 **BRECON BEACONS NATIONAL PARK**

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

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

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| **Validation Requirements** |  |

**PARC CENEDLAETHOL BANNAU BRYCHEINIOG**

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

**PARC CENEDLAETHOL BANNAU B**

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

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| **Validation Requirements** |  |

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**National Validation Requirements**

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

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

This document outlines both the National/Statutory and Local requirements. The relevant legislative documents used to produce this guidance document can be found via the links below:

<http://www.legislation.gov.uk/wsi/2012/801/contents/made>

<http://www.beacons-npa.gov.uk/planning/applications/requirements-for-the-validation-of-planning-applications/>

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

Planning Officers will validate all applications received by the BBNPA against the criteria within this document. The applicant/agent will be notified in writing when an application is considered to be invalid and the reasons why, and normally will be given 10 working days in order to submit the relevant documents. Applicants/agents have a right to appeal against the invalidation of a planning application should they feel that the request for further information to validate the application is incorrect. If the outstanding information is not received within the 10 working day period and no appeal has been submitted to the Planning Inspectorate, the application will be returned to the applicant/agent with (where applicable) the application fee, accompanied by a letter stating that no further action will be taken on the application by the Brecon Beacons National Park Authority. A copy of the application is retained by the BBNPA for information only. A new application will need to be submitted which must address the reasons why the previous application was considered invalid.

The following sets out the national requirements, followed by any additional information that may be required for development proposals.

In terms of major development schemes, further information relating to the validation requirements can be found in the Welsh Government Circular 002/12.

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

a) the winning or working of minerals or the use of land for mineral-working deposits;

b) waste development;

c) the provision of dwellinghouses where

i) the number of dwellinghouses to be provided is 10 or more; or

ii) the development is to be carried out on a site having an area of 0.5 hectare or more and is not known whether the development falls within paragraph (c)(i);

d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more, or

e) development carried out on a site having an area of 1 hectare or more.”

**National Requirements for Validation**

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

* be made in writing (paper or electronic application) on a form published by the Secretary of State (or a form which is substantially the same);
* be accompanied by any certificate required by the Town and Country Planning Act 1990 as follows:

o completed Ownership Certificate(s)

*Under Section 65(5) of the Town and Country Planning Act 1990 and Article 7 of the GDPO, a Local Planning Authority (LPA) must not entertain an application for planning permission unless the relevant land ownership certificates (A, B, C or D) for the application site have been accurately completed. For this purpose an ‘owner’ is anyone with a freehold interest or leasehold interest (the unexpired term of which is not less than 7 years).*

o Notice(s) to owners of the application site as appropriate in accordance with Schedule 10 of the DMPWO.

o completed Agricultural Holdings Certificate, irrespective of whether the site forms part of an agricultural holding or not.

*Agricultural holding is defined as “the aggregate of the land (whether agricultural land or not) comprised in a contract of tenancy which is a contract for an agricultural tenancy”. All agricultural tenants must be notified prior to the submission of the application. If the applicant is the sole agricultural tenant he or she must delete the first alternative (A) and insert “not applicable” as the information required for the second alternative (B).*

* include three copies of the form plus the original (or fewer if the local planning authority so indicates. BBNPA request that one copy of the form is submitted.). No copies are required if the application is made electronically;
* include any fee required to be paid in respect of the application as necessary (Please see Advice Note 2). Payment can be made via the planning portal, by cheque or via card payment for the correct fee;
* include anything referred to in the form and be accompanied by a site location plan which identifies the land to which it relates and showing the site area marked red and any adjoining land in the ownership or control of the applicant in blue;
* include any other plans and drawings or information necessary to describe the proposal; which must be drawn to an identified scale and, in the case of plans, show the direction of North [see below for further details];
* be accompanied by a Design and Access Statement (except if the application is for householder development, engineering or mining operations, waste development, a variation of condition (Section 73 application) and a material change in use of land or buildings where there is no need for access by an employee or provision of services to the public). A DAS must cover, although not limited to;
* explain the design principles and concepts that have been applied to the development
* demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
* explain the policy or approach adopted as to access, and how policies relating to access in the development plan have been taken into account
* explain how any specific issues which might affect access to the development have been addressed

The DAS should be illustrated, as appropriate by;

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

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

**Heritage Impact Assessment (HIA)**

• A Heritage Impact Assessment is required in all cases where a proposal requires Listed Building Consent or Conservation Area Consent. One may also be required if you are applying for Scheduled Monument Consent.

• A Heritage Impact Assessment should take into account sufficient information to allow the significance of the asset and the impact of the change to be clearly understood. The HIA should follow the basic stages:

* Explain the objective and why changes are necessary or desirable
* Understand the significance of the historic asset
* Identify the proposed changes
* Assess the impact of the proposal
* Set out the reasoning behind the preferred option, including design concepts and principles, in light of the assessment process

Further detail in relation to Heritage Impact Assessments can be found [here.](http://cadw.gov.wales/historicenvironment/publications/newpublications/?lang=en)

**Pre-application Consultation Report (PAC)**

• The requirement to undertake pre-application consultation applies to all planning applications considered to be a “major” development (full or outline) and applications for Development of National Significance (DNS). In order to fully address the requirement for pre-application consultation the development must:

* Display a site notice in at least one place on or near the development site for no less than 28 days prior to submitting the planning application
* Write to any owner or occupier of any land adjoining the development site or to which the proposed development relates
* Make the draft planning application information available to the public
* Consult community and specialist consultees before applying for planning permission
* Consider whether an Environmental Impact Assessment (EIA) is required for the project

A pre-application consultation report (PAC) should be submitted with the planning application to the relevant Local Planning Authority.

Further detail in relation pre-application consultation can be found [here.](https://gov.wales/topics/planning/policy/dear-cpo-letters/new-development-management-procedures/?lang=en)

**Biodiversity Survey and Report**

* If an application is likely to affect European Protected Species (EPS). The applicant must consult an independent trained ecologist, to ascertain the likely effects of the proposal. Certain proposals which include work such as the demolition or alteration of older buildings or roof spaces, removal of trees, shrubs, hedgerows or alterations to water courses may affect protected species and any application will need to provide information on them, s well as any potential impacts for them and any mitigation proposals for such impacts, to allow full consideration of those impacts.
* Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, The Conservation of Habitats and Species Regulations 2010, or the Protection of Badger Act 1992.
* Application for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

**Flood Consequences Assessment**

* A Flood Consequences Assessment (FCA) will be required in accordance with Technical Advice Note 15: ‘Development and Flood Risk’ (2004) for all applications that involve development within flood zones C1, C2 and those parts of zone B where flooding has been identified as a material consideration to allow for localised problems. Where a site partially falls within zone C1 or C2 it will be a matter for the Local Planning Authority to determine whether a FCA is required. Where insufficient information is provided the authority will request further information. Where requested information is not received this may result in a refusal of permission or lack of validation.
* The FCA should be appropriate to the size and scale of the proposed development and should examine the likely mechanisms that cause the flooding, and the consequences on the development of those floods. It should also establish whether appropriate mitigation measures can be incorporated within the design of the development.
* The FCA should be carried out by a suitably qualified competent person and inform the process of detailed design and the selection of mitigation measures. Technical Advice Note 15: ‘Development and Flood Risk’ (2004) provides comprehensive guidance for both Local Planning Authorities and applicants in relation to the undertaking of FCA’s

**Coal Mining Risk Assessment**

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

**Noise Assessment**

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

**Retail Impact Assessment**

* Technical Advice Note 4: ‘Retailing and Town Centres’ (1996) states all applications for retail developments over 2,500 square metres gross floor space should be supported by an impact assessment providing evidence on the site selection, economic and other impacts, accessibility and environmental impacts. Assessment may also be necessary for some smaller developments that are likely to have a large impact on a smaller town or district centre.

**Rural Enterprise Dwelling Appraisal**

* Planning applications for new permanent and temporary rural enterprise dwellings in the open countryside need to be supported by robust evidence. A rural enterprise dwelling appraisal must accompany any planning application for this type of development and include information sufficient to enable the Local Planning Authority to make s full and effective assessment. Details of the information to be provided by the applicant is set out in Technical Advice Note 6: ‘Planning for Sustainable Rural Communities’.

**Transport Assessment**

* ‘Planning Policy Wales’ (4th Edition, 2011) sets development thresholds above which a Transport Assessment (TA) is expected to be submitted with the associated planning application. The scope and content of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. The TA process should include the production of a ‘Transport Implementation Strategy’ (TIS) for the development. The TA should provide information on the likely modal split of journeys to and from the site and the TIS should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. The submission of a TIS with a planning application does not necessarily mean the development is acceptable. Various best practice guidance on travel plans can be used to inform TIS production.

**Tree Survey**

* A tree survey is required for any building or engineering works where there are trees within or adjoining the application site. The statement should be produced in line with the guidelines set out in BS5837:2012 ‘Trees in Relation to Design, Demolition and Construction’. The British Standard requires an arboriculturalist to record information about trees on the site independently of and prior to any specific design for development.

**For all application fees, please see Planning Advice Note 2 (PAN 2) on the Authority website.**

<http://www.beacons-npa.gov.uk/planning/applications/planning-advice-notes-1/>

**Application for Householder Development**

**Completion of 1APP Standard Application Form**

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

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

Plans shall accurately show:

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

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

Plans shall accurately show:

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

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

Plans shall accurately show:

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

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

Plans shall accurately show

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

**Application for Outline Planning Permission**

**Completion of 1APP Standard Application Form**

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

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

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

Where any or all of the following matters are reserved:

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

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

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

**Application for Full Planning Permission**

**Completion of 1APP Standard Application Form**

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

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

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

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

Plans shall accurately show:

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

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

Plans shall accurately show

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

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

Plans shall accurately show

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

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

Plans shall accurately show:

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

**Environmental Statement**

* The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, sets out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.
* Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into account when determining the application. A ‘screening opinion’ (to determine whether EIA is required) can be requested from the Local Planning Authority prior to submitting the application.

**International Commission on Non-ionising Radiation Protection (ICNIRP)**

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

**NB. Where an application is for major development please see the Welsh Government Circular 002/012**

**Approval of Reserved Matters**

**Completion of 1APP Standard Application Form**

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

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* the application site area to be edged red and to include all land necessary to carry out the proposed development (e.g. access, visibility splays, landscaping, car parking, open areas etc.)
* any other land owned by the applicant, close to or adjoining the application site edged in blue
* rural land applications may require larger scale plans as appropriate

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

Plans shall accurately show:

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

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

Plans shall accurately show

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

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

Plans shall accurately show

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

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

Plans shall accurately show:

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

**Environmental Statement**

* The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, sets out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.
* Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into account when determining the application. A ‘screening opinion’ (to determine whether EIA is required) can be requested from the Local Planning Authority prior to submitting the application.

**Removal or Variation of Condition following Grant of Planning Permission**

**Completion of 1APP Standard Application Form**

**Environmental Statement**

* The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, sets out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.
* Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into account when determining the application. A ‘screening opinion’ (to determine whether EIA is required) can be requested from the Local Planning Authority prior to submitting the application.

**International Commission on Non-ionising Radiation Protection (ICNIRP)**

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

**Lawful Development Certificate for an Existing Use or Operation or Activity**

**Completion of 1APP Standard Application Form**

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

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

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

**Evidence**

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

**Lawful Development Certificate for a Proposed Use or Development**

**Completion of 1APP Standard Application Form**

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

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

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

**Evidence**

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

**Advertisement Consent**

**Completion of 1APP Standard Application Form**

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

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

**Listed Building Consent**

**Completion of 1APP Standard Application Form**

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

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

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

Plans shall accurately show:

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

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

Plans shall accurately show

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

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

 Plans shall accurately show

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

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

Plans shall accurately show:

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

**Listed Building Details Plans shall accurately show:**

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

**Heritage Impact Assessment (HIA)**

• A Heritage Impact Assessment is required in all cases where a proposal requires Listed Building Consent or Conservation Area Consent. One may also be required if you are applying for Scheduled Monument Consent.

• A Heritage Impact Assessment should take into account sufficient information to allow the significance of the asset and the impact of the change to be clearly understood. The HIA should follow the basic stages:

* Explain the objective and why changes are necessary or desirable
* Understand the significance of the historic asset
* Identify the proposed changes
* Assess the impact of the proposal
* Set out the reasoning behind the preferred option, including design concepts and principles, in light of the assessment process

**Conservation Area Consent**

**Completion of 1APP Standard Application Form**

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

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

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

Plans shall accurately show:

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

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

 Plans shall accurately show

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

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

Plans shall accurately show

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

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

Plans shall accurately show:

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

**Application for Consent Under Tree Preservation Order**

**Completion of 1APP Standard Application Form**

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

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

**Statement of applicant’s reasons for making the application**

**Health and Safety**

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

**Additional Information**

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

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

**Application must be submitted in writing accompanied by a written description of the proposal**

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

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

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

**Application must be submitted in writing accompanied by a written description of the proposal**

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

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

**International Commission on Non-ionising Radiation Protection (ICNIRP)**

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

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

**Aerodrome**

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

**Prior Approval – Part 31 (Demolition of Buildings)**

**Application must be submitted in writing accompanied by a written description of the proposal**

**Site Notice**

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

**Application for Non-Material Amendments to Existing Planning Permission**

**Completion of 1APP Standard Application Form**

* Amended Plans if required
* Statement stating reason for amendment

**Additional Information Requirements**

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

**Marketing Assessment**

* Required as part of LDP Policy CYD LP1: Enabling Appropriate Development in the Countryside
* Required as part of LDP Policy 50: Retention of Existing Community Facilities
* Required as part of LDP Policy 42: Development in Retail Centres

**Report for Affordable Housing Need**

* Required as part of LDP Policy CYD LP1: Enabling Appropriate Development in the Countryside

**Affordable Housing Report**

* Required as part of LDP Policy 28: Affordable Housing Contributions

**Structural Report**

* Required as part of LDP Policy CYD LP1: Enabling Appropriate Development in the Countryside
* Required as part of LPD Policy 25: Renovation of Former Dwellings in the Countryside

**Viability Assessment**

* Required as part of LDP Policy 43: Neighbourhood, Village and Rural Shops
* Required as part of LDP Policy 44: Change of Use of Public Houses

**Planning Obligations**

* Required as part of BBNPA’s Planning Obligation Strategy (July 2014)

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