

Dartmoor National Park Authority Planning Validation Guide

August 2018



Contents

1. Introduction	Page 3
2. Plans required for all applications	Page 7
3. Applications for Certificate of Lawfulness for an Existing Use or Development (CLEUD) or Proposed Use or Development (CLOPUD)	Page 12
4. Additional Information Requirements - All types of applications	Page 15
5. Appendix 1 - Table of Report Requirements by Application Type	Page 33
6. Appendix 2 - Sample Site Location Plan	Page 34

This Guide is the latest version of a document first published in 2013. It will be reviewed in 2020 as required by legislation.

1. INTRODUCTION

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that every Local Planning Authority publish a list of requirements to be used when validating planning and related applications ensuring that all necessary information is submitted to be able to determine the application (the Local List).

All Local Authorities are required to produce a Local List and encouraged to review it on a regular basis in line with paragraph 193 of the National Planning Policy Framework 2012. The Local List should be revised on a two-year cycle.

This guide has been produced to assist applicants or agents in the submission of planning and other related applications to the Authority. It provides advice on the information required for each type of application.

Pre-application Planning Advice

It is recommended that applicants or their agents discuss their proposals with the Planning team prior to submitting a formal application.

This service is informal and not mandatory however, it will help us shape your proposals and identify any potential issues early in the process, allowing for a smoother route through the planning process. Please note that there are charges in place for some types of development - please see the Planning Advice section of our website (<http://www.dartmoor.gov.uk/living-and-working/planning/planning-advice>). Alongside the provision of planning advice, officers will give an indication of the information that should accompany an application. This should be an essential part of any larger scheme. The advice will give an opinion as to the likely success and may also suggest amendments to make a scheme more acceptable. It will not however, bind the Authority to a particular viewpoint or prejudice the proper consideration of any subsequent application.

What makes a Valid Planning Application?

This is the starting point for any formal application. The information required includes:

- The national requirements of the Town and Country Planning (Development Management Procedure) (England) Order 2015) detailed at <https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>
- A completed Application form
- The correct fee
- Information specified in the Dartmoor 'Local List. A simplified version for householders is provided.

What is Validation?

Validation is the process of checking the submitted information submitted to ensure that it provides everything we need to make a planning decision. If the application does not contain all the relevant information we will not be able to validate it and it cannot be progressed further until all the correct information has been supplied. This will delay the consideration of the application.

The list of requirements is not exhaustive; the Authority reserves the right to request further information while the application is being considered. This will assist us to make a quick decision on your behalf.

We aim to determine whether an application is valid within 5 working days of receipt (up to 7 working days if it is a major application). If the application is not valid we will be in contact with the applicant or their agent explaining the requirements before validation can proceed. We normally send this by email to speed up the process so please ensure that an email address is provided on the form. If you are unsure of what is required please contact our Planning Administration team at planning@dartmoor.gov.uk for further advice.

If we do not receive the requested information within 10 days the application will be deleted or returned and the fee refunded (unless we have agreed an extension of time).

If there is a disagreement regarding the required documents then this should be discussed with a Planning Team Manager , The applicant has the right to serve an Article 12 Notice on the Authority, for information see [Article 12 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

Data Protection

Applications and supporting documents are in the public domain and will be published on our website. Any personal telephone numbers, email addresses and signatures are redacted prior to publication. Background papers will also appear unless they have been marked as confidential or contain sensitive information relating to finances, stock or medical records. Our processes comply with the GDPR 2018.

How to submit an application

Applications can be submitted in two ways. We prefer you to submit electronically via the Planning Portal (www.planningportal.co.uk). There are helpful guides to assist you through the process. Alternatively, you can submit your application by post; forms can be downloaded via the Planning Portal and posted to the Authority with all the necessary attachments. Paper copies of the form(s) can be obtained upon request for those without access to the website - please telephone our Planning Administration team for assistance.

Documents and plans

Regardless of the scale of development there are some minimum requirements for all applications. The following be submitted;

- With the exception of electronic submissions, **two** copies of all documents including plans must be submitted or in the case of a combined application for Planning Permission and Listed Building Consent **four** copies shall be submitted.
- All plans must be drawn to a recognised metric scale (1:10, 1:20, 1:50, 1:100, 1:200, 1:500, 1:1250 or 1:2500) in 2D only. Drawings using imperial measurements cannot be validated.
- Wherever possible drawings larger than A3 size should be avoided, if drawings at A2 or above need to be included please submit these on separate disc. This helps with viewing through the website and with PowerPoint presentations to Committee. If in any doubt please contact the Planning Administration team who can assist with regard to file size limitations.
- For a larger scheme or a Major application submitted via the Portal you will need to provide hard copies of drawings and copies of CD's containing all documents for consultation purposes. If submitting by post please contact our Planning Administration team for advice on the necessary amounts of copies.
- Plans to accompany applications submitted online should be submitted in PDF (Adobe Acrobat) format and where possible, plans and drawings should be provided that will print on A4 or A3 sized paper.

2. PLANS REQUIRED FOR ALL APPLICATIONS

Site Location Plan

A Site Location Plan is a statutory requirement for all types of applications:

- This should be drawn to a scale at either 1:1250 or 1:2500 based upon an up-to-date Ordnance Survey Map. Copies of Copyright plans from other sources such as extracts from published policy documents or online mapping services must not be used (see note below).
- The application site must be clearly edged in red (this must include all land necessary to carry out the proposed development (including land required for access to the site, car parking, visibility splays, any hardstanding, landscaping and open areas around buildings). *It is acceptable to only show the curtilage of a property in red, as long as you have submitted a Site/Block Plan to indicate the precise location of the proposal.*
- A blue line should be drawn around any other land within the applicant's ownership, close to or adjoining the application site. The plan should illustrate the full site and identify roads and/or buildings on adjoining land to ensure the location of the site is clear.
- All plans should have a North point.
- Where the site is in an isolated location, a further site plan at a smaller scale (i.e. 1:10000) may be necessary to indicate the precise position of the site in relation to nearby settlements or villages.
- Applications for Agricultural Buildings or Dwellings should be accompanied by an additional location plan to identify all land owned and/or rented land on the holding.

A sample of a site location plan is shown at [Appendix 2](#)

Site/Block Plan

A Site/Block Plan is required for all applications.

- This should be drawn to a scale of 1:200 or 1:500.
- The plan should include a North point and provide more accurate details of the location of the development and its relationship to other buildings and boundaries on or adjoining the site.

- Depending on the proposal, the plan should identify any features, landscaping (including any significant trees on or adjoining the site), roads (including any access arrangements), details of any public rights of way crossing or adjoining the site, the extent of any hard surfacing and any boundary treatment including walls, fencing or hedgebanks. The plan should identify a fixed OS Datum point (a permanent reference point from which measurements or levels may be taken).

IMPORTANT NOTE - Crown Copyright – *It should be noted that in both cases Site Location Plans and Site/Block Plans should not breach Crown Copyright (e.g. A Land Registry document, photocopy or an image copied from the Web i.e. Google Earth are not permitted for planning permission purposes). To protect copyright, plans should clearly indicate a License Number to confirm that the user has the authority to reproduce the plans. If it is considered that Crown Copyright has been breached the Authority will contact the applicant or their agent.*

Maps can be purchased from an Ordnance Survey retailer or via the Planning Portal at www.planningportal.co.uk/buyaplan

Elevation drawings

Proposed elevations should be provided with all applications for new, replacement, extended buildings including any alterations that affect the external appearance, this also includes applications for retrospective permission.

Existing elevations are helpful - they can assist in understanding the development prior to a site visit. **Please note for Listed Building Consent Applications you must submit both existing and proposed elevations.**

- The plans should be to a scale of 1:50 or 1:100 and must show **all** the relevant elevation(s) - not just a part.
- The elevations should be annotated with the relevant compass direction and the proposed materials.
- The elevation drawings should also indicate any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling).
- It is good practice to mark the key dimensions (length, width, height) of any extensions or new structures on elevation drawings.
- Ground levels should be shown either side of any new building/extension to confirm any excavation works, existing levels should be shown as a dotted line, it is also helpful to indicate Finished Floor Levels.
- This is especially useful for applications submitted electronically and can help to avoid confusion or misunderstanding for those who are using the plans.

Floor Plans

Proposed floor plans should be provided with all applications.

Existing floor plans are helpful to assist in understanding the development prior to a site visit.

Please note for Listed Building Consent Applications you must submit both existing and proposed floor plans.

- The plans should be to a scale of 1:50 or 1:100 and must show the whole floor area concerned.
- Floor Plans provided for new buildings/extensions must indicate all new openings and match the elevation plans provided.
- For change of use applications floor plans should denote the use of each room and use colour (boundary edged rather than block shading) to distinguish between existing and proposed areas of floorspace
- The plans should also identify any walls, features or buildings to be demolished.

Cross Sectional Plans

Where there are changes in ground levels or floors then Cross Sectional plans should be provided.

- The drawings should be at a scale of 1:50 or 1:100 (compatible with the elevation drawings and floor plans) and should show at least one cross-section through the new building.

Site Levels Plan

Where new buildings are proposed and/or where there are variations in the level of the site with excavations, a Site Levels plan must be provided.

- The plans should be to a scale of 1:200 or 1:500.
- The plans should show the existing levels of the site and the Finished Floor Levels of any new buildings and must relate to an identified permanent, fixed OS datum point.

- These plans should also show any existing and proposed ground levels where excavation works are proposed.

Street Scene Plans

Street scene plans are necessary where the proposal will significantly affect a road frontage, or where there are concerns regarding the height and appearance of new buildings.

- The plans are usually at a scale of 1:100 or 1:200.
- They should illustrate the proposed development alongside neighbouring properties for a sufficient length of the street.
- It is vitally important that such plans are accurate as they may otherwise mislead or misrepresent a proposal. It is the developer's responsibility to ensure such plans are accurate.

Specialist Plans

It is occasionally necessary to show specific details in a larger scale (1:5, 1:10 or 1:20). This will help us understand architectural detailing, technical specifications, etc.

These plans are often requested on applications involving listed buildings and can include the detail of window or door joinery, etc.

- Detailed plans may also be required on other applications; for example, to demonstrate the means of illumination behind an advertisement fascia sign, or in relation to mitigation measures for protected species, showing details of access points, roosting areas, materials etc.,

Photographs & Photomontages

Photographs and photomontages are considered supplementary information and are never a substitute for plans. However, they can provide useful background information and assist with complex cases when these are presented at the Development Management Committee. Some examples may be:

- Large-scale developments where a photomontage can demonstrate a proposal's integration with the existing street scene/environment;

- Advertisement applications, to demonstrate how a new fascia or projecting sign would look on an existing shop front;
- Listed Building applications, where a series of photographs are contained within a Listed Building Report.
- To judge the impact of development in a wider landscape setting see <https://www.landscapeinstitute.org/PDF/Contribute/LIPhotographyAdviceNote01-11.pdf>

Materials

Although not always necessary it is helpful to specify samples of materials, i.e. roofing slate, tiles, surfacing materials. If these are considered acceptable it may prevent a condition being placed on an approval, speeding up the process. It may also avoid a further application to discharge any planning conditions at a later date.

3. CERTIFICATE OF LAWFULNESS APPLICATIONS

Certificate of Lawfulness for an Existing Use or Development (CLEUD)

This type of application is normally made in one of the following circumstances:

- The applicant believes that planning permission would not have been required for the development, but requires formal confirmation
- Operational development took place more than four years ago and is now immune from enforcement action.
- A change of use to use to a single dwelling house took place more than four years ago and is now immune from enforcement action.
- Any other change of use of land or buildings took place more than ten years ago and is now immune from enforcement action.
- There has been a breach of a condition attached to a planning permission for more than ten years and the breach is now immune from enforcement action.
- Where planning permission has been granted, whether the development complies with all the planning conditions

If a Certificate is requested where the time limits for enforcement have passed, then information or evidence will to be needed to prove the relevant dates. For building works, the important date is the date when the development was "substantially completed". If this is not known then both the date the work started and the date it was completed should be given. The date of occupation will be relevant to prove when a use commenced.

As well as providing a completed application form and location plan at a scale of 1:1250 (or at an appropriate scale), the types of evidence that could be provided to support your application include the following:

- Explanatory statement
- Old photographs
- Council tax records
- Statutory declarations, sworn affidavits or written statements signed by people who occupied, used or visited the premises, or knew the premises well for the relevant period of time,
- Copies of bills / invoices, company accounts

- Existing and original elevations for all building works (scale not less than 1:100)

Certificate of Lawfulness for a Proposed Use or Development (CLOPUD)

This type of application is normally made in one of the following circumstances:

- The applicant believes that planning permission is not required for their proposal but requires formal confirmation
- The applicant is uncertain as to whether the proposal requires planning permission or disagrees with a planning officer's informal view that permission is needed and requires a formal resolution of the matter with the opportunity to appeal if necessary.

As well as providing a completed application form and location plan at a scale of 1:1250 (or at an appropriate scale), the types of evidence that should be provided to support your application (depending on the proposal) should include the following:

- Elevation and floor plans at a scale of 1:50 or 100 showing the proposed works.

4. ADDITIONAL INFORMATION REQUIRED

General Guidelines

It is considered good practice to provide a supporting letter with each planning application listing all the forms, plans and supporting documents that are to be submitted.

The documents/plans listed on the following pages will be required depending upon the nature of the application. You are encouraged to submit as much information as possible to assist with a quick decision.

Please refer to the Table shown at [Appendix 1](#) for a checklist of Reports required by Application Type. If you are advised that any of the following are required then failure to provide the necessary documents will result in non-validation and delayed consideration of the submission. Please contact our Planning Administration Team for further advice, if required.

It should be noted that a number of these additional statements and documents can be incorporated into a single, all-inclusive supporting document, with the proviso that each individual section is headed appropriately.

Agricultural Appraisal

For all applications relating to new agricultural dwellings

An independent Appraisal should be carried out by a suitably qualified professional to justify the need for an additional dwelling in the countryside where that need has been demonstrated for a minimum three year period. A functional test demonstrating need and financial test will form part of the assessment for a permanent dwelling. (See the DMD policies on our website).

This appraisal will be assessed by an Agricultural Consultant appointed by the Authority.

Arboricultural Survey or Report (including Tree Protection Plan)

*Where you have answered 'Yes' to Trees or Hedges on the site on, or
Where you have answered 'Yes' to trees or Hedges adjacent to the site that may impact on the Development, on Section 15 of the application form*

All development (including the change of use of land) where trees are present on the site or adjacent to the land will require an Arboricultural Assessment.

A tree survey should be carried out by a qualified Arboriculturist. The survey and appraisal should comply with the standards set out in British Standard 5837:2012 (*Trees in relation to design, demolition and construction – Recommendations*) and contain the following information:

- Trees to be felled or retained should be clearly marked on a plan. An accompanying schedule should provide full information on the amenity value of each tree together with details of species, size, age and condition.
- A tree constraints plan showing root protection areas and the canopy spread of the tree(s).
- An arboricultural method statement and Tree Protection Plan detailing the measures to be taken to protect the trees during construction
- For larger applications it will also be appropriate to provide details of the landscape strategy for the site, including areas of new planting.
- Works to any trees, directly affected by the development

Car Parking Proposals

Where new car parking provision is proposed;

All proposals should comply with the Authority's adopted Parking Standards. (See DMD policies on our website)
A Transport Assessment may be required for major development proposals.

Design and Access Statements

A Design and Access Statement (DAS) should accompany all Major planning applications, Listed Building Consent Applications and some types of planning applications.

Examples of applications which **DO NOT** require a DAS are:

- Engineering or mining operations
- Householder Development affecting a dwellinghouse or development within the curtilage of a dwellinghouse (unless it falls within a Conservation Area)
- Applications for a material change of use of land or buildings where there is no operational development
- Non-residential development not exceeding 100sqm in area (unless it falls within a Conservation Area)
- Erection, alteration or replacement of plant and machinery which does not exceed 15m in height (unless it falls within a Conservation Area)
- Applications for Variation or Removal of a condition
- Applications for Prior Notification
- Applications for advertisement consent
- Applications for a 'Non-Material Amendment' to an existing planning permission

A DAS is a concise report, separate from any covering letter, which accompanies the application; it should illustrate the process that has led to the proposal and provide an explanation of the merits of the design and how this will impact on its setting demonstrating how the proposal can be adequately accessed by its potential users. The detail contained within the DAS will be proportionate to the scale of the development. It is not a substitute for detailed scaled plans but can include sketches and photographs.

A DAS should explain the design principles and how these have been applied to the proposal, this Statement should also reference the applicant's approach to access and how this has been resolved through any consultation.

Further guidance is available through the Gov.uk website: <https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

Where an application is for Listed Building Consent the DAS needs to be more detailed to deal with the significance of the building and the affect the works would have, this can be included as part of the DAS or submitted as a separate statement referred to as a Heritage Statement Please see separate paragraph on Heritage Statements for further information. Where a DAS is not required applicants are however encouraged to submit a Planning Statement; please see paragraph on Planning Statements for further information.

Ecological Reports/Wildlife Reports

Applications for new builds, barn conversion, change of use of land, demolition, redevelopment including any works to roof works, roof spaces, external cladding or any underground works.

Applications for development that will adversely affect biodiversity must be accompanied by an Ecological Report which must appraise the site itself and adjacent land. It must be produced by a suitably qualified and licensed ecological consultant and include:

- desk study
- phase 1 survey
- habitat condition assessment
- protected species surveys
- any additional habitat and species surveys advised by the Ecologist
- assessment of importance of biodiversity features
- assessment of impacts
- suite of measures to mitigate/compensate impacts
- details of how these will be delivered and
- scheme for monitoring the effectiveness of mitigation/compensation

Surveys need to be undertaken over an extended period and the results used to inform the design of the development/compensation. Dartmoor provide habitat and breeding grounds for many species protected under European and British Law. Applicants/agents need to comply with relevant legislation relating to these protected species.

All reports must be up-to-date and produced by suitably qualified and licensed professional ecological consultant. A list can be provided by contacting the Planning Administration Team. If your professional ecological consultant considers that a report is not required you may submit a letter from them justifying why this is the case.

For further information see:

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#standing-advice-for-protected-species>

Bat and Bird Survey Reports

Applications for barn conversions, extensions to buildings change of use of land, demolition, redevelopment including any works to roof works, roof spaces, cladding or any underground works (including Householder extensions).

Bat and Bird reports are required for all applications for the above developments and must include date of the survey, methodology used, evidence found, assessment of impacts on protected species, mitigation/compensation for impacts, details on how these will be delivered and a scheme for monitoring effectiveness of mitigation/compensation. The necessary surveys may need to be undertaken over an extended period of time (an 'emergence survey') which would need to be undertaken before an application is made.

All reports must be up-to date and produced by a licensed bat consultant. A list can be provided by contacting our Planning Administration team. If your consultant considers that an emergence survey is required this should be undertaken and the results submitted with the application. If your bat consultant considers that a report is not required you may submit a letter from them justifying why this is the case.

For further information see:

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#standing-advice-for-protected-species>

Environmental Statements

Environmental Statements (ES) must be provided for any development that falls within Schedule 1 of the Environmental Impact (Assessment) Regulations 2017 and for some Schedule 2 projects.

The Government's Guide to Environmental Impact Assessment provides a list of all Schedule 1 and Schedule 2 development. The Government guide also includes a comprehensive checklist for matters that should be included in an ES. The following web link provides useful advice.

<http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/>

Please note this is a complex issue and you may wish to seek professional advice. A Screening Opinion should be sought from the Authority at Pre-Application Stage to establish the requirement, and content of a Statement (a Scoping Opinion).

Flood Risk Assessment/Surface Water Management

A Flood Risk Assessment (FRA) will be required if the proposed development falls within an Indicative Flood Plain or Flood Zone 2 and 3.

You can check whether your property is at risk from flooding at www.environment-agency.gov.uk. For Major development proposals on sites comprising one hectare or above, the vulnerability to flooding from all sources, including the potential to increase flood risk elsewhere through the provision of hard surfaces and subsequent effect of surface water run-off, should be incorporated in a FRA.

For Householder development affecting a Flood Zone area, a simplified proforma is available on the Environment Agency's website for use as a Flood Risk Assessment.

The FRA should identify and assess flood risk on the site and how the risk will be controlled. The FRA must also contain a Sequential Testing Statement, where the applicant advises whether the development can be accommodated in other preferable zones of lower flood risk. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at great risk of flooding.

If you are unsure of what to include in an FRA then please contact the Environment Agency through its website at:

www.environment-agency.gov.uk.

Surface Water Management

For all new developments

You must provide a surface water management plan which demonstrates how surface water from the development will be disposed of in a manner that does not increase flood risk in accordance with Sustainable Drainage Systems (SuDS) principles. Devon County Council are the lead Local Flood Authority and are consulted on all proposals for all Major and other development schemes where there is potential for flood risk.

Heritage Statement All applications for Listed Building Consent and other applications which affect a Heritage Asset (including a Conservation Area)

Applications for any development affecting a Listed Building or Heritage Asset must be accompanied by DAS or a combined DAS/Heritage Statement. A Heritage Asset is a building, monument, site, place, area, or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage Assets include those formally designated such as listed buildings, conservation areas and Scheduled Monuments and assets identified by the local planning authority, which includes local listings and Historic Farmsteads recorded in the Dartmoor Historic Environment Record (HER).

The following link to the Historic England website provides the context to Heritage Assets and national historic environment policy:

<https://www.historicengland.org.uk/advice/hpg/heritage-assets/>

The National Planning Policy Framework 2012 (NPPF) sets out planning policies on the conservation of the historic environment and paragraph 128 indicates that in determining applications, Dartmoor National Park Authority should require an applicant to describe the significance of any heritage assets affected, including any contributions made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This link provides access to the NPPF 2012 document:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

The Heritage Statement should demonstrate an understanding of the historical, archaeological, architectural and artistic interest of the site and its setting and in particular the significance of those parts affected by the proposed works. Additional supporting information may be obtained from the HER that holds historic maps and photographs, history of the building or heritage asset and development phases etc. The Statement will also need to assess the impact of the development on the significance of the building or other heritage asset.

The Heritage Statement should contain an Assessment of the impact the proposed development would have on the significance of the relevant heritage asset. It may for example discuss how an extension to a property would impact upon a wider conservation area, or how an alteration to a listed building would affect its character.

The Heritage Statement should include at least some or all of the following information, depending on the nature and extent of the development:

- An informed description or designation detail of the Heritage Asset
- An assessment of the significance of the Heritage Asset and setting
- An analysis of the history of the site, development and setting (including phased drawings, old maps and photographs etc.)
- Assessment of impact of proposal upon the Heritage Asset and its setting
- Justification for works - to clarify benefit or harm to significance
- A Schedule of Works and Method Statement
- Historic building survey and interpretation
- Any required archaeological reports and/or Method Statements (see below)

Some works may be located in areas with the potential to contain unknown, buried heritage assets and require more extensive work. This may include a desk-based assessment, survey, or even evaluation excavation.

Archaeology

The Authority will consider the application from an archaeological perspective. Conditions may be needed to mitigate damage to the historic environment. This may include appropriate investigation and recording. The work will be commissioned by the applicant and must be undertaken by a qualified contractor. It can include one or more of the following types of investigation:

Desk-based assessment: examination and analysis of existing documentation and mapping held in public records offices or archives to understand the recent history and significance of a development site.

Geophysical survey: a non-intrusive technique to measure variations in the physical characteristics of the ground which can provide information on any buried archaeological features which may be present but not visible on the surface.

Analytical earthwork survey: measured survey of archaeological features visible on the surface in the form of subtle depressions and positive earthworks.

Archaeological evaluation: limited excavation intended to assess the nature, survival, extent and significance of archaeological remains on a site. This type of investigation is often undertaken at a pre-determination stage and is usually intended to provide information which will inform archaeological recommendations

Archaeological watching brief: archaeological monitoring of groundworks during development, accompanied by any necessary excavation and recording. This is probably the most common form of archaeological investigation.

Archaeological excavation: excavation of a site before development commences.

If an Archaeological Report is required it will be necessary to submit this during the course of the application to avoid the need for a condition on any planning approval.

Works within or affecting a Conservation Area

Any works that are within or deemed to affect a Conservation Area whether it is new development or demolition, the statement must demonstrate how the works impact on the Conservation Area and, if demolition or partial demolition is proposed, how those works would be an enhancement to the character and appearance of the area.

The Authority has published a series of Conservation Area Appraisals which can be referred to and used as a reference in the statement; these are available on our website www.dartmoor.gov.uk

Land Contamination Assessment

For any proposals on land where an unacceptable risk to health or the environment may be caused.

The Authority will normally require a Land Contamination Assessment (LCA) for any proposals, where:

- The development site is potentially contaminated by existing or former uses or activities e.g. former mining areas (including unauthorised activities such as waste dumping);

or,

- Land outside the development site is potentially contaminated and being capable of impacts on the development site (e.g. migrating contaminants such as fuel oils or landfill gases).

Development on or within 250 metres of any possible landfill site will require a LCA due to the potential for migration of landfill gases.

While a LCA can be required via a planning condition, the site-specific suitability of land for a proposed use should be demonstrated prior to an application being submitted. In line with Government policy, it is necessary when considering suitability to address any future development that might fall within the proposed Use Class. For example, where a residential development without gardens is proposed, it will be necessary to address the possibility of future changes that might bring residents into contact with remaining sub-surface contamination (e.g. the introduction of public open spaces or private gardens in originally hard-surfaced areas).

As a minimum it is considered good practice to provide a 'desktop study' identifying potential contamination issues. Developers will also benefit from pre-application site investigations, which provide a clear indication of the likely extent of full site investigations. This may include remediation works to minimise the risk of encountering unforeseen contamination during the development.

Pre-application discussion with the Environmental Health Officer is recommended.

Landscape and Visual Impact Assessment (LVIA)

For proposals for new development in the Countryside that are likely to have a significant landscape or visual impact.

A Landscape and Visual Impact Assessment will be required where development has an impact on the character of the National Park's landscape or a significant visual impact. A LVIA should follow the best practice set out in the Landscape Institute and Institute of Environmental Management - Guidelines for Landscape and Visual Impact Assessment. It should cover the physical impact that the development will have on the landscape including the wider impact on public viewpoints and residential amenity.

In assessing landscape character reference should be made to Dartmoor National Park's Landscape Character Assessment, Devon County Council's Devon Landscape Character Assessment and Natural England's National Character Area profiles.

The scope and detail of an LVIA will be dependent on the scale and impact of the development. While a Major scheme will require a full assessment, a simple statement with photographs may suffice for smaller developments. Our Trees and Landscape Officer can advise on the content of an LVIA if required.

Lighting Plan

For development proposing any lighting schemes.

New development can be a source of light pollution. The Dartmoor landscape is very sensitive to increased lighting which could have an adverse effect on dark skies. Light pollution should be avoided as this may have a direct effect on local amenity, intrinsically dark landscapes and nature conservation.

If a new development requires external lighting, a detailed plan showing the location and design will be required. Street lighting and security lighting in particular should be avoided wherever possible.

Manufacturers Details

For applications for solar panels, fuel tanks, extraction devices etc.

Manufacturer's specification and details will need to be provided.

Planning Statement

Where a Design and Access Statement is not required, a Planning Statement should be included to set out the context and need for the development.

This statement should specify how the application accords with the relevant national and local policy. The length of the Statement will vary dependent on the nature, scale and type of the development. The statement should refer to any pre-application discussions with officers.

Agricultural Development

Proposals for new agricultural development should be accompanied by a detailed statement of need. This can include information on the extent of the farm, holding, livestock numbers and farming practices. For proposals for new agricultural barns the Statement should include reference to stock levels, existing building provision and land ownership, it should demonstrate the need for the building addressing the points raised in policy DMD33 of the Authority's Development Plan.

Householder Development

For proposals including extensions to dwellings the Statement should include reference to floor space and volume increase (both existing and proposed) in accordance with policy DMD24 of the Authority's Development Plan.

Major development

For any Major schemes, the Statement should detail any community involvement. If external consultants have been commissioned to carry out separate reports for the submission, the Statement should highlight the recommendations and conclusions of the reports and how these will be encompassed into the scheme - usually referred to as a Statement of Community Involvement.

If the development is for residential units the Statement should indicate the element of affordable units, tenure mix and an explanation of how the development accords with Code for Sustainable Homes. (see also Viability Assessment)

We will be pleased to help if you are unsure what to include in a Planning Statement.

Recreation Assessment/Loss of Open Space and Sports provision

Applications which seek to develop land currently used as open space or on recreation or playing fields should be accompanied by an Assessment which analyses the need and opportunity for the continued use of the land for open space, sport and recreational uses.

The Assessment should also identify the quantity, quality and accessibility of open space, sporting and recreational facilities within the locality.

For further guidance please consult paragraphs 73-74 of the National Planning Policy Framework via:

<http://planningguidance.communities.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/open-space-sports-and-recreation-facilities/>

Structural Surveys

For proposals for the conversion of an existing building

Many conversions require the retention of the building's inherent character and appearance. It is essential that we understand the character and stability of the building and how the proposed works may affect its integrity.

The survey should also give an indication as to how the building will be physically protected and supported during the works to avoid collapse.

Where demolition and/or re-building are proposed, this should be clearly indicated on the submitted drawings.

Sustainability Report

Where developments propose the demolition and replacement of an existing building, it will be necessary to justify why it is necessary to remove the building. The application should be supported by a statement that identifies clear reasons and provides commentary on matters such as embodied energy, energy efficiency savings and other positive environmental benefits. This should include explanation of the design process and environmental benefits of the scheme.

Renewable Energy Statement

Incorporating renewable energy provision is an important consideration. Schemes should demonstrate and support the most efficient energy requirements. The Authority actively encourages solutions that do not pose an impact on the landscape, biodiversity, geodiversity, archaeology, heritage assets nor the tranquil character of the National Park. Major development proposals will be required to demonstrate how renewable energy solutions can be incorporated into the scheme.

Telecommunication Statements

All applications for new telecommunication equipment

Proposals for new telecommunications equipment (where they require planning permission) shall be accompanied by a Telecommunication Statement. This should include the following information:

- Compliance with ICNIRP (International Commission on Non-Ionizing Radiation Protection) Guidelines;
- Evidence that all relevant Mast-Sharing and Site-Sharing opportunities have been investigated.

Applicants should be aware of the Government advice as published in 2013 for Code Operators. The impact of such works on the National Park will need particular attention.

Transport Assessments and Travel Plans

For all proposals that would result in a material increase in traffic movements on roads, irrespective of whether the increase in traffic occurs within the site or not.

Transport Assessments (TAs) should be submitted where the proposed development will result in a significant change in the type, flow and frequency of traffic on surrounding roads, irrespective of whether the increase in traffic occurs within the site or not.

The TA should contain data regarding existing and proposed vehicular and non-vehicular movements to and from the site. It should then identify the effects of any additional traffic generation and list the works considered necessary to overcome any impact. Parking spaces, manoeuvring areas and loading arrangements should also be explicitly stated on both the application form and on the Site Layout (Block) Plan. For further advice see:

<http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/162259/165237/202657/guidanceontapdf>

Travel Plans (TP's) are required for major applications and other applications where there are likely to be significant transport implications. A TP should identify measures to reduce reliance upon the most environmentally damaging modes of transport - promoting journeys by public transport, bicycle and by foot.

Devon County Council, the Highway Authority, should be contacted for further advice on traffic management issues. Please contact Devon County Council's Development Management Officer tel. 01392 380175.

Unstable land/Stability Report

Where development could disturb land that may be unstable, a desk top survey should be carried out to establish the previous use of the land. If the report highlights a potential for instability a detailed report should be commissioned by a competent person to identify all known hazards and provide a detailed remediation strategy to address any issues and confirm that the site is suitable for the proposed use.

Utilities Statement

A Utilities Statement will be required for all applications for new development (except household extensions). The proposed water supply and drainage should be shown on the submitted plans.

The Statement should provide details of how the development will connect to existing utility infrastructure systems (electricity, gas, telecommunication and water supply, including foul and surface water drainage systems). It should demonstrate that the development will not result in undue pressure on the delivery of those services. For larger developments there may be a need to consider new infrastructure. Early discussion of this issue will identify potential shortfalls which may require direct provision or off-site contributions to improve service provision.

Ventilation/Extraction and Odour Details

Details of ventilation and extraction equipment including odour mitigation measures will be required on all applications that involve A3 (Restaurants & Cafes), A4 (Drinking Establishments) and A5 (Take-away) uses. Uses such as launderettes, hotels and significant business/industrial developments (B1 and B2) may also have an impact. A detailed report should be provided to show what ventilation or extraction systems are necessary. These should be identified on the relevant drawings. The report should identify whether the measures comply with regulations or guidance received from the Environmental Health Officer.

Viability/Affordable Housing Statement

For proposals for new residential development where the offer of affordable housing does not meet the required level of affordable housing provision identified in the DNPA Development Plan.

The Affordable Housing Statement should identify what provisions are to be made for affordable housing and should explain the size, location and tenure of the units and the proposed arrangements for their management. It should include an allocations plan and reference to any Registered Provider (or Housing Association) that may be involved in the scheme. If the offer of affordable housing differs from that expected by policy, a detailed viability assessment will be required to explain any shortfall and to provide detailed financial information on the scheme as a whole. This should include the identification of any commuted sum that may be used to fund provision elsewhere. The information should be presented using the proforma for a Viability Assessment downloadable from the Authority's website at:

http://www.dartmoor.gov.uk/data/assets/pdf_file/0006/983490/2014-05-30_Affordable_Housing_SPD_App1.pdf

The assessment will normally be compiled by a competent person and will be subject to scrutiny by an independent assessor employed by the Authority at the applicant's expense, it should be prepared following guidance contained within the National Policy Framework 2018 in that it 'will be publicly available other than in exceptional circumstances'. **If you consider that the Assessment contains commercially sensitive information then an Executive Summary may be an appropriate way to present information for the publicly domain in-line with NPPF guidance.**

Your application will not be validated until your assessment has been received.

Vibration (and Noise) Impact Assessment

The Authority will require a Noise Impact Assessment (NIA), produced by a suitably competent acoustic consultant, in the following situations where;

- Development has the potential to cause significant adverse noise impacts (e.g. a proposed new road or heavy industry);
- Development would create significant potential for adverse noise impacts in a high-sensitivity or medium-sensitivity location – the introduction of housing in a potentially noisy location or a potentially noisy activity in an existing residential area.

NIAs should be based on physical measurement surveys rather than predictive modelling. It will be necessary to confirm the noise emissions of proposed new plant and equipment, either from reliable manufacturers' data or by undertaking measurements of existing facilities elsewhere, rather than relying on assumed noise emissions.

Assessment methods and reporting should conform to BS 7445:2003, other relevant British Standards and established good practice.

It is advisable to discuss requirements with the Environmental Health Officer

Volume Calculations

In some circumstances, for example applications for extensions or replacement dwellings, it will be necessary to provide volume calculations to show the difference between the existing and the proposed development. This will assist with understanding and can complement other detailed drawings.

5. Appendix 1 - Table of Reports Required by Application Type

	Agricultural Appraisal	Arboricultural Survey	Car Parking Proposals	Design and Access Statements	Ecological Wildlife Reports	Environmental Statements	Flood Risk Assessments	Heritage Statements	Land Contamination	Landscape (LVI/A)	Lighting Plan	Manufacturers Details	Planning Statement	Recreation Assessment	Structural Survey	Sustainability Report	Renewable Energy	Telecommunication Statement	Transport	Unstable Land Report	Utilities Statement	Ventilation/Extraction Details	Viability Statements	Vibration Assessment	Volume Calculations
Outline Planning Permission	✓			✓	*	✓	✓	*		*			✓						*	*	*		✓		
Full Planning Permission	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reserved Matters		✓	✓	✓	✓					✓	✓								✓						
Householder Application		✓		✓	✓		✓					✓													✓
Listed Building Consent				✓				✓							✓										
Demolition in a Conservation Area				✓	*			✓							*										
Removal or Variation of Condition												✓													
Advertisement Consent				✓				✓			✓	✓													
Discharge of Conditions **												✓													
Non Material Amendments **												✓													

(* Depends on nature of proposal) (NB. More reports may be requested some schemes depending on the nature of the site/proposal)

(** For Discharge of Conditions only the details relating to the specific condition need to be provided, for Non Material Amendments drawings/details are required of relevant changes)

6. Appendix 2 – Sample of Site Location Plan

