



This paper outlines the procedures for the validation of planning applications by the Brecon Beacons National Park Authority (BBNPA) originally approved by the BBNPA on the 8th June 2008 following Public Consultation. The paper has since been updated in November 2009 and December 2010 to reflect new development control procedures introduced by the Welsh Assembly Government (WAG) and at BBNPA.

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 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.

A matrix of requirements as relevant to all different types of applications is attached as a quick reference only. Where the matrix is marked with an asterisk please refer to the written document. In all cases the written document is definitive.

Planning Officers will validate all applications received by the BBNPA against the criteria within this document. Invalid applications will be returned to the applicant/agent with (where applicable) the application fee, accompanied by a letter giving an explanation as to why the application is considered invalid. One copy of the application documents is retained by the BBNPA for information only.

Once an application is made invalid, no further action will take place until such time a new application is formally submitted to the BBNPA. The new application must address the reasons why the previous application was invalid.

The following sets out the national requirements initially followed by the Local Requirements. Detail regarding some specific application types is provided at the end of the document.

NATIONAL/STATUTORY REQUIREMENTS FOR VALIDATION

The Town and Country Planning (General Development Procedure) Order 1995 (as amended) (the GDPO) requires, as a minimum, that an application for planning permission should:

- be made in writing (paper or electronic application) on a **form** published by the Secretary of State (or a form which is substantially the same);
- be accompanied by any **certificate** required by the Town and Country Planning Act 1990 as follows:
 - completed **Ownership Certificate(s)**
Under Section 65(5) of the Town and Country Planning Act 1990 and Article 7 of the GDPO, a Local Planning Authority (LPA) must not entertain an application for planning permission unless the relevant land ownership certificates (A, B, C or D) for the application site have been accurately completed. For this purpose an ‘owner’ is anyone with a freehold interest or leasehold interest (the unexpired term of which is not less than 7 years).
 - **Notice(s)** to owners of the application site as appropriate in accordance with Article 6 of the GDPO.
 - completed **Agricultural Holdings Certificate**, irrespective of whether the site forms part of an agricultural holding or not.
Agricultural holding is defined as “the aggregate of the land (whether agricultural land or not) comprised in a contract of tenancy which is a contract for an agricultural tenancy”. All agricultural tenants must be notified prior to the submission of the application. If the applicant is the sole agricultural tenant he or she must delete the first alternative (A) and insert “not applicable” as the information required for the second alternative (B).
- include **three copies of the form plus the original** (or fewer if the local planning authority so indicates). No copies are required if the application is made electronically;
- include any **fee** required to be paid in respect of the application as necessary (Please see Advice Note 2). Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment;
- include anything referred to in the form and be accompanied by a **site location plan** which identifies the land to which it relates [see below for further details];
- 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 **documents and specific information** as follows:
 - **Design and Access Statement (DAS)** or **Access Statement** where appropriate [see further details below]
 - **For Outline Planning Applications**, where any or all of the following matters are reserved:
 - *Layout* - include approximate location of buildings, routes and open spaces
 - *Scale*- state upper and lower limit for the height, width and length of each proposed building(s)
 - *Access*- state the area or areas for the proposed *access points*

The above requirements are explained further below, in the case where the application may not fit the standard format, these are listed at the end of this document:

APPLICATION PLANS

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

Required for all applications unless otherwise specified

- 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)

Required for all applications unless otherwise specified

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)

Required for all applications unless otherwise stated

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 (Scale 1:50 or 1:100)

Required for all applications unless otherwise stated

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)

Required for all applications for new dwellings, any applications which involve distinct topographical changes or proposals involving sloped sites and where appropriate to the applications.

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.

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 would be modified. Levels should also be taken into account in the formulation of the DAS.

Large Scale Detail Plans (Scale 1:20)

Required for applications for new dwellings, Listed Building Applications where appropriate

Plans shall accurately show

- For new dwellings, sectional details through joinery
- For Listed buildings, all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details as appropriate and sectional details through joinery.

APPLICATION DOCUMENTS

Design and Access Statements (DAS)

Required for Full and Outline Applications and Listed Building Consents unless otherwise stated

A DAS is statutorily required to accompany all applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings (*if it involves operational development, a DAS will be required; if the change of use will require access by an employee or provision of services to the general public the Access element of the DAS will be required – further details are given below*)
- Engineering or mining operations
- Householder developments

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

A DAS accompanying an outline or full planning application must explain the concepts and principles in relation to (as a minimum):

- Accessibility
- Character (including amount, layout, scale, appearance and landscaping)
- Community Safety
- Environmental Sustainability
- Movement to, from and within the development.

A DAS accompanying a Listed Building Consent application must explain the design principles and concepts that have been applied to the development or works, and as a minimum, explain those principles and concepts in relation to the following aspects:

- Scale
- Layout
- Appearance
- Environmental Sustainability

and 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.

In relation to access, the DAS must:

- explain the policy or approach to access
- explain how any policies relating to access in the statutory development plan have been taken into account
- explain how any specific issues which might affect access to the development or listed building have been addressed
- detail how features which ensure people's access to the development or listed building will be maintained

As indicated above, applications comprising of a material change in the use of land or buildings, where it will necessitate access by an employee; or the provision of services (including goods and facilities) are required to be accompanied by an **Access Statement** only to include the four points above.

Legislation stipulates that a Local Planning Authority must not validate an application unless the DAS or Access Statement satisfies the content requirements as set out above. The amount of information required in the DAS or Access Statement will be determined by the nature and circumstances of the development and should be proportionate in length and complexity to the type and scale of development proposed.

Further guidance on DAS and Access Statements is contained within the Welsh Assembly Government's Technical Advice Note 12 'Design' (WAG, 2009).

LOCAL REQUIREMENTS

The National Park is a highly sensitive and special area of unique character and quality for which it has been designated. As such, development in the National Park is subjected to rigorous examination to achieve the highest quality developments.

The BBNPA has therefore compiled the following list of additional information that will be required, where appropriate, before validating an application:

- IAPP Planning Application Forms**
- Planning Statement**
- Design Statement**
- Sustainability Statement**
- Code for Sustainable Homes/BREEAM Pre-Assessment Statement**
- Biodiversity Surveys**
- Bat and Barn Owl Surveys**
- Planning Obligations Statement of Intent**
- Affordable Housing Statements**
- Landscaping Details**
- Tree Survey and/or Arboricultural Impact Assessments**
- Structural Surveys**
- Marketing Statement**
- Flood Consequences Assessments**
- Conservation Area Assessments**
- Heritage Statements**
- Lighting Assessments**
- Photographs/Photographic Surveys and Photomontages**
- Transport Assessments**
- Drainage Details**
- Site Investigations for Unstable/contaminated Land**
- Rural Dwelling Appraisals**
- Environmental Impact Assessments**

Detailed guidance on the content and applicability of the above statements is set out further below.

IAPP Planning Application Forms

Required for all applications

The validation requirements set out in the following 'local requirements' have been devised to work in conjunction with the IAPP form system. Whilst the WAG have not as yet made the IAPP system mandatory, it is likely that this will take place in the near future. The BBNPA has adopted the requirement of the IAPP forms as a Local Requirement for all planning and related applications received. All application forms can be downloaded from the Authority's website.

Planning Statement

Required for all applications for planning permission

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

Design Statement

Required for all development for planning permission not subject to a DAS

Design Statements should build upon the Planning Statement or be incorporated within it. This statement should detail how the development responds to its context and existing features within and surrounding the site in order to produce high quality development appropriate to the special qualities of the National Park. Guidance on Design is given in the WAG's TAN12, available from the WAG website.

Sustainability Statement

Required for all development for planning permission

In accordance with the Guidance for Sustainable Design in the National Parks of Wales (October 2008) document (available on the BBNPA website), applicants will be expected to show how they have addressed issues of sustainable design. Requirements for the content of the Sustainability Statement vary depending upon the proposal. Whilst the Authority will take a flexible approach with Householder development, other proposals for new buildings will be expected to fully show how the proposal will respond to sustainable design issues. For applications that must statutorily be accompanied by a DAS, this statement should form part of the environmental sustainability element of the DAS.

Code for Sustainable Homes/BREEAM Pre-Assessment Statements

Required for all applications for 1 or more dwellings or non-residential development of 1000sqm or more or site areas of 1ha or more, to be incorporated into DAS where appropriate.

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

This does not apply to reserved matters applications if the Outline Planning Permission was received prior to 1 September 2010 (in the case of developments for 1 dwellings) or 1 September 2009 (in the case of developments for 5 dwellings or more or non residential developments of 1000sqm or more or site areas of 1ha or more).

Biodiversity Survey and Report

Required for all applications which involve the development of 3 units or more, barn conversions and where a proposed development may have impacts on wildlife and biodiversity

Information shall be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures, information to support such proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 2010 or the Protection of Badgers Act 1992.

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include an assessment of impacts as well as proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is required. Certain proposals which include work such as the demolition of older buildings, external alteration of roofs or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses and/or ponds may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

In line with the statutory purposes of the National Park and the requirements of the Natural Environment and Rural Communities (NERC) Act 2006, the Authority has an obligation to conserve and enhance biodiversity. In doing so the Authority must consider and where appropriate seek to secure, through their development control function, biodiversity gains from proposals which are reasonable in nature and kind with the development. Please also refer to the BBNPA Approved ES24 Guidance Note.

Bat and Barn Owl Surveys and Reports

Required where applications are affecting barns, outbuildings, derelict and/or disused structures,

NB Upon officer judgement, as supported where necessary by a site visit consideration of bats and barn owls may be required on existing attics and/or roof structures. In the case of both Biodiversity Surveys and Bat and Barn Owl Surveys, applicants are advised to refer to the BBNPA Guidance on biodiversity.

Owls, bats or bat roosts are a material consideration in the determination of planning applications. Such surveys should indicate the presence of the relevant species, the potential impact of the development on the species and how they can be accommodated within the development. In addition to adequate mitigation measures enhancements to offer a net benefit for biodiversity will be considered by the Authority in relation to such applications affecting bats and barn owls. The BBNPA Planning Advice Note (PAN) 17: Bats, Buildings and Development provides further information on this requirement including, at Appendix 2, a Bat Survey Validation and declaration form which must be completed and submitted with all Bat surveys.

In the interest of the conservation and enhancement of the National Park, these details may also be required in applications for Conservations Area Consent, Demolition and/or Hedgerow Removal Notices.

Planning Obligations Statement of Intent

Required for all applications for development of 3 or more residential units or 500 sqm of commercial floor space

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

Whilst the Category 1 Planning Obligations should be discussed with the BBNPA, applicants should contact the relevant Unitary Authority prior to the submission of the application to ascertain the extent of any required Category 2 contributions and use this information to prepare their Statement of Intent (contact details are provided in the Planning Obligation Strategy). This statement should clearly list the service areas that contributions will be obligated to as well as the levels of contributions to be provided. This Statement shall also affirm that the applicant understands that the details will be submitted for further consultation with the relevant Unitary Authority and that the provision levels and areas may be subject to further negotiation.

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

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

Affordable Housing Statement

All applications for 3 dwellings or more (including Outline applications where the site is capable of accommodating 3 dwellings or more) and/or affordable housing developments.

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

Landscaping Details

Required for all applications unless otherwise specified

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

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

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

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

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

Landscape Management and Maintenance

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

Applications for extensions to existing houses should include details of the proposed works that will be undertaken particularly in respect of the protection of existing hard and soft features of the landscape together with any additional planting and landscaping considered appropriate.

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

Landscaping details typically need to tie in with any “Tree Survey / Arboricultural Implications Report”.

Tree Survey and/or Arboricultural Implications Assessment

Required for all applications which may affect trees within or adjacent to the application site

Guidance for the preparation of tree surveys and/or Arboricultural Implications Assessments is set out in the British Standard BS 5837:2005 Trees in Relation to Construction. The Authority will expect tree surveys to be carried out in accordance with the BS Standards, and include:

- An accurately measured land survey including levels
- Accurate plotting of existing trees and hedges and their canopies, both within and those which adjoin/overhang the site, on the proposed site layout plan, indicating any trees proposed to be removed/retained
- Categorisation of all trees in accordance with the BS5837:2005 standards
- A Tree Constraints Plan illustrating those trees which influence the proposals
- A Root Protection Area plan, indicating the protection areas (in accordance with the BS Standards) for all trees to be retained and the protection measures proposed both during and post construction as appropriate.
- Include details of proposed works to any existing trees and any proposed replacement planting.

Structural Survey

Required when the structural integrity of a building is in question, including Listed Buildings and demolition of buildings in Conservation Areas.

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

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

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

Marketing Statement

Required for all applications involving the conversion of rural buildings into residential dwellings.

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

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

Please refer to the Authority’s Guidance Note on Policy ES24 for further details.

Flood Consequence Assessment

Required for appropriate applications within Flood Zone C and developments which have a significant impact on Flood Zone B.

Unless an applicant can prove otherwise, a Flood Consequence Assessment (FCA) will be required in accordance with Technical Advice Note 15 Development and Flood Risk (2004) (TAN15) for all applications which would involve development within Flood Zone C and those where the development would have a significant impact on Flood Zone B. This information is sent to the Environment Agency Wales (EAW) for consideration as part of the statutory consultation process for planning applications.

Where insufficient or inadequate information is provided, the Authority may request further information; where this is not received, the application may be refused. Such assessments will “*require detailed hydrological investigations to identify the likely sources and mechanism of flooding as well as assessment of the consequences of a flooding event for the development proposed and the immediate vicinity. Such assessments should be carried out by a suitably qualified competent person and inform the process of detailed design and the selection of mitigation measures.*” Further information on flooding is available from the EAW at <http://www.environment-agency.gov.uk/regions/wales/>.

Conservation Area Assessments

Required for all applications located within a Conservation Area

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

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

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

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

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

Required where appropriate to the application and/or involves Listed Building Consent

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

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

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

Lighting Assessment

Required where appropriate to the application

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

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

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

Photographs/Photographic surveys and Photomontages

Required for LBC applications or where there may be a significant environmental landscape impact or a biodiversity issue. Not required for Householder applications and applications outside Conservation Areas. This may be included as a component within a design statement.

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

Transport Assessment

Required where appropriate to the application

Technical Advice Note 18 Transport (2007) (TAN18), sets out when a Transport Assessment (TA) will be required. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. Assessment of person and freight trips generated by new developments and analysis of potential effects on existing movement patterns will form the basis for the TA.

The TA should outline the transport aspects of the application and 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. In some circumstances, an integrated travel plan should be provided alongside a Transport Implementation Strategy. Further guidance can be found in Guidance on Transport Assessment (March 2007) published by the Department for Transport.

Drainage Details

Required where appropriate for all new buildings or applications involving new large hard surfaced areas and those proposing non-mains drainage.

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

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

Site investigations for contamination/unstable land

Required for any sites with a history of any use which may have caused land contamination e.g. garages, industry, depots, intensive farming

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

Rural Enterprise Dwelling Appraisals

Required for all applications for rural enterprise dwellings, including new and second dwellings on established farms.

PPW (July 2010) and TAN6 (July 2010) require applications for rural enterprise dwellings and second dwellings on established farms to be supported by robust appraisals that demonstrate that the proposal accords with the relevant tests set out in TAN6, including:

- The *functional* test to provide evidence of whether there is a need for a resident worker for the proper functioning of the enterprise.
- The *time* test to provide evidence of the labour requirement for the worker who is working on the justifying enterprise.
- The *financial* test to provide evidence of the economic sustainability of the justifying enterprise and identify the size of dwelling that the enterprise can sustain, ensuring that the size of the dwelling is commensurate with its functional need and financial justification.
- The *other dwellings* test to identify whether there is an existing dwelling or building suitable for conversion on the enterprise or dwelling in the locality that could meet the identified functional need.
- Other *normal planning requirements* test to demonstrate that the dwelling is suitably located to fulfil its identified need and to minimise impact on the wider environment.

In circumstances, where a new rural enterprise dwelling is being sought to facilitate farm management, succession details of the secure and legally binding arrangements for succession should be provided. Further advice on Rural Enterprise Dwellings can be found in TAN6 available on the WAG website. Additional guidance is expected to be published by the WAG in 2011.

Environmental Impact Assessments and Environmental Statements

All applications for planning permission within the BBNPA are screened in accordance with the Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (as amended) (the EIA Regulations) following validation. The EIA Regulations are available from the Government website www.opsi.gov.uk/si/si1999/19990293.htm. It should be noted that any application within the National Park, irrespective of the advice set out in Schedule 1 and Schedule 2 of the regulations, could require an EIA.

SPECIFIC APPLICATION TYPES

Advertisement Consent Applications

Advertisement Consent applications require plans and drawings (3 copies to be supplied unless the application is submitted electronically) including existing and proposed elevation plans. These should be at a reasonable scale to clearly show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of any illumination.

Applications for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

These applications should include the requirements detailed above with any previous consent reference numbers noted. With the exception of a site location plan, other details may only be required where it is proposed to amend the original permission. Where physical changes are not proposed, a covering letter along with the appropriate forms, notices, certificates and any appropriate statements will suffice. Should extra information be required by the Planning Officer this will be requested within 21 days of validation.

Agricultural/Forestry Prior Notification (Part 6, GPDO)

The GPDO requires such applications to comprise a completed form, with a written description of the proposed development and the materials to be used and a plan indicating the site/position of the proposal. In addition, the BBNPA has adopted local requirements in relation to such applications, including the submission of an Agricultural Additional Information (AG2) form, submission of a site location plan outlined in red, existing and proposed site layout plans, elevations, floor plans, roof plans, materials, colour, landscaping details and map showing the extent of the holding.

Certificate of Lawfulness of Proposed Use or Development (CLOPUD)

An application for a CLOPUD must be accompanied by the relevant application form, application fee, site location plan and plans indicating the full extent of the proposed development, including where appropriate layout plans, elevation and floorplans, roof plans to the required scale and any further information as appropriate to the application.

Certificate of Lawfulness for an Existing Use or Development (CLEUD)

An application for a CLEUD must be accompanied by the relevant application form, application fee, site location plan along with 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.

Applications for Hedgerow Removal Notice

Standard requirements state that plans should be provided which clearly show the location of the length of the hedgerow(s) to be removed and that, where appropriate, evidence of the date of planting will be required. Details should state the reason for the proposed works and identification of trees.

Applications for Works to Trees subject to a Tree Preservation Order (TPO) or to Trees in Conservation Areas (CA)

Standard requirements state that applications should include plans which clearly show the location of the trees, as well as the details of and reasons for the proposed works.

Requirements for prior notification of proposed demolition

Standard requirements with the addition of a statement and evidence that the applicant has displayed a site notice in accordance with Class A.2 (b) (iii) of Part 31 of Schedule 2 to the GDPO.