



Llywodraeth Cymru
Welsh Government

Application for Outline Planning Permission with all Matters Reserved

Town and Country Planning Act 1990

If printed, please complete using BLOCK CAPITALS and BLACK ink.

1. Applicant Name and Address

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

Title:

First name:

Last name:

Company
(optional):

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of the Proposal

Please describe the proposal:

Has building or works already been carried out?	Yes	No
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If Yes, please state when the works were started (DD/MM/YYYY):
(Date must be pre-application submission)

Have the works been completed?	Yes	No
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If Yes, please state when the work was completed (DD/MM/YYYY):
(Date must be pre-application submission)

4. Site Details

Please provide the full postal address of the application site.

Unit: _____ House number: _____ House suffix: _____

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode:
(optional)

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site – for example “field to the North of the Post Office”.

Easting: _____ Northing: _____

Description:

5. Pre-application Advice

Has pre-application advice been sought from the local planning 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 possible:

Officer name:

Reference:

Date (DD/MM/YYYY): (Must be pre-application submission)

Details of the pre-application advice received:

6. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes. The notes provide further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, 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:

Yes, on the development site

Yes, on land adjacent to or near the proposed development

No

b) Designated sites, important habitats or other biodiversity features:

Yes, on the development site

Yes, on land adjacent to or near the proposed development

No

c) Features of geological conservation importance:

Yes, on the development site

Yes, on land adjacent to or near the proposed development

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

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

Yes

No

If Yes, please provide details:

8. Authority Employee/Member

With respect to 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

Is the site within an area at risk of flooding?

(Refer to Flood Map for Planning on Natural Resources Wales website www.naturalresources.wales/flooding/flood-map-for-planning/?lang=en)

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:

Flood Zone	Residential (Number of units)	Non-residential (Area of land – hectares)
Zone 1		
Zone 2		
Zone 3		
Defended Zone		

If the proposed development is located within an area at risk from flooding, you will need to consider whether it is appropriate to submit a flood consequence assessment (refer to TAN 15 www.gov.wales/technical-advice-note-tan-15-development-flooding-and-coastal-erosion)

Is your proposal within 20 metres of a watercourse
(e.g. river, stream or beck)?

Yes

No

Will the proposal increase the flood risk elsewhere?

Yes

No

From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' Statutory SuDS Standards. SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.

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 ☐

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 or suspected to be contaminated
for all or part of the site? Yes ☐ No ☐

A proposed use that would be particularly vulnerable to the
presence of contamination? Yes ☐ No ☐

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 MegaWatts (MW):

Renewable Energy Type	Energy Capacity (MW)
Anaerobic digestion	
Biofuels	
Biomass	
Combined heat and power (CHP)	
District heating	
Fuel cells	
Geothermal	
Ground/water/air heat pumps	
Hydropower	
Solar	
Waste heat energy	
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
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If Yes, please complete the following information regarding public open space:

Area of Land (ha):

Open Space Lost

Open Space Gained

13. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?	Yes	No
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If Yes, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

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

Unknown

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)	Unknown	Total gross internal floorspace proposed (including change of use) (square metres)	Unknown	Net additional gross internal floorspace following development (square metres)
A1	Shops							
A2	Financial and professional services							
A3	Food and drink							
B1	Business							
B2	General industrial							
B8	Storage or distribution							
C1	Hotels							
C2	Residential institutions							
C2A	Secure residential							
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	Unknown	Total rooms proposed (including changes of use)	Unknown	Net additional rooms
C1	Hotels						
C2	Residential Institutions						
C6	Short-term lets						
Other – Please specify:							

15. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent	Not known
Existing employees				
Proposed employees				

16. Hours of Opening

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

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 Unknown

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)	Unknown	Maximum annual operational throughput in tonnes (or litres if liquid waste)	Unknown
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					

	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)	Unknown	Maximum annual operational throughput in tonnes (or litres if liquid waste)	Unknown
Any combined mechanical, biological and/or thermal treatment (MBT)					
Sewage treatment works					
Other treatment					
Recycling facilities construction, demolition and excavation waste					
Storage of waste					
Other waste management					
Other developments					

Please provide the maximum annual operational throughput 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

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):

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):

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):

18. Ownership Certificates (continued)

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):

19. Agricultural Holdings

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):

(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 Tenant	Address	Date Notice Served

Signed – Applicant:

Or signed – Agent:

Date (DD/MM/YYYY):

20. Planning Application Requirements – Checklist

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

If the proposed development constitutes major development, the original and 3 copies of the pre-application consultation report.

The correct fee.

The original and 3 copies of a design and access statement, if the proposed development:

- is within a World Heritage Site, and consists of the creation of one or more dwellings, or creates floor space of 100 square metres or more; or
- constitutes “major development”.

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 - see Planning Policy Wales paragraph 6.9.26
- Rural Enterprise Dwelling Appraisal
- Retail Impact Assessment
- Noise Assessment
- Transport Assessment.

The Welsh Government’s Management Manual will assist you in determining whether any of these assessments are necessary.

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

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

Telephone numbers:

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

23. Agent Contact Details

Telephone numbers:

Country code: National number: Extension number:

Country code: Mobile number (optional):

Email address (optional):

24. Site Visit

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: