

# Application for Outline Planning Permission with all matters reserved.

Town and Country Planning Act 1990.



Llywodraeth Cymru  
Welsh Government

## Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

## Please complete using block capitals and black ink.

Incorrect completion will delay the processing of your application.

### 1. Applicant Name and Address

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Title: First Name: Last Name:

Company (optional):

Unit: House Number: House suffix:

House Name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 2. Agent Name and Address

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Title: First Name: Last Name:

Company (optional):

Unit: House Number: House suffix:

House Name:

Address 1:

Address 2:

Address 3:

Postcode:

Please describe the proposal:

If Yes, please state when the works were completed:  
(DD/MM/YYYY) (date must be pre-application submission)

Easting: \_\_\_\_\_ Northing: \_\_\_\_\_

Description:

5. Pre-application advice

Has assistance or prior advice been sought from the local authority about this application?

Yes

No

If Yes, please complete the following information about the advice you were given.  
(This will help the authority to deal with this application more efficiently.)

Please tick if the full contact details are not known, and then complete as much as possible:

Officer Name:

Reference:

Date (DD/MM/YYYY) (must be pre-application submission):  
Details of pre-application advice received?

6. Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species	b) Designated sites, important habitats or other biodiversity features:	c) Features of geological conservation importance:
Yes, on the development site	Yes, on the development site	Yes, on the development site
Yes, on land adjacent to or near the proposed development	Yes, on land adjacent to or near the proposed development	Yes, on land adjacent to or near the proposed development
No	No	No

**Supporting Information Requirements**

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted. Your Local Planning Authority will be able to advise on the content of any assessments that may be required.

**7. Neighbour and Community Consultation**

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Have you consulted your neighbours or the local community about the proposal?

Yes                      No

If Yes, please provide details:

**8. Authority Employee/Member**

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With respect of the Authority, I am:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| a) a member of staff            | b) an elected member            |
| c) related to a member of staff | d) related to an elected member |

Do any of these statements apply to you?      Yes                      No

If Yes, please provide details of the name, relationship and role:

**9. Assessment of Flood Risk**

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Is the site within an area at risk of flooding? (Refer to the Welsh Government’s Development Advice Maps website – <http://data.wales.gov.uk/apps/floodmapping/>)

Yes                      No

If Yes, and you are proposing a new building or change of use, please add details of the proposal in the following table:

<b>Floodplan Area:</b>	Residential (Number of Units)	Non-residential (Area of land-hectares)
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Floodplain C1

Floodplain C2

If the proposed development is within an area at risk of flooding you will need to consider whether it is appropriate to submit a flood consequences assessment. (Refer to Section 6 and 7 and Appendix 1 of TAN 15 – <http://wales.gov.uk/topics/planning/policy/tans/tan15/?lang=en>)

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?	Yes	No
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Will the proposal increase the flood risk elsewhere?	Yes	No
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How will surface water be disposed of?

Sustainable drainage system	Soakaway	Main sewer
Existing watercourse	Pond/lake	

## 10. Existing Use

Please describe the current use of the site:

Is the site currently vacant?	Yes	No
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If Yes, please describe the last use of the site:

When did this use end (if known)? (DD/MM/YYYY)  
(date where known may be approximate)

Does the proposal involve any of the following:

Land which is known to be contaminated?	Yes	No
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Land where contamination is suspected for all or part of this site?	Yes	No
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A proposed use that would be particularly vulnerable to the presence of contamination?	Yes	No
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If you have answered Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building? Yes No

If Yes, please complete the following information regarding the element of the site area which is in previously developed land or greenfield land:

	Previously Developed Land	Greenfield Land
Area of land (ha) proposed for new development		

11. Renewable and Low Carbon Energy

Does your proposal involve the installation of a stand-alone renewable or low-carbon energy development? Yes No

If you have answered Yes to the question above please state the proposed energy output capacity in Mega Watts (MW):

Renewable Energy Type	Energy Capacity (MW)	Renewable Energy Type	Energy Capacity (MW)
Anaerobic digestion		Geothermal	
Biofuels		Ground/water/air heat pumps	
Biomass		Hydropower	
Combined heat and power (CHP)		Solar	
District heating		Waste heat energy	
Fuel Cells		Wind	
Other low carbon or renewable energy (please specify below)			

12. Site Area

Please state the site area in hectares (ha)

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space? Yes No

If Yes, please complete the following information regarding public open space:

	Open Space Lost	Open Space Gained
Area of Land (ha)		

13. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?

Yes

No

If Yes, please complete details of the changes in the tables below:

PROPOSED HOUSING		(Number of Bedrooms)						
Market Housing	Not known	1	2	3	4+	Unknown	Total	
Houses								(a)
Flats and maisonettes								(b)
Live-work units								(c)
Cluster flats								(d)
Sheltered housing								(e)
Bedsit/studios								(f)
Unknown type								(g)
Totals (a+b+c+d+e+f+g) =								(A)

		(Number of Bedrooms)						
Social Rented	Not known	1	2	3	4+	Unknown	Total	
Houses								(a)
Flats and maisonettes								(b)
Live-work units								(c)
Cluster flats								(d)
Sheltered housing								(e)
Bedsit/studios								(f)
Unknown type								(g)
Totals (a+b+c+d+e+f+g) =								(B)

		(Number of Bedrooms)					
<b>Intermediate</b>	Not known	1	2	3	4+	Unknown	Total
Houses							(a)
Flats and maisonettes							(b)
Live-work units							(c)
Cluster flats							(d)
Sheltered housing							(e)
Bedsit/studios							(f)
Unknown type							(g)
<b>Totals (a+b+c+d+e+f+g) =</b>							<b>(C)</b>

		(Number of Bedrooms)					
<b>Key Worker</b>	Not known	1	2	3	4+	Unknown	Total
Houses							(a)
Flats and maisonettes							(b)
Live-work units							(c)
Cluster flats							(d)
Sheltered housing							(e)
Bedsit/studios							(f)
Unknown type							(g)
<b>Totals (a+b+c+d+e+f+g) =</b>							<b>(D)</b>

**TOTAL PROPOSED RESIDENTIAL UNITS (A+B+C+D) =**

## EXISTING HOUSING

		(Number of Bedrooms)					
<b>Market Housing</b>	Not known	1	2	3	4+	Unknown	Total
Houses							(a)
Flats and maisonettes							(b)
Live-work units							(c)
Cluster flats							(d)
Sheltered housing							(e)



Bedsit/studios							(f)
Unknown type							(g)
Totals (a+b+c+d+e+f+g) =							(E)

(Number of Bedrooms)							
Social Rented	Not known	1	2	3	4+	Unknown	Total
Houses							(a)
Flats and maisonettes							(b)
Live-work units							(c)
Cluster flats							(d)
Sheltered housing							(e)
Bedsit/studios							(f)
Unknown type							(g)
Totals (a+b+c+d+e+f+g) =							(F)

(Number of Bedrooms)							
Intermediate	Not known	1	2	3	4+	Unknown	Total
Houses							(a)
Flats and maisonettes							(b)
Live-work units							(c)
Cluster flats							(d)
Sheltered housing							(e)
Bedsit/studios							(f)
Unknown type							(g)
Totals (a+b+c+d+e+f+g) =							(G)

(Number of Bedrooms)							
Key Worker	Not known	1	2	3	4+	Unknown	Total
Houses							(a)
Flats and maisonettes							(b)
Live-work units							(c)

Cluster flats	(d)
Sheltered housing	(e)
Bedsit/studios	(f)
Unknown type	(g)
Totals (a+b+c+d+e+f+g) =	(H)

TOTAL EXISTING RESIDENTIAL UNITS (E+F+G+H) =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS  
(Proposed Housing Grand Total – Existing Housing Grand Total):

14. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?	Yes	No
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If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not Applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1      Shops					
Net tradable area					
A2      Financial and professional services					
A3      Restaurant and cafes					
B1 (a)    Offices					
B1 (b)    Research and Development					

Use class/type of use	Not Applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use) (square metres)	Net additional gross internal floorspace following development (square metres)
B1 (c) Light industrial					
B2 General industrial					
B8 Storage or distribution					
C1 Hotel or halls of residence					
C2 Residential institutions					
D1 Non-residential institutions					
D2 Assembly and leisure					
Other (please specify)					
Total:					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class/type of use		Not Applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels				
C2	Residential Institutions				
Other (please specify)					

## 15. Employment

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Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees			
Proposed employees			

## 16. Hours of Opening

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If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

## 17. Industrial or Commercial Processes and Machinery

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Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? Yes No

If the answer is Yes, please complete the following table:

	Not Applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational through put in tonnes (or litres if liquid waste)
Inert landfill			
Non-hazardous landfill			
Hazardous landfill			
Energy from waste incineration			
Other incineration			
Landfill gas generation plant			
Pyrolysis/gasification			
Metal recycling site			
Transfer stations			
Material recovery/recycling facilities (MRFs)			
Household civic amenity sites			
Open windrow composting			
In-vessel composting			
Anaerobic digestion			
Any or combined thermal mechanical, treatment biological and/or thermal treatment (MBT)			
Sewage treatment works			
Other treatment			
Recycling facilities construction, demolition and excavation waste			

Not Applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational through put in tonnes (or litres if liquid waste)
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Storage of waste

Other waste management

Other developments

**Please provide the maximum annual operational throughout of the following waste streams:**

Municipal

Construction, demolition and excavation

Commercial and industrial

Hazardous

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

## 18. Ownership Certificates

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One Certificate A,B,C, or D, must be completed together with the Agricultural Holdings Certificate with this application form

### **Certificate of Ownership – Certificate A. Town and Country Planning (Development Management Procedure) (Wales) Order 2012.**

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be pre-application)

### **Certificate of Ownership – Certificate B. Town and Country Planning (Development Management Procedure) (Wales) Order 2012.**

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which this application relates.

Name of Owner:

Address:

Date Notice Served:

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be  
pre-application)

**Certificate of Ownership – Certificate C. Town and Country Planning (Development Management Procedure) (Wales) Order 2012.**

I certify/The Applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of the land or building, or of a part of it , but I have/the applicant has been unable to do so.

The steps taken were:

Name of Owner:

Address:

Date Notice Served:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be  
pre-application)

**Certificate of Ownership – Certificate D. Town and Country Planning (Development Management Procedure) (Wales) Order 2012**

I certify/The Applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be  
pre-application)



## 19. Agricultural Holdings

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### Agricultural Holding Certificate. Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural Land Declaration – You Must Complete Either A or B

**(A) None of the land to which the application relates is, or is part of, an agricultural holding:.**

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be  
pre-application)

**(B) I have/The applicant has given the requisite notice to every person other than myself/  
the applicant who, on the day 21 days before the date of this application, was a tenant of an  
agricultural holding on all or part of the land to which this application relates, as listed below:**

Name of Owner:

Address:

Date Notice Served:

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be  
pre-application)

## 20. Planning Application Requirements – Checklist

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Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form:

The correct fee:

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies of design and access statement, if required (see help text and guidance notes for details):

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C, or D – as applicable):

The original and 3 copies of the completed, dated Article 11 Certificate (Agricultural Holdings)

Depending on the type and scale of proposed development, your application – in order to be validated – may also need to be accompanied by the following technical documents:

- Flood Consequences Assessment
- Biodiversity and Geological Conservation Assessment
- Tree Survey
- Coal Mining Risk Assessment
- Rural Enterprise Dwelling Appraisal
- Retail Impact Assessment
- Noise Assessment
- Transport Assessment

You should also note that your Local Planning Authority may have adopted 'Local Validation Requirements' for some major developments. Information on any 'Local Validation Requirements' will be available on the Local Planning Authority's website.

## 21. Declaration

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I/we hereby apply for planning permission as described in this form and the accompanying plans/ drawings and additional information.

I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed – Applicant:

Or signed – Agent:

Date:(DD/MM/YYYY)

(Date cannot be pre-application)

## 22. Applicant Contact Details

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### Telephone Numbers

Country Code:

National Number:

Extension Number:

Country Code:

Mobile Number (optional):

Fax Number (optional):

Email address (optional):

## 23. Agent Contact Details

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### Telephone Numbers

Country Code:

National Number:

Extension Number:

Country Code:

Mobile Number (optional):

Fax Number (optional):

Email address (optional):

## 24. Site Visit

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Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent

Applicant

Other

(If different from the agent/applicant's details)

If other has been selected, please provide:

Contact Name:

Telephone Number:

Email address: