

REPORT OF HEAD OF DEVELOPMENT MANAGEMENT

SUBJECT: VALIDATION OF PLANNING APPLICATIONS

Purpose of Report

1. **To inform members of the reasons why a number of applications are not being validated by officers.**
2. **To note the contents of the report and to take no further action**

Background

3. As members are aware the agenda for the Development Management committee includes an item each month listing those applications that have been received and whether they have been validated or not. Concern has been raised at the apparent number of applications that are currently not being validated and requested that a report be brought to the National Park Authority Committee meeting on this matter.
4. Validation of planning applications is a decision by the Local Planning Authority as to whether a submitted application contains all legally required information to enable the Authority to start its determination of that application. It also represents the start date for the statutory period within which authorities should determine applications.
5. The Welsh Government (WG) introduced the “1APP” system which is the on-line National Standard Application Form for applications for planning permission and other related consent regimes through the Planning Portal some time ago, with the use of the standard application form becoming mandatory from 1st April 2012. The intention was that its use would improve the planning application process. However, in recognition of a lack of consistency across Wales in terms of the procedures for validation and registration of applications, the WG produced standard guidance on validation requirements in July 2012 (Applying for Planning Permission and Other Related Consents: A Guide to the Standard Application Form [1APP] and Validation of Applications) with an accompanying Circular WGC 002/2012: Guidance for Local Planning Authorities on the use of the standard application form ('1app') and validation of applications.
6. The Guidance and Circular sets out the requirements for different types of application in respect of the forms, plans and supporting information that must be provided. These are the National Validation Requirements and are required by legislation (such as a Design and Access Statement) without which an application

cannot be processed. An explanation of these requirements is set out at Appendix A of this report.

7. Prior to the introduction of this guidance and Circular this Authority had adopted Supplementary Planning Guidance in respect of Validation, but following the introduction of standardised validation requirements, this has had to be withdrawn. Local Planning Authorities can now only impose local validation requirements in respect of major applications (as defined in the Development Management Procedure (Wales) Order 2012. It is this Order that also provides the requirements under legislation for the submission and determination of planning applications and related matters.

Analysis of Validation in the Pembrokeshire Coast National Park Authority

8. Appendix B to this report provides a table of applications that were not able to be validated over the period September – November 2012. The reasons for the invalidity are listed in Column 3 with the reasons being based on the National Validation Requirements listed above.
9. It will be noted that whilst the reasons for invalidity appear wide ranging, they broadly fall into four categories; an insufficient description of the development proposed, incomplete/missing forms, plans, and information required depending on the site constraints and answers on the application forms, discrepancies between scales and details on the plans, and inadequate Design and Access Statements that do not conform with the WG Technical Advice Note 12 – Design.

Insufficient Description of the Development Proposed

10. The description of the development proposed will form the legal definition of the development that is determined and will form part of the decision notice. It is imperative that such descriptions are accurate and precise, refer to the whole development proposed, and are sufficient for understanding the development that is being sought. The description forms the main heading for consultation purposes and it is essential that these are clearly representative of the development. Many applications are submitted that do not provide sufficient information – for example an application for an “extension” gives no indication of its location or scale and a more appropriate description might be “erection of a two storey extension to the southern side of the property”. This provides a far clearer identification of the nature of the proposal. Conversely many descriptions are long winded and include elements that do not require planning permission leading to confusion and comments from consultees that cannot be taken into account. For example an application for “alterations to the roof to provide velux windows, and internal alterations to remove internal walls to provide bathroom, additional bedroom, and games room, and extension to rear” only requires planning permission in respect of the extension to the rear and should be confined to this. In the absence of such descriptions being changed, the Authority will be issuing misleading decisions that are open to challenge. Descriptions cannot be changed without agreement from the applicant or his/her agent and therefore lead to invalid applications. Your

officers will suggest an alternative description to those made by applicants/agents where these are insufficient rather than relying on applicants/agents who may not be experienced in planning matters to make alternative suggestions.

Incomplete/missing forms, plans, and information required depending on the site constraints and answers on the application forms

11. As in the case of the description of development, it is imperative that sufficient information and scaled plans are provided to ensure that the full details of the proposal are set out and understandable. A number of the examples in Appendix B do not define the application site properly – it is a legal requirement to provide the application site including its access to the highway in red with other land in the same ownership marked in blue. In addition, where there are constraints on a site (ie trees, protected species) specialist reports are required to ensure that planning officers have sufficient information to take into account all material considerations and come to a considered and balanced decision. The use of the standard application form is now mandatory and the questions are specifically targeted to ensure that the correct information is provided up front.
12. Whilst it is accepted that the extent of plans and information should be proportionate to the type of development proposed, it is essential that sufficient information is provided to be able to assess the full impact of every part of a proposal. There is a tendency to provide minimal drawings of the proposed buildings themselves, with no consideration of the ground works and level changes that may be required to build the structure. Furthermore, detailed information about materials and finishes are critical, particularly in a National Park. These works and details can often be the difference between success and failure of a scheme and the way that a building integrates with its surroundings needs clear and scaled drawings and information to illustrate these points.
13. With regard to other information, it is worth noting that in the absence of sufficient information – for example in respect of the impact on protected species – the Authority is open to challenge where these issues are not properly addressed or considered, but permission is granted. A number of applications are submitted with reports (particularly on trees) that are not carried out to the required BS format. A survey that is not carried out by a competent person to the required standards is not sufficient to make detailed judgements on specialist areas and can lead to delay and refusals where insufficient information is provided.

Discrepancies between the scales and details on plans

14. A number of applications are not valid due to the discrepancies between the scales on different plans or the details shown. For example many show different dimensions on different elevations or plans, or a window is shown on a floor plan but not on an elevation. A number also ask for the plans to not be scaled, which is clearly unacceptable as without the ability to scale from a drawing, a proposal cannot be fully considered.

15. This point was illustrated by the recent appeal decision relating to Llethyr Farm, Pontfaen. The Inspector made the pertinent point that “It is essential that drawings are consistent, scaled and show the full extent of the works proposed.

Inadequate Design and Access Statements that do not conform with the WG Technical Advice Note 12 – Design.

16. The WG Guidance clearly sets out the need for a Design and Access Statement (DAS) and the main information to be provided within these which falls under five headings; access, character, community safety, environmental sustainability and movement to, from and within the development. TAN 12 provides information regarding these headings. Whilst an application cannot be found to be invalid due to the quality of the DAS it is necessary to demonstrate that all five headings have been addressed and numerous applications are received that do not meet this basic requirement. There are also many examples that are clearly copies of previous DAS and the effectiveness of DAS in adding quality to decisions needs to be questioned. It is understood that the WG has commissioned research into the use of DAS, but at present it remains a national validation requirement for most applications.

General Comments

17. It is highly regrettable that many of the reasons for applications being invalid are merely due to the inaccurate and inconsistent nature of the plans and information being provided on each application. Whilst criticism is levied at the Authority for its strict approach to validation, it is in no-one's interest to accept plans that have different scales, do not show the whole development, that do not identify the site and do not describe the development being sought properly. Whilst officers do provide assistance in resolving these problems, this role takes up time and resources which should be the responsibility of those agents making planning applications. It is noted however that there are very few professional planning agents operating in Pembrokeshire at present and many applications are submitted without any planning input.
18. However, for those applicants not using professional planning agents, there is assistance through the Planning Portal and also in the WG's own publications referred to above. This Authority also uses its pre-application service to identify the National Validation Requirements for applications and what information should accompany each application. The analysis of the last three months invalid applications identifies the problem lying primarily with the quality of submissions rather than through any requirements by this Authority which is seeking only to implement the National Validation Requirements of the Welsh Government.

Conclusion

19. In conclusion, following analysis of the last three months invalid applications, it is apparent that the reasons for invalid applications fall into four main categories. These can be defined as an insufficient description of the development proposed, incomplete/missing forms, plans, and information required depending on the site constraints and answers on the application forms, discrepancies between scales and details on the plans, and inadequate Design and Access Statements that do not conform with the WG Technical Advice Note 12 – Design.
20. The analysis of the last three months invalid applications identifies the problem lying primarily with the quality of submissions rather than through any requirements by this Authority which is seeking only to implement the National Validation Requirements of the Welsh Government.
21. There is advice available through the Planning Portal and on the WG web-site and in its publications and this Authority offers advice and assistance through its pre-application service, and on receipt of invalid applications. As such it is not considered that any further action is required on this matter at the present time.

Recommendation

That members note the report and endorse that no further action be taken on this matter at the present time.

Background Documents

Applying for Planning Permission and Other Related Consents: A Guide to the Standard Application Form [1APP] and Validation of Applications,

Circular WGC 002/2012: Guidance for Local Planning Authorities on the use of the standard application form ('1app') and validation of applications.

(Contact Vicki Hirst, Head of Development Management)

ANNEX

Lists of validation requirements for applications made in respect of the Planning Acts and other similar consents

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

LIST 1

Full Planning Permission for Householder Development

(Applications seeking planning consent for householder development by virtue of Part 3 of the Town and Country Planning Act 1990).

Householder development consists of the carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.

Detailed requirements to be determined in accordance with source legislation or policy.

1. Standard application form

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Description of Proposed Works
- Site Address Details
- Pedestrian and Vehicle Access, Roads and Rights of Way
- Pre-Application Advice
- Trees and Hedges
- Parking
- Authority Employee/ Member
- Materials
- Declaration
- Site Visit arrangements

Additional documents where the proposed development fulfils the criteria cross-referred to by the Standard Application Form:

- Biodiversity survey and report

DMPWO requirements:

- Ownership Certificate
- Agricultural Holdings Certificate

2. Plans and relevant information

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

	<ul style="list-style-type: none"> - Location plan. + RED LINE - Other plans and drawings or information necessary to describe the subject of the application. - Plans / drawings must be drawn to an identified scale and, in the case of plans, must show the direction of north.
3. Fee	
	<p><u>Required for Valid Application</u></p> <p>See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).</p>

LIST 2

Outline or Full Planning Permission for Major and Minor Development (excluding Householder Applications)

(Applications seeking consent for development by virtue of Part 3 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy.

1. Standard application form

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Description of Proposed Works
- Site Address Details
- Pre-application Advice
- Pedestrian and Vehicle Access, Roads and Rights of Way
- Waste storage and collection
- Neighbour and community consultation
- Authority Employee/ Member
- Materials
- Vehicle Parking
- Foul Sewage
- Assessment of Flood Risk
- Biodiversity and Geological Conservation
- Existing use
- Trees and hedges
- Trade effluent
- Residential units (including conversion)
- All types of development: non residential floorspace
- Employment
- Hours of opening
- Site area
- Industrial or commercial processes and machinery
- Hazardous substances
- Declaration
- Site Visit arrangements

Additional documents where the proposed development fulfils the criteria cross-referred to by the Standard Application Form:

- Biodiversity Survey and Report
- Flood Consequences Assessment
- Coal Mining Risk Assessment

- Noise Assessment
- Retail Impact Assessment
- Rural Enterprise Dwelling Appraisal
- Transport Assessment
- Tree Survey

DMPWO requirements:

- Ownership Certificate
- Agricultural Holdings Certificate

Applications for development constituting of mining operations or the use of land for mineral-working deposits continue to be made on a form provided by the local planning authority and must include the particulars specified or referred to on that form.

2. Plans and relevant information

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

- Location plan. + Red Line
- Other plans and drawings or information necessary to describe the subject of the application.
- Plans / drawings must be drawn to an identified scale and, in the case of plans, must show the direction of north.
- Design and Access Statement (refer to article 7 of DMPWO).
- Environmental Statement (refer to The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999).
- International Commission on Non-ionising Radiation Protection (for development involving the construction or installation of antennae for the purpose of operating an electronic communications network – refer to article 9 of DMPWO).

Application for outline planning permission may also require:

- Where layout is a reserved matter, the application must state the approximate location of buildings, routes and open spaces included in the development proposed.
- Where scale is a reserved matter, the application must state the upper and lower limit for the height, width and length of each building included in the development proposed.

	<ul style="list-style-type: none"> - Where access is a reserved matter, the application must state the area or areas where access points to the development proposed will be situated.
3. Fee	
	<p><u>Required for Valid Application</u></p> <p>See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).</p>
4. Local validation requirements	
	<p><u>Information required for valid application</u> where the application is for major development the information set out on a local planning authority's list published on its website (see Paragraph 43)</p> <p>"Major development" is defined as development involving any one or more of the following:</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i) the number of dwellinghouses to be provided is 10 or more ii) the development is to be carried out on a site having an area of 0.5 hectare or more and is not known whether the development falls within paragraph (c)(i) d) the provision of a building or buildings where the floor space to be created by the development is 1,000 sq metres or more, or e) development carried out on a site having an area of 1 hectare or more.

LIST 3

Approval of Reserved Matters

(Applications seeking approval of reserved matters by virtue of Article 4 of the DMPWO)

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Site Address Details
- Development Description
- Pre application advice
- Neighbour and community consultation
- Authority Employee/Member declaration
- Site visit arrangements
- Declaration

2. Plans and relevant information

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

- Plans and drawings or information necessary to deal with the matters reserved in the outline planning permission. These must be drawn to an identified scale and, in the case of plans, must show the direction of north.
- Environmental Statement (refer to The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999).

3. Fee

Required for Valid Application

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

LIST 4

Removal or Variation of a Condition following Grant of Planning Permission

(Applications seeking the removal or variation of a condition by virtue of section 73 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Site Address Details
- Pre-Application Advice
- Description of Proposal
- Conditions – Removal
- Site Visit
- Declaration

DMPWO requirements:

- Ownership Certificate
- Agricultural Holdings Certificate

2. Relevant information

Information Required for Valid Application

- Design and Access Statement (refer to article 7 of DMPWO).
- International Commission on Non-ionising Radiation Protection (for development involving the construction or installation of antennae for the purpose of operating an electronic communications network – refer to article 9 of DMPWO).
- Environmental Statement (refer to The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999).

3. Fee	
.	<p><u>Required for Valid Application</u></p> <p>See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).</p>

LIST 5

Lawful Development Certificate for an Existing Use or Operation or Activity including those in Breach of a Planning Condition

(Applications seeking a Lawful Development Certificate by virtue of Section 191 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Site Address Details
- Pre-Application Advice
- Lawful Development Certificate – Interest in land
- Authority Employee / Member
- Description of Use, Building Works or Activity
- Description of existing use, building works or activity
- Grounds for Application for a Lawful Development Certificate
- Information in support of a Lawful Development Certificate
- Site Visit
- Declaration

DMPWO requirements:

- Evidence verifying the information included in the application as can be provided.

2. Plans and relevant information

Information Required for Valid Application

- Location plan drawn to an identified scale and showing the direction of north.
- Where an application specifies two or more uses, operations or other matters, the plan which accompanies the application must indicate to which part of the land each such use relates.

3. Fee

Required for Valid Application

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

LIST 6

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

(Applications seeking a Lawful Development Certificate by virtue of Section 192 of the Town and Country Planning Act 1990)

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Site Address Details
- Pre-Application Advice
- Lawful Development Certificate – Interest in land
- Authority Employee / Member
- Grounds for Application
- Description of proposal
- Site Visit
- Declaration

DMPWO requirements:

- Evidence verifying the information included in the application as can be provided.

2. Plans and relevant information

Information Required for Valid Application

- Location plan drawn to an identified scale and showing the direction of north.
- Where an application specifies two or more uses, operations or other matters, the plan which accompanies the application must indicate to which part of the land each such use relates.

3. Fee

Required for Valid Application

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

LIST 7

Advertisement Consent

(Applications seeking Express Consent by virtue of Regulation 9 of the Town and Country Planning (Control of Advertisement) Regulations 1992 (as amended))
Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Site Address Details
- Pre-Application Advice
- Neighbour and community consultation
- Authority Employee / Member
- Description of Proposed Advertisement
- Advertisement Display
- Advertisement Period
- Interest in the land
- Site Visit
- Declaration

2. Plans and relevant information

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

- Plan identifying the location of the site by reference to at least two named roads, the proposed position of the advertisement and is drawn to an identified scale with the direction of north also showing.

3. Fee

Required for Valid Application

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

LIST 8

Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

(Applications seeking Listed Building Consent by virtue of Section 8 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c.9))

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Description of proposed works
- Site address details
- Related proposals
- Pre-application advice
- Neighbour and community consultation
- Authority employee / member
- Materials
- Demolition
- Listed building alterations
- Listed building grading
- Immunity from listing
- Declaration
- Site visit

Listed Building and Conservation Area Regulations requirement:

- Ownership Certificate

2. Plans and relevant information

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

- Plans, drawings or information necessary to describe the works which are the subject of the application.
- Design and Access Statement (refer to article 6 of The Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012).

LIST 9

Conservation Area Consent for Demolition in a Conservation Area

(Applications seeking Conservation Area Consent by virtue of Section 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c. 9))

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Description of proposal
- Site address details
- Related proposals
- Pre-application advice
- Neighbour and community consultation
- Authority Employee / Member
- Explanation for proposed demolition work
- Site Visit
- Declaration

Listed Building and Conservation Area Regulations requirement:

- Ownership Certificate

2. Plans and relevant information

(If not submitted electronically – original plus 3 copies)

Information Required for Valid Application

- Plans, drawings or information necessary to describe the works which are the subject of the application.
- Design and Access Statement (refer to article 6 of The Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012).

LIST 10

Applications for Consent Under Tree Preservation Order

(Applications for consent to carry out works on trees subject to tree preservation orders by virtue of The Town and Country Planning (Trees) Regulations 1999 (as amended))

Detailed requirements to be determined in accordance with source legislation or policy

1. Standard application form

Information Required for Valid Application

Questions on Standard Application Form:

- Applicant name and address
- Agent name and address
- Location
- Ownership
- Tree preservation order details
- Identification of tree(s) and description of works
- Reasons for works
- Additional information
- Declaration
- Applicant contact details
- Agent contact details

2. Plans and relevant information

Information Required for Valid Application

- Location plan identifying the tree(s) to which the application relates.
- Such information as is necessary to specify the proposed works for which consent is sought.
- Statement of applicant's reasons for making the application.
- As applicable, appropriate evidence describing any structural damage to property or in relation to tree health or safety.

LIST 11

Prior approval – Part 6 (Agricultural Buildings and Extensions) and Part 7 (Forestry Buildings and Operations) of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995)

(Applications seeking prior approval of the local planning authority in regard to the siting, design and external appearance of buildings, the siting and means of access of a private way, the siting of a excavation or deposit, or the siting and appearance of a tank by virtue of conditions of Class A of Part 6 and Class A of Part 7 of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995)

Detailed requirements to be determined in accordance with source legislation or policy.

1. Application must be submitted in writing

- The application must be accompanied by a written description of the proposed development and of the materials to be used.

2. Plans

- Location plan

3. Fee

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

To note: Applicants are free to use the standard application form, but this is not mandatory.

LIST 12

Application for Prior Approval – Part 24 (Development by Electronic Communications Code Operators) of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995)

(Applications seeking prior approval of the local planning authority by virtue of conditions of Part 24 of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995)

Detailed requirements to be determined in accordance with source legislation or policy

1. Application must be submitted in writing

- The application must be accompanied by a written description of the proposed development.

2. Plans and relevant information

- Location plan
- International Commission on Non-ionising Radiation Protection (for development involving the construction or installation of antennae for the purpose of operating an electronic communications network – refer to article 9 of DMPWO).
- 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.
- Where the proposed development consists of the installation of a mast within 3 kilometres of the perimeter of an aerodrome, evidence must be provided that the applicant has notified the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator.

3. Fee

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

To note: Applicants are free to use the standard application form, but this is not mandatory.

LIST 13

Application for Prior Approval – Part 31 (Demolition of Buildings) of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995)

(Applications seeking prior approval of the local planning authority by virtue of conditions of Part 31 of Schedule 2 to The Town and Country Planning (General Permitted Development) Order 1995)

Detailed requirements to be determined in accordance with source legislation or policy

1. Application must be submitted in writing

- The application must be accompanied by a written description of the proposed development.

2. Relevant information

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

3. Fee

See the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended).

To note: Applicants are free to use the standard application form, but this is not mandatory.

APPENDIX B – INVALID APPLICATIONS SEP – NOV 2012

App No.	Proposal & Address	Reason for being Invalid
SEPT		
12/0407	Conversion of redundant barns to dwelling – Westhill Farm, Lamphey	<ul style="list-style-type: none"> • Site location plan did not show access from and to the highway from the site. An appropriately scaled plan required to show this detail • Questions 12 and 13 of the application form not fully completed • The site includes groups of protected trees (TPO's) within the red line of the planning application. Question 16 erroneously filled out – need to submit an appropriate tree survey to BS5837 standard.
12/0413	Erection of replacement shop – Penrallt Garden Centre, Moylegrove	<ul style="list-style-type: none"> • Wrong description on the application form • The design and access statement submitted not compliant with TAN 12, Appendix A. • Question 17 on the application form- lacking details of how the trade waste is being disposed of. • Incorrect fee <p>Drawings</p> <ul style="list-style-type: none"> • Plans state “Do not scale” which is not acceptable
12/0417	Proposed new single storey domestic timber storage shed to be sited to the side of the existing garage and host dwelling	<ul style="list-style-type: none"> • Need to amend the description of development to accurately represent the development proposed • Unclear as to the purpose of the development and therefore whether the appropriate application made (ie not clear if domestic or commercial). • Plans not to scale and differ across them. • No location plan to a recognised scale (1:1250 or 1:2500) with red site line defined to the highway, nor a north point. • No site plans or levels • No detailed scaled elevations and floor plan to a recognised metric scale. • Point 10 of the application form not filled out • Agricultural Holdings Certificate not signed.
12/0420	Proposed new dwelling – Hyfrydle, 1 Parrog Road, Newport	<p>Validation process not commenced as the application was submitted on incorrect forms and no fee was provided. On receipt of correct forms/fee application invalid due to:</p> <ul style="list-style-type: none"> • Forms not fully filled out

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		<ul style="list-style-type: none"> No tree survey to BS requirements DAS not sufficient
12/0424	Demolition of agricultural shed and erection of dwelling with detached shed and associated site works – Land adjacent to Buttyland, Manorbier	<ul style="list-style-type: none"> The description referred to garage/workshop, the plans referred to agricultural shed. - Need clarification of the current use of the building to be replaced, and accurately describe development. No elevations of building to be demolished/replaced to a suitable scale (i.e. 1:50 or 1:100). Question 5 on the application form- pre application advice-details need to be provided, in order to trace the previous advice given- either officer name or previous correspondence. Question 22 on the form- site area needs to be completed.
12/0426	Erection of an endurance wind turbine- 25m to the hub and 34m to the top of blade – Brawdy Farm, Brawdy	<ul style="list-style-type: none"> Question 13 incomplete answer The elevation plan submitted does not accurately relate to scale when measuring. DAS not compliant with TAN 12.
12/0427	External wall insulation – 16 The Terrace, Rosebush	<ul style="list-style-type: none"> No site location plan to a scale of 1:1250 with the site outlined in red to the highway and any land in the ownership marked in blue. No plans showing existing and proposed elevations drawn to a suitable scale (i.e 1:50 or 1:100) which clearly show the works proposed to the building. No existing and proposed floor plans drawn to a suitable scale (i.e. 1:50 or 1:100). This should clearly show the extent of wall insulation proposed.
12/0430	Retention of agricultural access track including laying hardcore – Upper Porthmawr, St Davids	<ul style="list-style-type: none"> Retrospective application and as used 'prior notification' process wrong application. A full planning application required along with the appropriate fee and documentation. The new gravel/hardcore area adjoining the track and dwelling referred to also requires planning permission. No sections provided showing the track's profile across the land.
12/0431	Grading of land to rear of property, locating oil tank, construction of Pembrokeshire screening bank and	<ul style="list-style-type: none"> Questions 12 and 13 incomplete. Location plan should show the red line to include access to a highway Lack of elevations and sections to explain the proposals in full. These

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	excavation of land to accommodate temporary caravan in connection with approved development NP/10/459 – Upper Porthmawr, St Davids	<p>should include the work to facilitate the caravan, oil tank and banks drawn to scale.</p> <ul style="list-style-type: none"> • The land proposed as garden falls within the red line of the planning permission NP/10/459 (Barn conversion) and as such the red line should incorporate the barns as well as access to the highway • Site levels for the garden area should also be provided on plan.
12/0432	Installation of solar panels and associated engineering works to form banks for screening – Upper Porthmawr, St Davids	<ul style="list-style-type: none"> • The red line on needs to show access to the highway. • No elevation drawings of the proposed Pembrokeshire bank and solar panels to a suitable scale. • No section drawings to highlight any change in profiles on site undertaken to incorporate proposals.
12/0433	Addition of gable on top of garage to cover remaining 3ft section of flat and pitched roof – The Firs, Coshaston	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • Sections 2 and 16 of the application form not filled out • All measurements are to be in metric and all drawings need to be accurately scaled. • No north point on the site location plan and the block plan. • No set of elevation drawings and floor plans as existing or of the side elevation. Information on elevations and floor plans needs to be consistent. • The correct legend and titles are not shown on all drawings. • “Do not scale” needs to be removed from all drawings. • No accurate red site line on the location and block plans.
12/0441	Residential development of 4 houses: pair of two-storey semi-detached affordable houses, and 2 x 2 1/2 storey houses and associated garaging, parking and landscaping – Land adjacent to 42 Parrog Road, Newport	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • No full details of the applicants name and address • Trees and hedges are shown on the drawings therefore section 16 of the form is incorrect. • No completion of section 21 of the form • Incomplete section 25 of the form • No Tree survey that is compliant with BS 5837. • Need to remove “Do not scale” from all drawings. • No north points on site and block plans.

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		<ul style="list-style-type: none"> • Use of a non conventional scale on all drawings. • Inaccurate scales and dimensions are provided on submitted drawings, these should all be consistent. • Different red site lines are shown on the drawings • Not a full set of elevation drawings. • The Design and Access Statement needs to be TAN 12 compliant
12/0443	Demolition of existing vacant store facility & enlarge & rebuild to new one and half storey facility – The Store, Augustus Place, Tenby	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • Certificate 'B' is required as the proposal extends beyond the applicants ownership. • Need for a drawing indicating the details of surface water discharge and the location of soak-away. • Need to remove the 'Do Not Scale' on drawings. • Existing and proposed roof plans need to be to scale. • DAS not TAN 12 compliant • The scales are incorrect on the existing and proposed section drawings. • Existing and proposed external finishes need to be included on the elevation drawings. • No details of the existing and proposed floor levels for the site. <p>Advisory Note: If there are trees on or adjacent to the site, a full Tree Survey with an accompanying plan is required.</p>
12/0445	Single storey ground floor extension to form kitchen/dining area and enlargement of store to rear – 14 Trewarren Road, St Ishmaels	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • No existing and proposed rear elevation drawings. • No Transport Statement. • Need for details of surface water drainage.
12/0447	Hack off external render and repoint stone, remove ground floor windows, build up opening & instal softwood painted sash windows. Remove flat roof	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • Need for existing and proposed side elevation drawings. • "Not to scale" needs to be removed from the drawings.

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	dormer window & replace with purpose made softwood painted dormer style window as was original to the property. Roof structure surrounding to be made good & finished with matching slate. Dormer cheeks to also be finished with slate – Black Tar Hill Cottage, Edwards Pill, Llangwm	
12/0448	Two storey rear extension with dormer window, pitched roof dormer window to rear of existing building and alterations providing for timber hardwood doors and windows and natural slate roof – 1 & 2 Rock Terrace, Little Haven	<ul style="list-style-type: none"> • The submitted block plan did not include the vehicular access into and out of the site. • There appears to be an existing garage on site although this is not included on the submitted block plan. Please therefore supply both an existing and proposed block plan to make clear how the site would be developed. • The elevation plans indicate a new access to be provided at first floor level on the east (rear) elevation. The plans do not clearly identify what this door gives access to? Additional details needed to include cross sections through this part of the site which also show the steps indicated on the floor plans. • Need to change the description of development to accurately represent the development proposed
12/0449	To lift the occupancy restriction to enable the disposal/sale of units 1, 3 and 4 in Block One – Newport Golf Club, Newport	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • The DAS is not TAN 12 compliant
12/0451	Retrospective application for the replacement of paved patio area with raised decking area to front of dwelling – 34 Bevelin Hall, Saundersfoot	<ul style="list-style-type: none"> • The agricultural holdings certificate needs to be signed and dated • Need to change the description of development to accurately represent the development proposed
12/0452	Siting of surfboard & wetsuit hire concession between the hours of 8am to 8pm from 1st March to 31st October – Land at Whitesands Beach, St Davids	<ul style="list-style-type: none"> • Insufficient information has been provided to explain exactly what will be stored on the site. Need for full explanation of what is proposed to be placed on site during the hours sought and where this will be stored outside of these hours. • Need for elevation/product details of any fixtures/items to be stored on site in connection with the above (point 1).

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OCT		<ul style="list-style-type: none"> No 'Access Statement' provided.
12/0456	Extension to be constructed at 1st floor level with proposed balcony on western gable end – The Old Dairy, West Pill, Angle	<ul style="list-style-type: none"> Section 10 on the Application Form needs to refer to the additional information submitted. The application form is not complete: The declaration and site visit arrangements are missing. The signed Agricultural Certificate is missing. The red line on the location plan is incorrect. The blue line needs to extend around the stables curtilage. Existing and proposed floor plans and roof plans are required. Existing elevation details are required
12/0465	Certificate of lawfulness for use as a dwellinghouse with a self contained second floor flat – Stargazers, Bosherton	<ul style="list-style-type: none"> No site location plan to a scale of 1:1250 or 1:2500 with the site outlined in red. The plan should include surrounding site detail and a north arrow. Need for floor plans showing the full arrangement of uses at the property: i.e. dwelling and flat drawn to a suitable scale (1:500 or 1:100)
12/0472	Alterations & extension to form replacement rear first floor level bathroom extension together with new roof light to sedum roof and enlargement of two storey side extension, both previously granted consent under NP/11/203 and NP/11/440 respectively – Aelybryn, 1 St Brides View, Solva	<ul style="list-style-type: none"> Need to change the description of development to accurately represent the development proposed Need to remove "Do not scale" from the drawings Need details of the new roof light attached to the sedum roof
12/0473	Replacement rear conservatory extension, external store & stepped rear access – Sea Holm, Newgale	<ul style="list-style-type: none"> The plans marked as 'existing' do not reflect the existing situation in that the extension is yet to be completed. Need to remove 'for building regulations purposes only' from the plans as well as any references 'do not scale'.
12/0485	Proposed attached dwelling to existing property – 4 North Close, Saundersfoot	<ul style="list-style-type: none"> Incomplete questions 22, 23 and 24 of application form The Agricultural Holdings Certificate not signed and dated Need for a 1:500 proposed block plan to correspond with the existing block plan. A Code for Sustainable Homes Pre-Assessment is required for all new dwelling proposals.

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		<ul style="list-style-type: none"> • A full Design and Access Statement is required in compliance with TAN 12. • The 3D perspective plan does not accurately reflect the proposals due to the presence of windows on the front elevation.
12/0491	Proposed lean-to en-suite extension of north east gable – The Stables Cottage, Ffynnonofi, Brynhenllan	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • The location plan scale is not identifiable, need a recognised metric scale (eg. 1:1250, 1:2500, 1:5000 etc.). • Need for existing and proposed site and floor plans with an identifiable metric scale (eg. 1:200, 1:100, 1:50 etc.). Plans must show a north point and include existing site levels and proposed finished floor level of new wood store building. • Need for existing and proposed scaled elevations and section drawings with an identifiable metric scale (eg. 1:100, 1:50 etc) and include existing and proposed external finishes and colours.
12/0497	Construction of pedestrian pier bridge and pontoon on the north side of the outer pier – Outer Pier, Tenby Harbour	<ul style="list-style-type: none"> • Need to change the description of development to accurately represent the development proposed • The submitted Design and Access Statement is not TAN 12 compliant. • Need for a Flood Risk Assessment. • All external finishes and colours to be added to drawings. • The location plan should show a red line around the site area and a blue line around other adjoining land within the applicant's ownership. <p><u>APPLICATION FORM</u></p> <ul style="list-style-type: none"> • Point 1 - The applicants name has been omitted. • Point 10 – Need information on proposed materials for pier, bridge, pontoon, handrails, support structures and lighting etc. • Point 13 – Details incorrect, the site lies within a C2 flood zone, need to indicate surface water disposal details. • Point 14 – Details incorrect, the site lies within an SAC and SSSI. The area is also known for protected species. • Points 20 & 21 – Details required

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12/0502	Erection of bungalow – Gardd Delfan, Dinas Cross	<ul style="list-style-type: none"> • No site location plan to a scale of 1:1250 with the site outlined in red and other land in the applicant's ownership in blue. • Need for a tree survey and report to BS5837 standards. • The garage door on the first floor plan and elevation drawing does not correlate. • Need to annotate the scale of drawings clearly (ie. 1:100)
12/0503	Extensions to form bedroom with en-suite, lobby, WC, store, kitchen, utility, living area and workshop/garage. The retention of stable block together with an extension of curtilage into the adjoining agricultural land	<ul style="list-style-type: none"> • The location and block plans need to show a North point • Need to change the description of development to accurately represent the development proposed • The red line on the site location plan should include access to the highway. It should also include the proposed stable block (also need to show any access to stable block) extensions and extension of curtilage. • The application has been submitted on incorrect forms – should be submitted on Full application forms. • The application requires a Design and Access Statement given that the proposed works extend outside the domestic curtilage. • Need drawings showing existing roof plan; existing and proposed drawings detailing the stable blocks, details should also include levels of the surrounding ground and proposed finished floor levels. • Proposed site/block plan should clearly indicate the proposed extension of curtilage and also the adjoining agricultural land. • Tree survey required in relation to the proposed stable block to assess any impact from the development on the adjacent trees and hedge. The survey must be in accordance with BS5837 (2012). • Section line locations not indicated on the proposed plan. Also, existing section drawings have not been provided. • Need proposed elevation drawings detailing all external sides of the dwelling. • Hard and soft landscaping details to be provided on existing and proposed site/block plans. • The planning fee provided is not correct
12/0504		<ul style="list-style-type: none"> • Incorrect forms have been completed.

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		<ul style="list-style-type: none"> The Design and Access Statement should be TAN 12 compliant
12/0506	Decking alongside caravan – Caravan 33, Lawrenny Yacht Station	<ul style="list-style-type: none"> Wrong forms provided The Design and Access Statement submitted refers to the wrong policies
NOV 12/0515	Relocation of solar panels from roof of cottage to adjacent field – The Cheese House, Lochvane	<ul style="list-style-type: none"> Need to remove the 'Do Not Scale' reference There is no Cross Section YY indicated on drawing no. BP278/2/1. DAS needs to be TAN 12 compliant
12/0519	Conversion of outbuildings to 5 en suite bedrooms – Monkhaven Manor, St Ishmaels	<ul style="list-style-type: none"> Wrong application forms provided Wrong fee provided Need for a Protected Species Report and Structural Report Drawings: <ul style="list-style-type: none"> a). The Location Plan shows a very large red site line; it should show access to the highway, the proposed development and all ancillary land uses. b). A drawing showing details of the windows to a scale of 1:20 is required for the Listed Building aspect of the application. DAS needs to be TAN 12 compliant. A Design and Access Statement is also required to address the Listed Building Status Please refer to the Pre-Application response given, for other information that is required.
12/0524	Proposed designated area for surf tuition and hire business to be operated from 2 vans and 1 trailer – Car Park at Freshwater West	<ul style="list-style-type: none"> Need to change the description of development to accurately represent the development proposed DAS needs to be TAN 12 compliant
12/0527	Proposed improvements and reconfiguration of existing car park to include new vehicle exit, relocation of the entrance to the adjacent overflow car park, new bus shelter, 2 No. pay and display machines, interpretation panels and relocation of coastal path marker,	<p>Application form</p> <ul style="list-style-type: none"> Need to change the description of development to accurately represent the development proposed Question 23 needs to be completed <p>Plans</p>

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	new oak benches and relocation of bicycle rails, new planting areas and improved access to existing café and shop – Poppit Sands Car Park	<ul style="list-style-type: none"> Do no scale reference needs to be removed from location plan and two conflicting scale references given. Finished floor level of new bus shelter required <p>Additional Information Required</p> <ul style="list-style-type: none"> A tree survey is required to BS5837 which must also include plan detailing protection areas and hedgebank detail (Question 16 on form) A protected species report is needed (Question 14 on form) Details required for coast path marker. Details required for new access ramp to include ramp ratio and external finishes. The pay and display details lack clarity and no height of sign above ground stated or no details of sizes of machines provided. Need details of new gate and gate pillars to overflow car park. Need landscaping details in respect of new planting areas with species and quantity and size per area.
12/0533	Extension to touring block toilet facility and re cladding of front elevations, together with new solar panels on rear roof slope – Kiln Park Holiday Centre, Tenby	<ul style="list-style-type: none"> Incorrect forms used and incomplete in any case DAS needs to be TAN 12 compliant The red line is missing around the site and needs to go to the highway. Also a blue line is needed to show other land in the applicant's ownership. The scale on drawing ref: 106A is incorrect. The solar panels require formal consent and full details will be required. Need to change the description of development to accurately represent the development proposed
12/0535	Roof alterations consisting of change in pitch of roof on rear elevation and re-covering with slate – Lower Hill Cottage, Haroldston Hill, Broad Haven	<ul style="list-style-type: none"> Need existing and proposed floor plans drawn to a suitable scale (ie. 1:100 or 1:50). Need a block plan to a scale of 1:500 or 1:200 detailing the building, area around the building and proposed works.
12/0536	New 2 storey dwelling – garden at 64 Port Lion, Llangwm	Application Form:

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		<ul style="list-style-type: none"> • Questions 5 & 10 are incomplete. • Questions 9, 12, 13 & 14 – no information supplied • Both Certificate A and D have been signed – should be just one. • The Agricultural Certificate is signed incorrectly. <p>Other:</p> <ul style="list-style-type: none"> • DAS needs to be TAN 12 compliant • A full site/block plan is required which shows the entire site. • Where scale is a reserved matter the application must state the upper and lower limit for height, width and length of each building included within the development proposed.
12/0538		<ul style="list-style-type: none"> • The description of works needs to be more concise. • DAS needs to be TAN 12 compliant • A separate drawing is required of the proposed mural with dimensions marked to metric scale, and in the context of the relevant elevation of the building. • Need a location plan to a scale of 1:2500/1250 marking the site in red and any other land in the ownership in blue. • Need a block plan to a scale of 1:500.
12/0540	Interpretation panel – Dinas Mountain Pigsty, Dinas Mountain	<ul style="list-style-type: none"> • Incomplete Site Address Details section of the application form • Need a plan showing the precise location for the interpretation panel to a scale of 1:100 or 1:50.
12/0543	Demolition of outbuildings and replacement with 2 storey extension for communal heating system and storage – 105 Blue Anchor Way, Dale	<ul style="list-style-type: none"> • Need existing and proposed block plans to a scale of 1:200 or 1:500 which shows the area surrounding the dwelling and proposals. • Need to clarify whether the proposal includes solar panels on the rear elevation of the proposed extension. If so the side elevation plans need to show projection. • The proposed floor plans and elevations do not accurately correspond.
12/0545	New timber landing stage on River Nevern in order to provide improved access to the water & facilities for existing users. Excavation of sediment to increase the depth of water adjacent to	<p>Drawings:</p> <ul style="list-style-type: none"> • Need a site location plan to a scale of 1:1250 or 1:2500 with the application site (including the area for deposition of sediment) outlined in red and include a north point.

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	the new landing stage. Deposition of sediment alongside the river in nearby location – Parrog Road, Newport	<ul style="list-style-type: none"> • Need existing and proposed plans to include existing and proposed spot height levels. • Need cross section plans through the site area – existing and proposed. These should make clear the area of sand reduction as well as the area for deposit of sediment. • Need additional elevations of the landing stage. <p>Other Requirements:</p> <ul style="list-style-type: none"> • Need a Design and Access Statement. • Need a Biodiversity Survey and Report to assess the impact of the proposals upon protected species (Question 14 refers) • Need a Flood Consequences Assessment (Question 13 refers) • Need a Method Statement. This should explain the scheme and how the works will be carried out on site. • Need a Transport Statement. • Insufficient fee provided
12/0546	Certificate of Lawfulness for use of building for purposes ancillary to operation of Porthclais Farm & Campsite – Porthclais, St Davids	<ul style="list-style-type: none"> • Full address details required. • Need a site plan to a scale of 1:1250 or 1:2500 to show the site edged in red and other land within the same ownership edged in blue. • The use of the words “purposes ancillary” as set out in Question 8 is vague. Please provide detail on the precise use/uses of the building.
12/0547	Proposed new access road to service new residential development situated east of Cleggars Park – Land east of Cleggars Park, Lamphey	<ul style="list-style-type: none"> • The submitted application form states that no trees and hedges will be affected but the drawings show trees and hedges present. Therefore an Arboricultural Report is required and the tree section of the application form needs to be amended. There are TPO's that will be affected by the development. • Need a statement with regard to minerals safeguard requirements and what will happen to removed minerals. (ref: Policy 21).
12/0550	Demolition of existing redundant glasshouses & associated buildings, replacement of existing garden centre	<p>Application Form:</p> <ul style="list-style-type: none"> • Section 11: The parking detailed on the form isn't consistent with what is

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	<p>buildings, plus development of 18 timber clad lodges for holiday purposes in a landscaped setting and provision of picnic and ecological improvement areas, St Ishmaels Garden Centre, St Ishmaels</p>	<p>shown on the proposed drawings</p> <ul style="list-style-type: none"> Sections 18, 19, 20 & 21 have not been completed <p>Drawings:</p> <ul style="list-style-type: none"> Need proposed topographical surveys, including finished floor levels of lodges, shop, roads etc. Need for more sections of all the ponds, “Options” have been put on drawings; need to show exactly what is proposed eg. A pond, open space or grass etc. Need elevations of the existing shop. The floor plans and elevations of the proposed shop are not consistent in size and detail. The illustrative drawings are not acceptable. <p>Other:</p> <ul style="list-style-type: none"> The Design and Access Statement provided is not TAN 12 compliant As the shop is being rebuilt a Retail Impact Assessment is required to include what is currently sold and what it is proposed to sell. As the development is Schedule 2 development under the EIA Regs an EIA Screening Opinion is required