



Llywodraeth Cymru  
Welsh Government

# Application for approval of reserved matters following outline approval

## Town and Country Planning (Development Management Procedure) (Wales) Order 2012 – Article 21

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. 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:

#### 4. 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 as possible:

Officer name:

Reference:

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

Details of the pre-application advice received:

## 5. Development Description

Please indicate which reserved matter(s) you require to be determined under this application:

Access

Appearance

Landscaping

Layout

Scale

Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision: date of decision:

Reference number:

Date of decision:

(date must be pre-application submission) (DD/M/YYYY)

Please provide a description of the reserved matters for which you are seeking consent:

Has the development already started?

Yes

No

If Yes, please state when the development was started  
(DD/MM/YYYY): (date must be pre-application submission)

Has the work been completed?

Yes

No

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

6. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

If Yes please provide details:

---

7. 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:

8. Supporting Information

Please provide the following information:

List of all relevant drawings, including reference numbers, that were approved as part of the original decision:

Drawing	Reference Number

List of drawing numbers submitted with this application for approval:

Drawing Number

Reasons for any changes to the original drawings (if applicable):

## 9. 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 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 other plans and drawings or information necessary to describe the subject of the application.

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

Welsh Government Circular 002/2012 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.



## 10. 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)

---

## 11. Applicant Contact Details

Telephone numbers:

Country code:                      National number:    Extension number:

Country code:                      Mobile number (optional):

Email address (optional):

---

## 12. Agent Contact Details

Telephone numbers:

Country code:                      National number:    Extension number:

Country code:                      Mobile number (optional):

Email address (optional):

### 13. 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: