultural Implications</b></p>	<p>For any proposal that affects trees that are within the application site or that are overhanging or in close proximity of the application site (e.g. within half their height of the boundary of a site) a survey should be included as part of the application.</p> <p>For development sites which have an important tree resource the application must be accompanied by an arboricultural implications study, undertaken by</p>	<p>An arboricultural statement must be submitted showing how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy. The statement must be produced in line with the guidelines set out within BS5837:2005 and shall include:</p> <ul style="list-style-type: none"> <li>▪ Tree survey drawing and schedule - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of</li> </ul>

	<p>an Arboriculturalist to identify, evaluate and possibly mitigate the extent of direct and indirect impacts on existing trees that may arise as a result of the implementation of any site layout proposals.</p> <p>Any hedgerow should be indicated on the drawings and details show their relationship to the proposed development and include the number and types of species found within each hedgerow.</p>	<p>trees or woodlands in terms of their quality and value within their existing context and not within the context of the proposals</p> <ul style="list-style-type: none"> <li>▪ Arboricultural Constraints Plan (ACP) – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.</li> <li>▪ Tree Protection Plan – Scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.</li> <li>▪ Arboricultural Method Statement (AMS) – sets out the information</li> </ul>
<p><b>Ventilation/ Extraction statement</b></p>	<p>All applications that require/include ventilation and extraction equipment will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. restaurants, pubs, snack bars, cafes, wine bars, shops for sale of hot food, takeaways) Food and Drink.</p> <p>This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>	<p>The statement should include details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.</p> <p>If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement.</p> <p>It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.</p>

## Good Practice for submissions of applications

In addition to the National List (which is mandatory) and the Local List (which are required with different types of applications – as per thresholds) please find below further information that would be useful for determining planning applications.

Good Practice – information required	Thresholds	Comments
<p><b>Air Quality Assessments</b></p>	<p>The two broad definitions of developments likely to affect air quality are:</p> <ol style="list-style-type: none"> <li>1. Industrial and/or commercial developments and;</li> <li>2. Developments that generate significant extra traffic.</li> </ol> <p>All applicants should note that further supporting air quality information might be required when a number of individual applications are received within an area. By themselves, these applications may not have a significant impact on air quality, but the combined effect of emissions from the developments may be significant.</p> <p>Proposals for the following may need an Air Quality Assessment (An applicant is advised to consult the Local Planning Authority in advance to discuss the matter :-</p> <p>(a) Food-retail – site of 0.2 ha or</p>	<p>The Assessment should indicate the change in air quality resulting from the proposed development and outline the appropriate mitigation measures as necessary.</p> <p>Applications for developments that will attract significant extra traffic movements should include detailed information. This should include:</p> <ol style="list-style-type: none"> <li>a. Site description and location</li> <li>b. An assessment of existing air quality in the area</li> <li>c. If air quality modelling is used in the assessment, a full description of the methodology.</li> <li>d. Details of the types and amounts of emissions together with physical characteristics of the source (for example: chimney height, diameter, temperature of emission, OR traffic flow predictions, vehicle types, emissions factors, etc)</li> <li>e. An assessment of the interaction of the emissions from the proposal with other emission sources in the area.</li> </ol> <p>It may be appropriate in some circumstances for the developer to fund mitigating measures elsewhere to offset any increase in emissions as a consequence of the proposed development. This would normally be in the form of a Section 106 Legal Agreement attached to a planning consent. Conditions may be imposed which seek to safeguard air quality.</p> <p>Consideration should be given to:</p> <ol style="list-style-type: none"> <li>a. Requiring the proposed and future occupiers of the development to sign up to a Travel Plan</li> <li>b. Building in public transport, cycling and walking infrastructures in the initial</li> </ol>

	<p>1,000m<sup>2</sup> gross floor space  (b) Non-food retail – site of 0.8 ha or 1,000m<sup>2</sup> gross floor space  (c) Office (B1) - site of 0.8 ha or 2,500m<sup>2</sup> gross floor space  (d) Industry (B2/B8) – site of 2.0 ha or 6,000m<sup>2</sup> gross floor space  (e) Residential - site of 1.0 ha or 80 units  (f) Other developments creating 60+ vehicle movements in any hour</p> <p>(See also policy Environment ENVP1.4 in the Modified Version of the UDP)</p>	<p>stages</p> <p>c. Ensuring the proposed and future occupiers of the development use clean fuel fleets</p> <p>d. Installation of measures to minimise emissions, together with air quality monitoring equipment where appropriate;</p> <p>e. Implementation of control systems to mitigate emissions during the construction phase.</p> <p>f. In most cases a comparison will only need to be made against the nitrogen dioxide objectives, however other pollutants , in particular PM10 should be considered</p>
<p><b>Bilingual Statement</b></p>	<p>The Council will strongly encourage that all applications for advertisements which require consent should show signage which is bilingual</p>	<p>The Council wishes to promote the use of the Welsh language by encouraging developers and the owners of retail and business premises to use bilingual signs. Advertisements and signs should exhibit parity between the languages. (See policy ENVB1.2 of the Modified Version of the UDP – March 2006)</p>
<p><b>Daylight/Sunlight Assessment</b></p>	<p>In circumstances where there is a significant adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment.</p> <p>As a general guideline 2 storey extensions are normally only</p>	<p>The statement must include a written statement and plans showing the existing levels and proposed levels of daylight and / or sunlight.</p> <p>Rights to light are civil matters between neighbours. Rights to light are independent of the planning system. Even if planning permission has been granted, care should be taken not to cause an infringement to the rights to light enjoyed by nearby buildings.</p> <p>Local Authorities tend to adopt various guidelines for assessing right to light issues. The 45 degree rule is the most commonly used means of assessment. Overlooking and privacy can be other issues for consideration.</p> <p><b>The 45 degree rule</b> usually involves drawing a line from the mid-point of the sill of a window which is potentially affected by a neighbour's extension, at an angle of 45</p>

	acceptable if a clear 45 degree angle of vision can be maintained from the windows of habitable rooms in adjacent properties.	degree towards the extension. If the proposed extension crosses that line it is unlikely to be acceptable. While there will be few grounds for exemption from the 45 degree rule where semi-detached or terraced houses are involved, where an extension is sited well forward of the affected window, and this would allow more light to reach it, the 45 degree rule may be relaxed a little.
<b>Economic / Business Statement</b>	Applications that may have significant effect on the local economy. As a guideline, major applications involving a site of over 0.5ha or development involving the creation of over 1,000 sq. m of extra floor space may require the submission of an Economic / Business Statement	Supporting statement of any regeneration benefits from the proposed development including details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.
<b>Energy and Resource Efficiency Statement</b>	Planning Applications for development over 0.5 ha in area or creating over 1,000 sq m. of space will need to be accompanied by an Energy and Resource Efficiency Statement. (See Technical Advice Note 12 Design for further guidance).	<p>The statement should show</p> <ul style="list-style-type: none"> <li>▪ carbon reduction proposals should be detailed; how is the development to be energy efficient? How has passive design been used? What is the energy strategy for the use of renewables? These details should be cross referenced to a separate, detailed report within the application;</li> <li>▪ where appropriate, an energy advice report should be crossed referenced to the design statement and submitted with the application;</li> <li>▪ materials used should provide minimal environmental impact;</li> <li>▪ details of how the development responds to current and future climate change issues should be explained;</li> <li>▪ a commitment to the relevant BREEAM <a href="http://www.breeam.org">www.breeam.org</a> or Code for Sustainable Homes level should be detailed.</li> </ul> <p>The local planning authorities encourages resource efficient site layout and building design which incorporates energy efficient features. Changes in site layout such as building orientation, location on slope and planting can reduce significantly the energy requirements of a typical dwelling through the free ambient sources created by passive solar gain and microclimate improvements.</p>

<p><b>Land Contamination Assessment</b></p>	<p>Where a proposal involves the development of a suspected contaminated land site it is the responsibility of the developer to carry out a risk assessment to determine whether a significant pollution linkage exists, and if so, to identify any necessary remedial measures in consultation with the local authority subject to Part IIA of the 1990 Environmental Protection Act. Development will generally not be permitted where it may cause significant harm to the public, Part IIA receptors or pollution of controlled waters.</p> <p>The Council will use conditions or seek to enter into negotiations to develop planning obligations to secure a commitment to undertaking the necessary remediation measures as part of the proposed development.</p>	<p>The principal locations for contamination are likely to be former gasworks, tanneries, foundries and landfill sites and also existing land uses such as timber yards, abattoirs and sites with petroleum storage facilities.</p> <p>The level of information required, as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination. For example:</p> <ul style="list-style-type: none"> <li>▪ Where contamination is suspected a preliminary study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined.</li> <li>▪ Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks.</li> <li>▪ if the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.</li> </ul> <p>For further information please see <a href="http://new.wales.gov.uk/desh/publications/planning/ppw/ppw2002e.pdf?lang=en">http://new.wales.gov.uk/desh/publications/planning/ppw/ppw2002e.pdf?lang=en</a> paragraph 13.7. and Welsh Office Circular 22/87</p>
<p><b>Landfill Report</b></p>	<p>All development where landfill is proposed as part of the development.</p>	<p>Applications should provide sufficient information to enable the waste planning authority to fulfill its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Statement.</p>
<p><b>Landscape Assessment</b></p>	<p>Applications for outline (see opposite) and full planning permission (other than change of use only) must be submitted with an accompanying landscape plan including</p>	<p>Landscaping schemes should form part of the design concept for the site, and not as a separate process or afterthought. See Design and Access Statement Requirements. A survey of existing site features.</p> <ul style="list-style-type: none"> <li>• Details of existing features of landscape, amenity or nature conservation interest to be retained, identifying that which is intended for removal as part of</li> </ul>

	<p>drawings and a supporting written statement.</p> <p>Applications affecting a registered historic park or garden or its essential setting.</p>	<p>the proposals.</p> <ul style="list-style-type: none"> <li>• Details of both ‘hard’ and ‘soft’ landscape proposals to include walls, screen mounding and earth contouring, paving and surfacing, as well as the proposed plant size, species and location of trees, shrubs and herbaceous material on a scale plan.</li> <li>• Outline planning applications should include, as a minimum, a landscaping scheme in sketch form, to scale, sufficient to convey, the broad principle of what is intended together with the amount of land to be set aside for landscape treatment. In such cases the requirement for any subsequent fully detailed landscape scheme will then become a reserved matter.</li> <li>• All landscape schemes will be required to include a two year maintenance schedule.</li> </ul> <p>Where development sites include features of wildlife or amenity interest, such as streams, ponds or dry stone walls, a full survey to include an ecological assessment followed by a management plan, may be required.</p> <p>Requirements in this instance might include the following</p> <ul style="list-style-type: none"> <li>• A detailed plan of present landscaping, including significant planning.</li> <li>• A full tree survey/arboricultural implications (see section on Tree Survey/Arboricultural Implications, page 37) and proposals to protect significant planting during and after construction work.</li> <li>• Detailed landscaping proposals, including hard landscaping and planting</li> <li>• an analysis of the impact of the proposed landscaping on the historic park or garden or its essential setting</li> <li>• any proposed mitigation measures.</li> </ul> <p>In some circumstances proposals for long-term maintenance and landscape management would be required. These would include proposals affecting a scheme of integrated maintenance and management for the whole site is needed. The main example of this is where a site formerly in single ownership is subdivided into multiple, separately owned units</p>
--	--	--

<p><b>Lighting Assessments</b></p>	<p>A Lighting Assessment report should support any applications that include proposals that involve the increasing of light pollution by means of new lighting such as floodlighting.</p>	<p>These details shall include a layout plan with beam orientation and a schedule of equipment in the design; and a contour plan showing horizontal and vertical spillage of light from the site. The assessment should include technical specification designed to ensure nuisance from lighting is minimised/prevented.</p> <p>As required by Policy ENVB1.22 of the Modified Version of the UDP, the assessment should demonstrate that:</p> <ul style="list-style-type: none"> <li>▪ The visual character of the built and natural environment is and wildlife interests are not unacceptably affected by the lighting;</li> <li>▪ There will be no dazzling or distraction to pedestrians or drivers using nearby footpaths and roads;</li> <li>▪ Where the lighting is located near to residential properties that the hours of illumination are controlled;</li> <li>▪ Light systems are designed to direct light downwards in order to minimise light spillage and sky glow.</li> </ul>
<p><b>Noise Impact Assessment</b></p>	<p>All application proposals that raise issues of significant disturbance or are considered to be a noise sensitive development will require a Noise Impact Assessment prepared by a suitably qualified acoustician.</p> <p>Noise Assessments might also be required for applications on sites adjacent to noise producing sites i.e. residential development adjacent to an industrial use or where the development is adjacent to an environmentally sensitive site such as an SSSI.</p> <p>Developers are invited to discuss proposals with the Local</p>	<p>Such an assessment should include information and measurement of existing and proposed levels where relevant and should make recommendations for a scheme of measures to mitigate against noise impact.</p> <p>See Planning Policy Wales and Technical Advice Note (Wales) 11, Noise - October 1997 for further advice.</p>

	Planning Authority well in advance of the submission of an application.	
<b>Photographs and Photomontages</b>	<p>A set of good quality photographs showing the property and those adjoining can help expedite the application, especially if physical alterations are proposed. They would be particularly useful in support of a <u>Listed Building Application</u> or <u>Application for Conservation Area Consent</u>. Photographs should always be provided if the proposal involves the demolition of an existing building or development affecting conservation area or a listed building.</p> <p>Photomontages will need to be submitted for proposed developments which have a significant visual impact from a distance.</p>	These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene.
<b>Planning obligations – Draft Head(s) of Terms Planning obligations (or “section 106 agreements”)</b>	<p>Applications for the following will always require the applicants to enter into a Section 106 obligation with the Authority.</p> <ol style="list-style-type: none"> <li>1. Agricultural worker’s dwellings</li> <li>2. Affordable Housing</li> <li>3. Commuted payments for play</li> </ol>	<p>Planning obligations – Draft Head(s) of Terms Planning obligations (or “section 106 agreements”) are private agreements negotiated between the Council and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. A statement of the proposed Heads of Terms may be required to be submitted with the application. This will potentially save time in the process of applications.</p> <p>For section 106 Obligations applicants will normally need to provide:</p>

	<p>areas, associated with residential development.</p> <p>4. Other development which the Authority considers that an agreement would make the proposal more acceptable on land use grounds.</p>	<ul style="list-style-type: none"> <li>• Proof of title</li> <li>• Plans indicating full extent of land in ownership</li> <li>• Details of solicitors acting for applicant</li> </ul> <p>There will be charges involved. Please see separate list of fees (Planning)</p>
<b>Site Waste Management Plan to include method of demolition</b>	<p>Required with applications over 0.5 ha in area or development which creates more than 1,000 sq.m of additional floorspace. and all demolition works.</p>	<p>Site Waste Management Plan should identify the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recover of materials and to demonstrate how off-site disposal of waste will be minimized and managed. Should also include method of demolition and where waste materials are to be deposited.</p> <p>Developers are advised to read requirements set out in Technical Advice Note 21 Waste.</p>
<b>SUDS</b>	<p>All applications involving disposal of surface water</p>	<p>The LPA will require a developer to show how a more sustainable approach to drainage is to be incorporated into development proposals and for detailed design information to be submitted at the appropriate stage.</p>