Llywodraeth Cymru
Welsh Government

Section 7 Annex: Planning Applications – Lists of Validation Requirements

Development Management Manual

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Section 7 Annex

Planning Applications – Lists of Validation Requirements

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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.

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

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 The Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (DMPWO) requirements: - Ownership Certificate - Agricultural Holdings Certificate
2. Plans and relevant information (If not submitted electronically – original plus 3 copies)	
	- Location plan. - 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	
	See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).

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.

Information Required for Valid Application:

1. Standard application form (If not submitted electronically – original plus 3 copies)	
	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 - Pre-application Consultation Report (Proposed major development only) (see paragraph 6.4.36 of the Manual) Applications for development consisting 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)	
	- Location plan. - 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) (Wales) Regulations 2017).

	- 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. - Where access is a reserved matter, the application must sate the area or areas where access points to the development proposed will be situated.
3. Fee	
	See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).
4. Local Validation Requirements	
	7.2.43 For major planning applications, in addition to the requirements specified in the Standard Application Form, the LPA may adopt 'local validation requirements'.(see paragraph 7.2.43 of the manual) "Major development" is defined as development involving any one or more of the following: a) the winning or working of minerals or the use of land for mineral-working deposits b) waste development c) the provision of dwellinghouses where i) the number of dwellinghouses to be provided is 10 or more ii) the development is to be carried out on a site having an area of 0.5hectare 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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

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)

- 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) (Wales) Regulations 2017).

3. Fee

See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

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 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
2. Plans and relevant information (If not submitted electronically – original plus 3 copies)	
	- 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) (Wales) Regulations 2017).
3. Fee	
	See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).
4. Local Validation Requirements	
	For major planning applications, in addition to the requirements specified in the Standard Application Form, the LPA may adopt 'local validation requirements'. (see paragraph 7.2.43 of the Manual) "Major development" is defined as development involving any one or more of the following: a) the winning or working of minerals or the use of land for mineral-working deposits b) waste development c) the provision of dwellinghouses where iii) the number of dwellinghouses to be provided is 10 or more

	iv) the development is to be carried out on a site having an area of 0.5hectare 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 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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

	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

(If not submitted electronically – original plus 3 copies)

	- 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	
	See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

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

(If not submitted electronically – original plus 3 copies)

- 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

	See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

	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)

	- 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

	See the The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).

LIST 8

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

(Applications seeking Listed Building Consent by virtue of sections 88 and 89 of the Historic Environment (Wales) Act 2023)

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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

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
- Certificate that Welsh Ministers do not intend to list a building
- 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)

- Plans, drawings or information necessary to describe the works which are the subject of the application.

- Heritage Impact Statement (refer to regulation 4 of The Listed Buildings and Conservation Areas (Procedure and Interest Rate) (Wales) Regulations 2024).

LIST 9

Conservation Area Consent for Demolition in a Conservation Area

(Applications seeking Conservation Area Consent by virtue of section 161 of the Historic Environment (Wales) Act 2023)

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

Information Required for Valid Application:

1. Standard application form

(If not submitted electronically – original plus 3 copies)

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)

- Plans, drawings or information necessary to describe the works which are the subject of the application.

- Heritage Impact Statement (refer to regulation 4 of The Listed Buildings and Conservation Areas (Procedure and Interest Rate) (Wales) Regulations 2024).

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

Information Required for Valid Application:

1. Standard application form

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

- 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 PermittedDevelopment) Order 1995)

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

Note: Applicants are able to use the standard application form, but this is not mandatory.

Information Required for Valid Application:

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 The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).

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

Note: Applicants are able to use the standard application form, but this is not mandatory.

Information Required for Valid Application:

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 instillation 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 The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).

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

Note: Applicants are able to use the standard application form, but this is not mandatory.

Information Required for Valid Application:

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 The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 (as amended).

3.0 Form and content of plans

Although the following specific details are not all required for an application to be registered as valid, they will assist a local planning authority to understand the application.

Location plan

- Scale 1:1250 or 1:2500.
- North point, date and drawing number.
- Outline the application property/site with a red line.
- Draw a blue line around any other land owned by the applicant, close to or adjoining the application site.
- Show the application property/site in relation to at least two named roads and surrounding buildings where possible.

Details of existing site layout

- Scale, typically 1:200 or appropriate scale to ascertain required level of detail.
- North point, date and number on plans.
- Show the whole property/site, including all buildings, gardens, open spaces and car parking.
- Any relevant assessments carried out.

Details of proposed site layout

- Scale, typically 1:200.
- North point, date and number on plans.
- Show the siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces.
- Show proposals in the context of adjacent buildings/environment.
- Illustrate elevation and cross sections of the steepest elevation.

Floor plans

- Scale 1:50 or 1:100.
- In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating new work.
- Show floor plans in the context of adjacent buildings, where appropriate.
- In the case of minor applications it may be appropriate to combine the layout and floor plan (unless any demolition is involved).
- Include a roof plan where necessary to show a complex roof or alteration to one.

Elevations

- Scale 1:50 or 1:100 (consistent with floor plans) which include figured dimensions.
- Show every elevation of a new building or extension.
- For an extension or alteration, clearly distinguish existing and proposed elevations.
- Include details of material and external appearance.
- Show elevations in the context of adjacent buildings, where appropriate.

Cross Sections

- Scale 1:50/1:100 (consistent with floor plans), where appropriate.

In the case of large scale or complex development proposals, models, computer-based representations, three dimensional drawings and perspectives may also be particularly useful.