

Applying for planning permission

When to apply

Planning applications are decided in line with the development plan unless there are very good reasons not to do so. Considerations that will be looked at include:

- number, size, layout, siting and external appearance of buildings;
- proposed means of access, landscaping and impact on the neighbourhood;
- availability of infrastructure, such as roads and water supply;
- proposed use of the development.

It is not necessary to make the application yourself. If you wish, you can appoint an agent (for instance, an architect, a solicitor, or a builder) to make it for you.

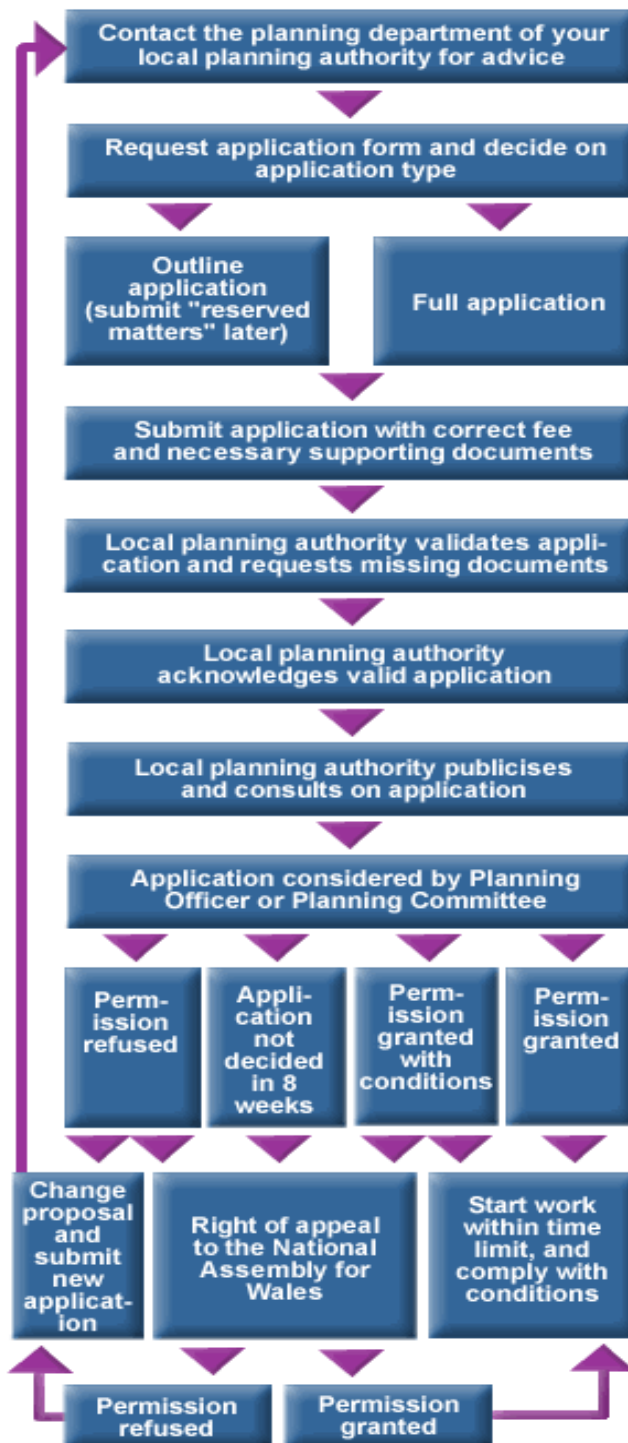
Anyone can make an application, irrespective of who owns the land or buildings concerned. However, if you are not the owner, or if you have only part-ownership, you have to inform the owner or those who share ownership, including any leaseholder whose lease still has seven or more years to run, and any agricultural tenant.

Prior to making a Planning application, you are advised to refer to the Brecon Beacons National Park Authority Approved [Unitary Development Plan](#) (March 2007) which sets out the policies the Planning Officers will take into account when assessing your proposal together with the Authority's [Sustainable Design Guide](#) our [Planning Obligation Strategy](#) which provides more detailed advice. All of these documents can be viewed on our website www.beacons-npa.gov.uk Reference copies are also available in local libraries and at our office.

Informal Advice

You may wish to discuss your ideas for development with our planning staff at an early stage, before applying for permission. Their advice is given without prejudice to any decision which may be made on any application you may make. We offer free advice at our planning surgeries for householder developments, e.g. property extensions. We also offer pay pre-application advice for larger schemes, e.g. development of land and could help to clarify planning policy and sustainable design criteria. Please see [Planning Advice Note 6](#) for further details on Planning Surgeries or you can access our guidance note on chargeable pre-application advice via the following link:- [pay pre-application advice](#) .

The Planning Application Process



The standard application form

From 1st October 2008, all planning applications should be submitted on the appropriate national standard application form (i.e. a form common to all local planning authorities)

- There are 26 types of application within the 1APP structure and they have been developed for online submission, copies can however be downloaded from our website www.beacons-npa.gov.uk or from the [Planning Portal](#) (external website). Paper copies of the application forms are available from the Planning Help Desk and you should contact them if you wish to have a form sent to you.
- You may wish to **submit the application online** in which case you can use the [Planning Portal](#) (external site) and make the application using their e-forms, drawings and supporting information can be appended to the application. **[Submitting online can save you time and money!]**.
- Please read the [Validation Checklist](#) which sets out what information and plans should accompany your application and the guidance which will help you complete the forms correctly and if you are in any doubt as to what is required then contact the planning help desk (contact details at the bottom of the page).

Unless otherwise stated in the guidance notes **four** copies of all forms, plans, drawings and supporting information should be submitted. In certain instances where extra consultations/notifications are necessary you may be requested to provide additional copies.

- Only an application submitted through the Planning Portal can be accepted without the correct number of duplicate documents.
- All forms and certificate should be signed and dated as appropriate.

Fees for all applications can be calculated using the Planning Portals [Online Fee Calculator](#) (external site), or on our [Planning Advice Note 2](#)

The type of application you will need to make will depend on the circumstances, for example:

Outline permission can only be obtained for new buildings but enables the principle of development to be established.

- Where layout is a reserved matter the application for outline planning permission shall state the approximate location of buildings, routes and open spaces included in the development proposed.
- Where scale is a reserved matter the application for outline planning permission shall 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 for outline planning permission shall state the area or areas where access points to the development proposed will be situated.

Approval of details is normally restricted to matters which were reserved for future approval when an outline application was made, or imposed by conditions on its approval.

Full permission can only be considered if all details of the proposed development are submitted, with drawings etc (as contained in our [Validation Best Practice](#) document).

Variation or renewal is appropriate where a previous permission has been implemented or is still valid but where a change is now desired; or where the permission was temporary and renewal is now sought. If you wish to proceed with a development for which permission expired before being implemented, a completely new application is needed.

Certificate of Lawfulness

If you need a formal/legal decision from the Authority stating whether planning permission is or is not required for a proposed development you should make an application for a **Certificate of Lawfulness for a Proposed Use or Development**.

Similarly, if you need a formal/legal decision from the Authority stating whether planning permission would or would not have been required for an existing development you should make a formal application for a **Certificate of Lawfulness for an Existing Use or Development**.

You should note that in both these cases you may subsequently need to make a planning application.

Plans and Drawings

[National Requirements](#)

The location plan (*Required for all applications unless otherwise specified*)

- This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site layout plan (Required for all applications unless otherwise specified)

The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- the direction of North;
- the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- the extent and type of any hard surfacing; and
- boundary treatment including walls or fencing where this is proposed.

Block plan of the site (Required for all applications unless otherwise specified)

At a scale of 1:100 or 1:200 showing any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

Existing and proposed elevations (Required for applications for new dwellings, householder alterations, listed building consent, advertisement consents and full applications for new buildings)

At a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing and proposed floor plans (Required for applications for new dwellings, householder alterations, listed building consent (where appropriate) and full applications for new buildings)

At a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels (Required for applications for new dwellings, householder alterations, listed building consent (where appropriate) and full applications for new buildings)

Drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Roof plans (e.g. at a scale of 1:50 or 1:100) (Required for applications for new dwellings, householder alterations including alterations to the roof, listed building consent (where appropriate))

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Detailed plans (required for applications for new dwellings, listed building applications (where appropriate) and advertisement consent)

In the case of Advertisement Consent applications details will be required to clearly demonstrate the details showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the methods and colour(s) of illumination). In the case of Listed Building Consent applications, detailed plans will be required at a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.

Submitting Plans Online

When submitting plans on the planning portal web site the following guidance should be used when preparing the electronic documents.

file size:

- Maximum file size (sum of all e-documents submitted) handled through a single transaction should be no greater than 25MB.
- Where the application is in excess of 25MB it should be submitted on CDROM
- Maximum size of a single document should be 2MB

File format:

- Files to be provided in format pdf or jpg.
- All drawings should be saved as a single layer.
- All drawings should specify the print page size of scale.
- All drawings should be correctly orientated on screen.
- All drawings should have key dimensions indicated on them in writing.
- No post processing that fundamentally changes the original document shall be used.

Where we are unable to open the documents we will request that the document is resubmitted in an accessible format.

Ownership Certificates

A local planning authority cannot entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of [The Town and Country Planning \(General Development Procedure\) Order 1995](#).

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

The Correct Fee - Where one is necessary (See [Planning Advice Note 2](#))

Inclusive Design and Access Statement - Required for all applications in Wales unless otherwise specified (See [Planning Advice Note 11](#) and [THE TOWN AND COUNTRY PLANNING \(GENERAL DEVELOPMENT PROCEDURE\) \(AMENDMENT\) \(WALES\) ORDER 2009](#))

An Inclusive Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments

An Inclusive Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- the special architectural or historic interest of the building;
- the particular physical features of the building that justify its designation as a listed building;
- the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Local Requirements

The Brecon Beacons National Park is a highly sensitive and special area of unique character and quality for which it has been designated. As such development within the National Park can be expected to require rigorous examination to ensure

the highest quality is achievable in addition to approved policy.

The points below comprise of the range of additional information which the National Park would require as additional information before validating an application.

- **Planning Statement** (for all applications for planning permission)
- **Landscaping details** (for all applications unless otherwise specified)
- **Design Statement** (required for all proposed new buildings)
- **Sustainability statement** (appropriate for all new building)
- **Affordable Housing Statement** (where appropriate to the application)
- **Biodiversity Survey and Report** (where appropriate to the application)
- **Bat and Barn Owl Survey** (required for applications affecting barns, outbuildings, derelict and/or disused structures)
- **Structural Survey** (where appropriate to the application)
- **Environmental Statement** (where appropriate to the application)
- **Flood Consequences Assessment** (where appropriate to applications within flood zone C)
- **Heritage Statement - including historical, archaeological features and scheduled ancient monuments** (where appropriate to the application)
- **Lighting Assessment** (where appropriate to the application)
- **Photographs/Photographic surveys and photomontages** (where appropriate to the application)
- **Transport Assessment** (where appropriate to the application)
- **Requirements for prior notification of proposed demolition** (where appropriate)
- **Drainage Details** (where appropriate for new proposed buildings)
- **Site Investigations for contamination/unstable land** (where appropriate to the application)
- **Requirements for applications concerning prior notification of proposed agricultural development under the terms of the GPDO**

Information Requirements

For every application it is important that you provide us with all the correct information and plans and ensure that the correct certificates are completed. In order to help you assess what information and plans may be required for your application we have produced a checklist of information requirements. [The Validation Checklist](#) gives details of the different types of information you should provide when submitting a planning application. This information is available on-line at www.beacons-npa.gov.uk or copies can be obtained from our planning help desk.

Please read the advice carefully because if you fail to provide information that is deemed necessary for your application then we will not validate your submission until all the information has been received.

Whether your application requires additional supporting information will depend on the location and the "land use" history of the site, for example the site may fall within an Environment Agency flood zone or have a history of industrial use or because of the size or type of development proposed. If this is the case Officers may request additional information during the processing stage of the application.

You can of course always contact the planning help desk for further advice and contact details are given at the bottom of this page.

Forms and guidance:-

[The validation check list](#) - provides a checklist against which to determine what information is required for each type of application.

[National requirements](#) – this is a list of requirements required nationally to be submitted with planning applications

[Local requirements](#) - this is a list of local requirements required by the local planning authority to be submitted with planning applications.

[Planning Application Forms](#) - for information on 1App application forms, application fees and advice on online submission.

Land Use Planning

Planning Aid Wales is an independent charity providing advice and support on all aspects of land use planning in Wales.

Cymorth	Planning
Cynllunio	Aid
Cymru	Wales

Visit www.planningaidwales.org.uk or call the [planning helpline service on](#) 02920 625 000 for more information.

For further information contact:

www.beacons-npa.gov.uk

Brecon Beacons National Park Authority

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