



NPA/25/034

Dartmoor National Park Authority

7 November 2025

Climate Action Plan 2025

Report of the Assistant Planning Policy and Climate Officer.

Recommendation: **That Members adopt the updated organisational Climate Action Plan and note the 2024/25 greenhouse gas emissions footprint.**

1. Introduction

- 1.1 Dartmoor National Park Authority (DNPA) declared a climate and ecological emergency in 2019, in recognition of the urgent need for action. The first organisational Climate Action Plan was approved in March 2020.
- 1.2 Following endorsement of a new science-based approach in 2023, Members adopted, in February 2025, a new organisational Greenhouse Gas Emissions (GHG) emissions baseline and science-based reduction targets aligned with the Science Based Targets initiative (SBTi). Further information on the background, methodology, and rationale for these targets can be found in the previous [Authority report](#) (NPA/25/009).
- 1.3 A full update of the Climate Action Plan has now been completed, which sets out the actions, delivery mechanisms, and monitoring framework required to achieve these targets.
- 1.4 This report seeks Member approval of the updated Climate Action Plan and provides supporting information as follows:
 - **Appendix 1:** Updated organisational Climate Action Plan (2025)
 - **Appendix 2:** 2024/25 Greenhouse Gas Emissions Footprint

2. Background

- 2.1 The Authority's previous target of carbon neutrality for scope 1 and 2 emissions by 2025, has now been met, primarily due to carbon sequestration in the woodlands owned by the Authority. However, this was not science-based and excluded scope 3 emissions, limiting the meaningful reduction of our overall footprint.
- 2.2 The updated Climate Action Plan aligns with SBTi guidance. While SBTi does not currently assess public bodies, following its framework ensures the Authority's targets

are consistent with limiting global warming to 1.5°C and meaningfully contributes to the global effort under the Paris Agreement.

3. Updated Climate Action Plan

3.1 Targets and Pathway to Net Zero

Based on the 2023/24 baseline of 609 tCO₂e, the Authority has adopted the following headline targets in line with SBTi guidance:

- **Near-term (2030/31):** Reduce organisational emissions to 438 tCO₂e
- **Long-term (2050):** Achieve net zero, with residual emissions neutralised through verified carbon removals.

3.2 Delivery approach

To deliver the climate action plan we have modelled ambitions in three scenarios (Low, Medium, Maximum) based on a structured assessment of potential actions across key workstreams. Each proposed action has been assessed using a scoring system, which considered:

- **Estimated capital cost** and cost per tCO₂e saved
- **Feasibility** of implementation
- **CO₂ savings potential**
- **Capacity** to deliver the action within current resources
- The overall score combined these criteria and classified each action into one of three ambition scenarios:
- **Low:** Low-cost, simpler actions (e.g. behaviour change)
- **Medium:** Operational changes (e.g. fleet electrification, energy efficiency)
- **Maximum:** Transformational actions (e.g. sustainable procurement, stakeholder engagement)

A blended approach will be applied, selecting actions across scenarios to enable prioritisation and phased delivery within available budgets. Further detail is provided in Appendix 1: Climate Action Plan.

3.3 Action Plan

The Climate Action Plan focuses on five key workstreams: Buildings & Energy, Fleet & Transport, Staff Commuting, Procurement & Supply Chains, and Organisational Culture & Governance. Actions will be phased based on available resources, with annual monitoring and five-year target reviews. Residual emissions post-2030 will be minimised via verified carbon removals. Detailed actions and ambition levels are provided in Appendix 1.

4. Monitoring and Reporting

4.1 We will maintain robust oversight and accountability of the organisational Climate Action Plan through annual monitoring and reporting, including:

- Calculating the annual organisational GHG emissions footprint, consistent with the methodology (Appendix 2).
- Reporting progress toward the 2030/31 near-term and 2050 net-zero targets.
- Monitoring performance across all action areas.

- Providing annual updates to Members and staff, integrating lessons learned into future action planning.

5. Next Steps – Delivery

5.1 With the Climate Action Plan in place, DNPA will focus on delivering key measures:

- Implement priority actions across procurement, fleet, energy, and staff commuting
- Engage staff through training and communications to embed climate action across the organisation.
- Phased rollout of measures, with short-term actions (to 2027) followed by medium and long-term initiatives (to 2030 and beyond).
- Collaborate with partners through the Partnership Plan to embed sustainability across supply chains.
- Monitor and review progress annually, adapting actions as needed to reflect learning and evolving science.

5.2 This approach ensures delivery is practical, accountable, and flexible while maximising impact.

6. 2024/25 GHG Emissions Footprint

6.1 The 2023/24 baseline forms the starting point for the Authority's near- and long-term SBTi-aligned targets. Woodland sequestration is excluded in line with SBTi guidance, which specify that natural sinks cannot offset other emissions. Similarly, pension-related emissions are excluded due to limited organisational control. Both pension-related emissions and woodland sequestration will continue to be reported separately for transparency.

6.2 Table 1 shows the 2023/24 baseline alongside the 2024/25 footprint.

Scope	2023/24 (tCO ₂ e)	2024/25 (tCO ₂ e)	Change
Scope 1	82	81	↓ 1
Scope 2	31	40	↑ 9
Scope 3	4755	4755	-
Gross Emissions	4868	4876	↑ 8
Woodland Sequestration	-1771	-1771	-
Net Emissions	3096	3105	↑ 9
Reported Net Emissions excluding pensions and woodland sequestration	609	617	↑ 8

6.3 Net emissions for 2024/25 are broadly consistent with 2023/24, with slight variations. Minor increases are due to a small rise in electricity use across the Authority's buildings and sites, which adds to Scope 2 emissions, and increased expenditure in the financial year, which drives additional Scope 3 emissions from purchased goods and services. Improvements in data collection and reporting also contribute, as more complete and accurate data captures emissions that were previously unrecorded or underestimated. These variations are expected, as the Authority has not yet implemented specific emission reduction actions. With the adoption of the Climate

Action Plan, targeted measures will be introduced, enabling future reductions and a clear downward trajectory. See Appendix 2 for detailed target tracking.

7 Financial Implications

- 7.1 Implementation of the Climate Action Plan will require investment, with costs influenced by funding availability, ambition level, and priority actions. A high-level assessment of potential expenditure for each key area has been undertaken to inform phasing and prioritisation. These estimates will be refined in future updates as specific projects and funding opportunities are identified and confirmed.
- 7.2 Table 2 summarises the estimated costs associated with each workstream across the different ambition levels. Costs shown are the total of all actions included at each ambition level. In some cases (e.g., Procurement & Supply Chains), Medium Ambition appears higher than Maximum Ambition because it includes more individual actions. Maximum Ambition focuses on fewer, more targeted measures, so total costs are not always higher.

Table 2 - estimated costs associated with each workstream

Workstream	Low Ambition	Medium Ambition	Maximum Ambition
Buildings & Energy Use	£3,000	£5,000	£70,000
Fleet & Transport	£0 (minimal cost)	£10,000	£360,000
Staff Commuting	£0 (minimal cost)	£7,500	Depends on financial incentive
Procurement & Supply Chains	£1,000	£10,000	£4,000
Organisational Culture and Governance	£0 (minimal cost)	£2,000	N/A
Total	£4,000	£34,500	£434,000

- 7.3 The cost of advice from the University of Exeter to establish the baseline and set targets was £13,600. Future annual carbon footprint assessments will be undertaken in-house, ensuring continuity of reporting without incurring additional external costs.
- 7.4 Funding uncertainty, including National Park Grant levels, may affect the pace of implementation and require prioritisation or adjustment of actions.

8 Conclusion

- 8.1 The University of Exeter has provided a robust emissions baseline, science-based targets, and a clear pathway to net-zero.

8.2 Adoption of the organisational Climate Action Plan 2025 (Appendix 1) enables the Authority to implement the agreed targets, providing clarity of ambition and accountability for action. Annual monitoring and five-year reviews will ensure the plan remains aligned with the latest science, operational realities, and available resources.

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Background Papers : NPA/25/009

Attachments: Appendix 1 – Organisational Climate Action Plan
Appendix 2 - 2024/25 Greenhouse Gas Emissions Footprint

20251107 HG Climate Action Plan 2025

Dartmoor National Park Authority

Organisational Climate Action Plan

October 2025



Executive Summary

The UK Government has committed to reaching net zero greenhouse gas emissions by 2050, with interim carbon budgets and a clear expectation that public bodies lead by example in delivering climate action. This ambition is underpinned by the latest IPCC science, which states that global emissions must fall by 43% by 2030 to limit warming to 1.5°C, and by the UK's Sixth Carbon Budget, which commits to a 78% reduction in emissions by 2035 compared to 1990 levels. This is reinforced locally by the Devon Carbon Plan, which sets a net zero target of 2050 for the county, identifies priority actions across sectors, and highlights the importance of climate leadership from public organisations. As a public body operating within a nationally designated landscape, DNPA recognises its responsibility to act in line with these ambitions.

This Climate Action Plan sets out how DNPA, as an organisation, will respond to the climate crisis. DNPA declared a climate and ecological emergency in 2019, recognising the urgent need for action. This plan covers only the Authority's direct and indirect emissions and does not apply to the wider Dartmoor National Park area. The Plan draws on analytical support from the University of Exeter to produce a detailed baseline of DNPA's greenhouse gas emissions and a decarbonisation trajectory that aligns with the Science Based Targets initiative (SBTi). This provides DNPA with a credible, science-led pathway to reduce emissions in line with limiting global warming to 1.5°C. The plan includes both a near-term target to 2030 and a long-term net zero target, set in accordance with SBTi guidance.

DNPA's Climate Action Plan also contributes to broader public sector goals. By embedding climate action into decision-making, demonstrating leadership, and delivering tangible reductions in its own footprint, DNPA supports the wider transition to a low-carbon, climate-resilient Devon and UK. In doing so, it responds to calls from the Glover Review and National Parks England's Delivery Plan for Climate for Protected Landscapes to lead in tackling the climate and ecological emergency. This is not only a response to environmental urgency, but it also reaffirms DNPA's role as stewards committed to protecting and enhancing this nationally protected landscape.

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Why Urgent Action is Needed

Recent climate science underscores the critical need for urgent action:

- Atmospheric CO₂ concentrations reached a record high of 420 parts per million in 2023 — levels not seen for millions of years.
- The IPCC Sixth Assessment Report (AR6), culminating in the March 2023 Synthesis Report, confirms that human activity has already caused approximately 1.1°C of global warming above pre-industrial levels.
- The past decade (2013-2022) was the warmest on record globally, with extreme weather events increasing in frequency and severity.
- Climate scientists such as Professor Tim Lenton highlight the risk of crossing planetary “tipping points,” including irreversible ice sheet loss and ecosystem collapse, which would dramatically amplify climate impacts and undermine global efforts.
- Without urgent, accelerated emission reductions in this decade, the world will exceed 1.5°C of warming in the 2030s or 2040s, triggering irreversible damage to the most vulnerable ecosystems and human populations.
- UK Met Office projections for Devon indicate that by 2050, average summer temperatures could rise by 2–3°C, summers will become drier, and winters wetter and stormier, increasing flood risks and stress on water resources — all impacting Dartmoor’s landscape and communities.
- These findings reinforce the importance of DNPA’s leadership in climate mitigation and adaptation through this Climate Action Plan, aligned with international and national science-based targets.

Introduction

DNPA is committed to acting on climate change. As the organisation responsible for protecting Dartmoor’s special qualities, wildlife, and cultural heritage, we must also take responsibility for reducing our own environmental impact.

After declaring a climate and ecological emergency in 2019, DNPA produced and approved our first organisational Climate Action Plan in March 2020. This set out how the Authority would work to become carbon neutral for its scope 1 and 2 emissions by 2025. In October 2023, Members endorsed a review of this Climate Action Plan and expressed support for developing an updated, science-based approach. The revised plan, set out in this document, aligns with the latest climate science.

Following this, in January 2024, DNPA pledged to join the Race to Zero campaign - a global UN initiative uniting organisations to achieve net zero greenhouse gas emissions by 2050 at the latest. This reflects our support for climate action at both national and global levels.

Alongside this public pledge, DNPA is taking focused steps to reduce emissions from our own operations and estate. This Climate Action Plan sets out our approach to organisational climate action, targeting the emissions we produce directly (such as from fuel and energy use) and indirectly (such as staff commuting and procurement).

To guide this work, we are aligning our targets with the Science Based Targets initiative (SBTi). The SBTi is a leading international standard that helps organisations set emissions reduction goals in line with what the latest climate science says is needed to limit global warming to 1.5°C. Following this framework means DNPA must reduce emissions across our operations by at least 42% by 2030 for scopes 1 and 2 and 25% for scope 3. We also aim to reach net zero by 2050 at the latest, through emission reductions rather than offsetting.

This Climate Action Plan sets out DNPA's organisational response to climate change. It draws on work we commissioned from the University of Exeter, who helped us calculate our emissions baseline for 2023/24 and apply the SBTi approach. The plan outlines the practical steps we will take to reduce emissions over the coming years. It is intended as a clear and accessible guide to what we've done so far, where we are now, and how we plan to meet our targets.

Emissions Baseline

To guide our climate action, Dartmoor National Park Authority commissioned the Centre for Energy and the Environment at the University of Exeter to calculate our organisational greenhouse gas emissions and provide a new baseline for 2023/24. This assessment followed best-practice standards, including the Greenhouse Gas Protocol, and covered emissions from across our operations, estate, staff activity, and investments.

In 2023/24, DNPA's total net emissions were **3,096 tCO₂e**, measured across all three scopes:

- **Scope 1 (Direct emissions): 82 tCO₂e** from sources owned or controlled by DNPA, such as fuel used in vehicles and heating in DNPA-operated buildings.
- **Scope 2 (Indirect energy emissions): 31 tCO₂e** from purchased electricity used in our facilities.

- **Scope 3 (Other indirect emissions): 4,755 tCO₂e**, including pensions (4,259 tCO₂e), procurement of goods and services (322 tCO₂e), staff commuting and transport (140 tCO₂e), and building-related emissions (34 tCO₂e).

Our woodland estate acts as a carbon sink, sequestering an estimated 1,771 tCO₂e per year. However, in line with Science Based Targets initiative (SBTi) guidelines, sequestration from natural sinks like woodland is excluded from our net emissions for target setting purposes. Additionally, while pensions represent the largest single emissions category, they are also excluded from our target-setting baseline due to DNPA's limited influence over investment decisions. Nonetheless, both pension emissions and woodland sequestration will continue to be reported—pensions annually and sequestration on a five-yearly basis—for transparency.

After these exclusions, DNPA's adjusted net emissions for 2023/24, used for target setting, **total 609 tCO₂e** (rounded for simplicity). This baseline provides a clear starting point for setting science-based targets and tracking progress in reducing our organisational emissions over time.

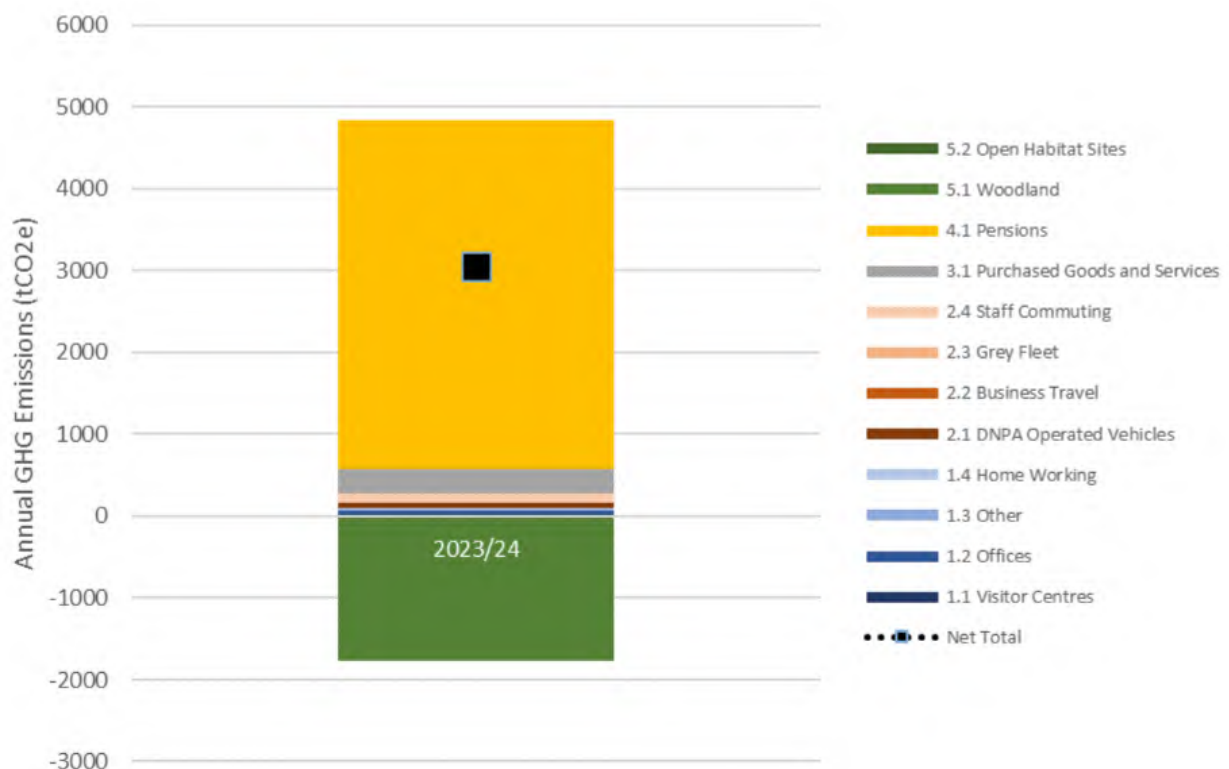


Figure 1: Graph showing a breakdown of DNPA's greenhouse gas emissions in 2023/24.

Target Setting

The **Science Based Targets initiative (SBTi)** recommends setting both near-term and long-term targets to reduce greenhouse gas emissions. This approach balances immediate, achievable actions with the deeper, longer-term changes needed to address climate change effectively.

Working with the University of Exeter, DNPA has adopted this structure to define science-based targets that align with the latest climate guidance and reflect what is realistically within our organisational control. These targets focus on reducing emissions across our operations — including buildings, vehicles, procurement, commuting, and business travel. Emissions from pensions and woodland carbon sequestration are excluded from the targets, in line with SBTi methodology, but continue to be monitored and reported for transparency.

Near-term target (2030/31)

By 2030/31, DNPA aims to reduce its organisational emissions to **438 tCO₂e**. This headline target is based on:

- A **42% reduction in Scope 1 and 2 emissions** (buildings and vehicles)
- A **25% reduction in Scope 3 emissions** (including procurement, commuting, and travel)

We will also monitor progress using a **dedicated Scope 1 and 2 target** of **66 tCO₂e**, reflecting the same 42% reduction.

Long-term target (2050)

By 2050, DNPA is committed to reaching **net zero emissions**, with at least a **90% reduction** from the 2023/24 baseline. This sets a long-term emissions target of **61 tCO₂e or less**.

While woodland carbon sequestration is excluded from these targets in line with SBTi guidance, the framework allows up to 10% of residual emissions to be neutralised through verified carbon removals. The University of Exeter recommends that DNPA explore options for neutralising this portion, and we will review the most effective and appropriate methods.

These targets will be reviewed at least every five years to reflect progress, changes in our operations, and updates to climate science and best practice.

In developing these targets, DNPA has modelled a range of ambition scenarios to illustrate different routes to achieving these goals. These range from a **low ambition** scenario focused on low-cost, easily achievable actions such as behavioural change; to a **medium ambition** scenario that includes more significant operational changes; and a **maximum ambition** scenario that targets the most transformative actions, to

support wider emission reductions through sustainable procurement. Rather than committing to a fixed pathway, DNPA will adopt a blended approach, selecting actions from across these scenarios to shape a flexible and pragmatic Climate Action Plan. This will allow the level of ambition to be scaled based on available resources, strategic priorities, and emerging opportunities, while ensuring alignment with the science-based trajectory.

The projected emissions for the three scenarios to 2030/31, broken down by category, together with the SBTi Scopes 1–3 target, are shown in Figure 9. If all Low measures are achieved, the target would just be missed. This outcome is particularly dependent on procurement emissions falling as modelled, which is uncertain due to the difficulty of accurately capturing the impact of spending.

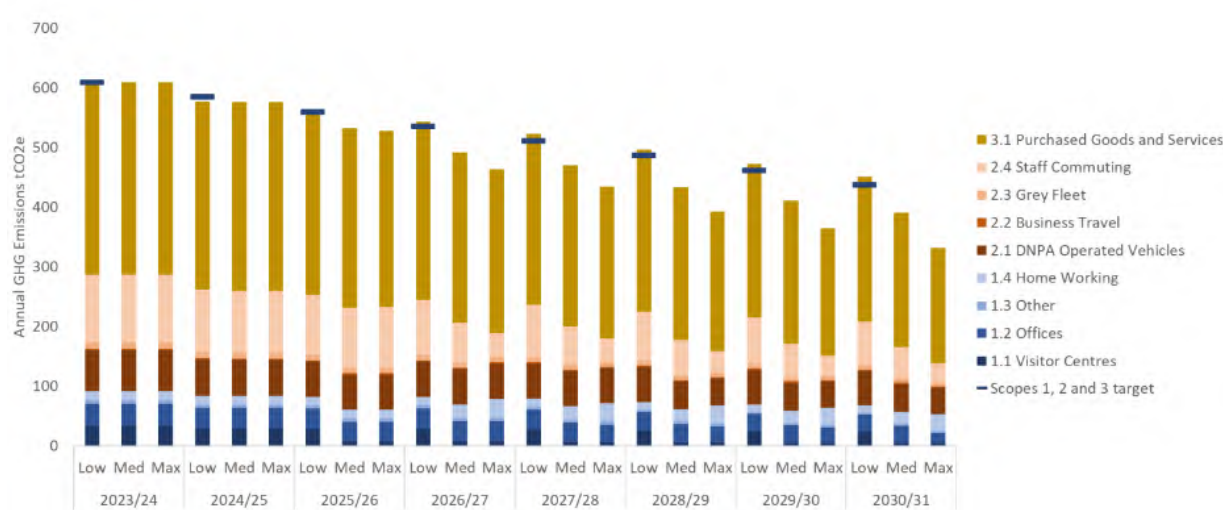


Figure 2: Graph showing projected emissions for the three scenarios to 2030/31 for buildings, transport, procurement and sub-categories.

Scope and Boundaries

Included in footprint and targets	Reported but not included in targets	Out of scope for 23/24 footprint
Energy use in DNPA buildings (fuel & electricity)	Staff pension fund emissions (investments)	Visitor travel to DNPA owned land
DNPA fleet vehicle fuel use	Woodland carbon sequestration	Waste disposal and downstream impacts
Staff commuting and home working		Upstream transport of purchased goods (Not applicable)
Business travel (grey fleet and public transport)		
Procurement of goods and services		

Action Plan

To meet our near and long-term emissions reduction targets, DNPA will take action across all areas of our operations. This section outlines the key workstreams that will guide our organisational response to climate change over the coming years.

Rather than following a single linear route, DNPA will draw on a range of actions across the low, medium, and maximum ambition scenarios to form a tailored strategy. This approach enables prioritisation of actions that are most feasible in the short term, while allowing for more ambitious steps to be integrated as capacity, funding, and partnerships develop. This is not an exhaustive list; additional actions and opportunities will continue to be identified as the plan evolves. Actions are grouped thematically and focused on emissions sources identified in our 2023/24 baseline. They prioritise areas where DNPA has the most control or influence and where early action will yield the greatest carbon and organisational benefits. The plan includes a mix of direct operational changes, policy development, and staff engagement, as well as groundwork to support longer-term transformation.

Progress will be reviewed annually through calculations of our annual carbon footprint, and the action plan updated as necessary to reflect learning, new opportunities, or evolving science and guidance.

Buildings and Energy Use (Scopes 1 & 2)

Emissions from buildings arise mainly from heating and electricity use, especially at the Authority's headquarters, Parke. Although buildings form a relatively small part of our overall footprint, they represent a significant share of our Scope 1 and 2 emissions — the categories where DNPA has the greatest control.

Decarbonisation Pathways:

Ambition	Action
Low	Develop a building energy monitoring and management plan to identify savings
Medium	Install solar thermal hot water systems at Parke and explore other low-carbon heating solutions
Maximum	- Investigate the feasibility of rooftop or ground-mounted solar PV at Parke and other sites - Ensure all future refurbishment or construction work aligns with

	high energy efficiency standards, including low-carbon heating • Upgrade insulation at Parke to improve energy efficiency and reduce gas demand • Explore low-carbon heating solutions (heat pumps)
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These measures are expected to reduce energy demand, lower operating costs, and directly support our 2030 targets for Scope 1 and 2.

Fleet and Transport (Scopes 1 & 3)

Transport emissions come from our vehicle fleet, business travel, and grey fleet (staff using their own cars at work). DNPA's fleet is currently diesel-based, but transition to electric vehicles (EVs) is already underway.

Decarbonisation Pathways:

Ambition	Action
Low	• Encourage behavioural change through staff travel policies and internal comms. Includes promoting public transport and car-sharing for work-related travel where feasible. This also applies to staff commuting. • Monitor business mileage claims and grey fleet use to identify opportunities to reduce emissions
Medium	• Install EV charging points at Parke car park and investigate further rollout at owned sites • Review vehicle use to reduce mileage, consolidate trips, and encourage active travel
Maximum	• Replace at least four vehicles in the fleet with EVs by 2027, with a target of at least eight (32% of fleet) by 2030

Transport actions will not only reduce Scope 1 emissions but also influence Scope 3 through changes to staff travel patterns.

Staff Commuting (Scope 3)

Staff commuting accounted for 112 tCO₂e in the 2023/24 footprint. While DNPA cannot control how staff travel, we can influence behaviours through policy and support.

Decarbonisation Pathways:

Ambition	Action
Low	• Conduct annual staff commuting surveys to track changes and assess impacts • Incorporate commuting considerations into HR planning and policies • Promote the cycle-to-work scheme
Medium	• Encourage active travel by improving cycle facilities at Parke by introducing e-bikes. • Continue to support flexible working to reduce commuting emissions. • Encourage behavioural change through staff travel policies and internal comms. Includes promoting public transport and car-sharing for work-related travel where feasible
Maximum	• Explore incentives for low-emission commuting, including EV salary sacrifice schemes or travel vouchers

Reducing commuting emissions contributes directly to Scope 3 targets and supports wider staff wellbeing goals.

Procurement and Supply Chains (Scope 3)

Procurement is the single largest area of Scope 3 emissions in DNPA's footprint (322 tCO₂e). While we can't fully control how goods and services are produced, we can influence emissions through what we buy and who we buy from.

Decarbonisation Pathways:

Ambition	Action
Low	• Provide guidance for staff involved in low carbon commissioning and purchasing
Medium	• Engage key suppliers in dialogue about emissions reduction and transparency • Focus on high-impact categories (e.g. construction, ICT, print services) to identify reduction opportunities • Develop and implement a sustainable procurement policy that prioritises low-carbon suppliers and materials
Maximum	• Incorporate carbon criteria into tenders, contracts, and purchasing decisions

Embedding climate into procurement decisions is essential for reducing Scope 3 emissions over the long term.

Organisational Culture and Governance

Tackling emissions requires a shift in culture and decision-making across the organisation. We need to ensure that climate considerations are embedded in our daily work and long-term planning.

Decarbonisation Pathways:

Ambition	Action
Low	• Celebrate success, share learning, and communicate progress internally and externally • Appoint a climate action lead or “champion” in each team to promote and coordinate activity • Deliver carbon literacy training to staff by 2026, with induction sessions for new starters
Medium	• Integrate emissions impact assessments into key decisions, projects, and business cases • Reflect climate goals in service plans, procurement frameworks, and reporting structures
Maximum	• No actions

A shared sense of ownership and accountability across the organisation will be essential to deliver lasting change.

Neutralisation and Residual Emissions (Post-2030)

In line with the SBTi framework, DNPA will prioritise direct emission reductions and only use neutralisation to address hard-to-abate residuals. SBTi requires that by 2050, any remaining emissions (up to 10% of the baseline) must be neutralised through verified carbon removals. DNPA will prioritise deep emissions cuts first and explore neutralisation options in parallel.

Decarbonisation Pathways

Ambition	Action
Low	• Assess credibility, co-benefits, and cost-effectiveness of different neutralisation approaches • Develop a neutralisation strategy by 2030 to cover no more than 61 tCO₂e by 2050 • Continue protecting and reporting carbon sequestration from DNPA's woodland estate (outside the SBTi target boundary). • Utilise existing partnerships with carbon removal projects (e.g. peatland restoration, afforestation) or explore further UK-based projects
Medium	• No actions
Maximum	• No actions

Phasing and Prioritisation

Actions will be phased to match available resource and organisational capacity. Short-term actions (to 2027) will focus on building momentum through low-cost, high-impact steps and foundational work such as data improvement and staff training. Medium- and longer-term actions (to 2030 and beyond) will include more capital-intensive measures and deeper engagement with external contractors.

Monitoring and Reporting

To ensure accountability and track progress towards our targets, DNPA will monitor and report on its organisational greenhouse gas emissions annually. This ongoing process will help us understand whether our actions are having the intended impact, identify new opportunities to reduce emissions, and adjust our approach where needed.

Our monitoring approach is based on the **2023/24 emissions baseline**, produced by the University of Exeter using the Greenhouse Gas Protocol and ISO 14064. This footprint provides a comprehensive and consistent foundation for annual comparisons.

What we will monitor:

- **Annual organisational carbon footprint**, using the same boundary and methodology as written up in 2024/25
- **Progress towards near-term and long-term targets** (438 tCO₂e by 2030/31 and 61 tCO₂e by 2050)
- **Performance against individual action areas**, such as fleet emissions, procurement activity, and staff commuting
- **Woodland carbon sequestration and pension emissions**, although not included in our targets, will continue to be reported separately for transparency

Review and updates:

- The **Action Plan will be reviewed annually**, alongside the updated emissions footprint
- Actions will be revised or added based on emerging evidence, operational changes, and lessons learned
- The **targets themselves will be formally reviewed at least every five years**, in line with SBTi guidance, to ensure they reflect the latest science and remain ambitious and achievable
- We will also review the timing of our 2050 net zero commitment during each five-year review, with the aim of bringing it forward where possible.

How we will report:

- DNPA will publish a short **annual climate action plan performance update** summarising our emissions, key changes, and progress against actions
- Progress will also be shared with the National Parks Family Indicators and relevant partners to support sector-wide learning and collaboration
- Internally, we will ensure staff and Members are kept informed and involved through updates and engagement activities
- Monitoring and reporting are essential not just for compliance, but for learning and improvement. By embedding this process into our work, we can build confidence in our climate leadership and help protect Dartmoor's future through informed and effective action.

Dartmoor National Park Authority

2024/25 Greenhouse Gas Emissions Footprint

October 2025



Executive Summary

Dartmoor National Park Authority (DNPA) has produced an organisational greenhouse gas (GHG) inventory (or 'carbon footprint') since 2018/19. For the 2024/25 reporting period, DNPA has produced its carbon footprint in-house, building on the methodology and approach developed by the Centre for Energy and the Environment (CEE) at the University of Exeter in the previous year (2023/24). The Greenhouse Gas Protocol and EN 14064-1 were again used to define the scope of the assessment. The scope of reporting remains broader than in earlier years, following the expansion undertaken in 2023/24, with emissions reported under the categories of buildings, transport, purchased goods and services, investments, and land use.

DNPA's total net emissions in 2024/25 were 3,105 tCO₂e. The footprint continues to be shaped by the strong carbon sink observed within Scope 1 from woodland sequestration, alongside the significant impact of the pension within Scope 3. The following observations are made within each category:

- **Buildings:** Emissions from buildings remain a relatively small component of the footprint, with the majority arising from offices (notably Parke) and visitor centres (principally the Princetown Duchy Hotel). Smaller contributions are from staff working at home and other operational buildings.
- **Transport:** Emissions from transport are higher than from buildings, with staff commuting again representing the majority share, followed by DNPA's own vehicle fleet. Grey fleet and business travel remain a relatively small proportion of transport emissions.
- **Purchased Goods and Services:** Emissions from this category were 348 tCO₂e. This remains a significant source of emissions and includes a mix of recurring activities and project-based expenditure. As in 2023/24, visitor management, projects, and facilities were among the largest contributors. The data was estimated using high-level financial information and therefore contains a degree of uncertainty.
- **Investments:** Emissions associated with the Devon Pension Fund remain the single largest contributor to DNPA's gross emissions, at 4259 tCO₂e. For the purpose of this reporting, the same figure as in the 2023/24 year has been used, and this will be updated when a new figure becomes available from Peninsula Pensions. Excluding land use sequestration, these emissions again account for the vast majority of the footprint. DNPA has very limited ability to directly influence this source.
- **Land Use:** DNPA's managed woodlands continue to provide a substantial carbon sink, offsetting 1771 tCO₂e of carbon through annual sequestration.

Data limitations mean that the role of other habitats (such as peatland and open habitats) as sources or sinks of GHGs remains uncertain.

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1. Introduction

DNPA was created by the Environment Act 1995 to conserve and enhance Dartmoor National Park's natural beauty, wildlife and cultural heritage, and to promote opportunities for the public to understand and enjoy the special qualities of Dartmoor National Park. It is headquartered at Parke and has approximately 90 staff.

DNPA has produced an organisational greenhouse gas inventory (or 'carbon footprint') since 2018/19. Building on the methodology and expanded scope developed by the Centre for Energy and the Environment (CEE) at the University of Exeter in 2023/24, DNPA has produced the 2024/25 footprint in-house.

DNPA undertake this reporting not just as an exercise in measurement, but as part of our commitment to climate action. In July 2019, DNPA became the first UK national park to declare a climate and ecological emergency, recognising the urgent need to reduce greenhouse gas emissions and strengthen the resilience of the landscape. Our updated Climate Action Plan (2025) commits DNPA to a pathway towards net zero emissions by 2050, with a near-term target of 438 tCO₂e (headline) by 2030/31, and a more focused 66 tCO₂e target for Scopes 1 & 2 by that date.

This report is a key component of that journey. By transparently tracking emissions, identifying high-impact sources, and aligning with science-based targets, DNPA aims to lead by example and inspire further action across the Dartmoor community.

2. Referenced Standards

There are several recognised standards that provide methods for quantifying organisational greenhouse gas (GHG) emissions. These are:

- BS EN ISO 14064-1 ⁽¹⁾ (referred to here as *ISO 14064*), supported by ISO/TR 14069⁽²⁾, which gives additional guidance on its application.
- The Greenhouse Gas Protocol (*GHG Protocol*) ⁽³⁾, which is widely used internationally and includes supplementary guidance for supply chain emissions ^(4 and 5)
- The UK Government's Environmental Reporting Guidelines (ERG) ⁽⁶⁾, most recently updated by DEFRA for 2024/25, which are based on both ISO 14064 and the GHG Protocol but provide a simplified framework for UK organisations.

In practice, there is substantial overlap between ISO 14064 and the GHG Protocol. For this report, DNPA has followed the methodology set out in DEFRA's 2024/25 Environmental Reporting Guidelines, which draw directly on these international standards.

3. Methodological Approach

3.1 Definition of “Carbon Footprint”

A carbon footprint represents an organisation’s net annual GHG emissions, including all sources (emissions to the atmosphere), sinks (removals from the atmosphere), and reservoirs (components that store GHGs).

GHGs contributing to anthropogenic climate change include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulphur hexafluoride (SF₆). Each gas is converted into carbon dioxide equivalents (tCO₂e) using its Global Warming Potential (GWP). Emission factors are generally provided in tCO₂e, so no further calculations are required.

3.2 Guiding Principles

Following ISO 14064, the footprint is developed according to:

- **Relevance:** Including appropriate sources, sinks, and methodologies.
- **Completeness:** Accounting for all relevant emissions and removals.
- **Consistency:** Enabling meaningful comparisons.
- **Accuracy:** Minimising bias and uncertainty.
- **Transparency:** Sufficient disclosure of methods and data.

3.3 Organisational Boundaries

Organisational boundaries determine which emissions are included in the footprint. Both ISO 14064 and the GHG Protocol allow either a control or equity share approach. DNPA applies operational control, meaning it accounts for 100% of emissions from operations it manages directly, while excluding operations it does not control.

Facilities are defined as individual installations or production processes within a single geographic or organisational unit. Under operational control:

- **Financial control:** Exists if an organisation directs financial and operating policies to gain economic benefits.
- **Operational control:** Exists if an organisation has authority to implement operating policies.

For DNPA, operational control is applied. Emissions from leased assets (e.g., buildings) are included in Scope 1 and 2, consistent with previous footprints. Using either control approach would likely yield the same total emissions, with only minor differences in categorisation.

3.4 Reporting Boundaries

Organisations should define reporting boundaries and identify all relevant sources and sinks of GHG emissions, grouped into direct and indirect emissions:

- Scope 1 (direct): Emissions from activities owned or controlled by the organisation, e.g., combustion in boilers or company vehicles.
- Scope 2 (energy indirect): Emissions from purchased electricity, heat, steam, or cooling.
- Scope 3 (other indirect): Emissions resulting from the organisation's activities but occurring from sources not owned or controlled, e.g., business travel, waste disposal, or purchased materials.

Scope 3 emissions may occur upstream, downstream, or be “out of scope” to avoid double-counting. The inclusion of indirect emissions should be based on significance, considering factors such as magnitude, influence, business risk, sector guidance, and cost of data collection. Where emissions are excluded, this should be clearly disclosed.

3.5 Inventory Categories

Categories within each of the three scopes are provided by ISO 14064 and the GHG Protocol (and their respective secondary guidance documents). These two standards have been cross-referenced and generally align, with only minor differences. Table 1 shows the list of categories and whether they are included (scoped in) or excluded (scoped out) from DNPA's footprints.

A detailed explanation of what is included in each category, along with the associated data collection and calculation approaches, is provided in Section 4.

Table 1: Inventory categories and their recommended inclusion or not within the footprints for DNPA

Scope	Upstream/ Downstream	No.	Category ISO 14064-1	Include/Exclude
Scope 1: Direct GHG emissions and removals				
1	Direct	1	Direct emissions from stationary combustion	Include
		2	Direct emissions from mobile combustion	Include
		3	Direct process related emissions	Exclude - Not Relevant
		4	Direct fugitive emissions	Include
		5	Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	Include

Scope 2: Energy GHG indirect emissions				
2	Upstream	6	Indirect emissions from imported electricity consumed	Include
		7	Indirect emissions from consumed energy imported through a physical network	Include
Scope 3: Other indirect GHG emissions				
3	Upstream	8	Energy-related activities not included in direct emissions and energy indirect emissions	Include
		9	Purchased goods and services	Include
		10	Capital equipment	Include
		11	Waste generated from organisational activities	Exclude
		12	Upstream transport and distribution	Include
		13	Business travel	Include
		14	Upstream leased assets	Exclude - Not Relevant
		15	Investments	Include
	Downstream	16	Client and visitor transport	Exclude
		17	Downstream transport and distribution	Exclude - Not Relevant
		18	Use stage of the product	Exclude - Not Relevant
		19	End of life of the product	Exclude - Not Relevant
		20	Downstream franchises	Exclude - Not Relevant
		21	Downstream leased assets	Exclude - Not Relevant
		22	Employee commuting	Include
	Varies	23	Other indirect emissions not included in the other 22 categories	Exclude - Not Relevant

Most of the categories excluded in Table 1 were deemed not relevant to DNPA. The following exceptions were excluded for specific reasons:

- **Capital equipment:** Aggregated within purchased goods and services, as it was not possible to separate capital from revenue spend.
- **Waste generated from organisational activities:** No specific waste data (e.g., mass of waste per stream and processing method) were available, so emissions were captured via spend on purchased goods and services.
- **Client and visitor transport:** Emissions from DNPA's clients and visitors are expected to be low, and gathering meaningful data would be difficult. Although visitor emissions across Dartmoor National Park are significant, they were excluded from DNPA's organisational footprint. This aligns with Race to Zero¹, which considers overall carbon reduction plans for national parks rather than individual organisational footprints.

Update for this year:

- **Upstream transport and distribution (T&D) and well-to-tank (WTT)** emissions are now included in this year's footprint due to improved access to data. Including these additional categories allows DNPA to report a more complete picture of its emissions and increases alignment with ISO 14064 and the GHG Protocol. Capturing more categories may result in higher reported emissions this year, even if actual operational changes have been minimal. This reflects better coverage rather than increased emissions from DNPA's activities.

Secondary Reporting Categories

In addition to the above, it is useful to report emissions in categories that better reflect DNPA's internal organisation. For example, building-related emissions may arise from: stationary combustion (Scope 1), imported electricity (Scope 2), energy-related activities (Scope 3), and capital equipment (e.g., construction of new buildings).

Reporting under a '**Buildings**' category with sub-categories, as required, provides more informative insights. A **secondary reporting category list** was produced by mapping all ISO/GHG categories (and splitting where needed) to DNPA's internal structure:

1. **Buildings**
 - 1.1 Visitor Centres
 - 1.2 Offices
 - 1.3 Other
 - 1.4 Home Working
2. **Transport**
 - 2.1 DNPA Operated Vehicles
 - 2.2 Business Travel
 - 2.3 Grey Fleet
 - 2.4 Staff Commuting
3. **Purchased Goods and Services**
 - 3.1 Purchased Goods and Services
4. **Investments**
 - 4.1 Pensions
5. **Land Use**
 - 5.1 Woodland
 - 5.2 Open Habitat Sites

Reporting Periods

The carbon footprint was calculated for the financial year April 2024 to March 2025. This is the first year since the 2023/24 baseline footprint, produced by the Centre for Energy and the Environment at the University of Exeter. The same methodology as the baseline year has been applied, with additional categories included to provide a more complete picture of DNPA's emissions.

The underlying data and emission factors used in the calculations were aligned with the chosen reporting period.

Quantifying Emissions and Removals

Calculation methodologies were selected to minimise uncertainty and yield accurate, consistent, and reproducible results, while remaining mindful of technical feasibility and the cost of data gathering. Within each category, sources and sinks were identified.

As it is not practicable to directly measure the actual mass of greenhouse gases (GHGs) emitted from an activity, emissions were calculated by multiplying relevant activity data by an emission factor. The choice of activity data depended on availability, following a data hierarchy approach that prioritises:

1. Primary data – data collected directly by the organisation.
2. Site-specific data – tailored to the activity or location.
3. Secondary data or estimates – used only when primary or site-specific data are unavailable.

For example, for vehicle emissions, the preferred data would be the actual fuel consumed, followed by fuel expenditure, and lastly distance travelled. Where a mix of data types exists within a category, the hierarchy is applied: e.g., if fuel consumption data exist for some vehicles and mileage data exist for all vehicles, fuel data are used where available, and mileage data for the remainder. Steps should be put in place to capture fuel consumption data for all vehicles in the following year.

Emission factors were sourced from a range of references, with the most extensively used being the UK GHG Conversion Factors for Company Reporting (referred to as "Government EFs") ⁽⁷⁾, which are updated annually and provide consistent factors across activities. For this 2024/25 footprint, the 2024 Government EFs were applied, as most of the financial year falls within the 2024 calendar year.

At a minimum, an aggregate value is quantified for each category. However, maintaining as fine a level of granularity as the source data allows provides greater insight. For example, for buildings, emissions can be calculated on a per-building basis if metered data are available, rather than only as a sum-total for all buildings.

For reporting purposes, it may be preferable to separate only the most significant sources within a category to avoid unwieldy lists (e.g., reporting large buildings individually while aggregating smaller sites). The full detail should be retained within calculation tools or spreadsheets to enable ongoing analysis and future refinement.

Intensity Ratios

The headline inventory was reported in absolute terms as tCO₂e. The nature of DNPA does not lend itself well to normalising by other intensity ratios, for example by number of employees, operating budget, size of estate etc.

Data Collection and Analytical Approach by Category

Scope 1: Direct Emissions

Direct emissions from stationary combustion

Description:

Direct emissions arise from on-site combustion of fuels (e.g., natural gas, heating oil) in plant such as boilers, within DNPA's organisational boundaries. In practice, this primarily includes gas boilers in DNPA-owned buildings.

Approach Taken for Footprint

Building	Fuel Type	Consumption 2024/25	Notes
Parke	Gas	97,760 kWh	Annual aggregated data
Parke	Heating Oil	1020 Litres	Annual aggregated data
Princetown	Wood Chip (Bioenergy)	209.5 tonnes	Annual aggregated data

These were multiplied by government emission factors to calculate scope 1 GHG emissions. More granular energy data (e.g., half-hourly) could further improve accuracy.

Direct emissions from mobile combustion

Description:

Direct emissions arise from fuel burned in DNPA-owned transport equipment. Emissions from non-owned transport are included in Scope 3.

Approach Taken for Footprint:

Fuel Type	Consumption 2024/25	Notes
Small Diesel Vehicles	4435 miles	Total fleet consumption per vehicle type
Medium Diesel Vehicles	17434 miles	Total fleet consumption per vehicle type
Large Diesel Vehicles	130340 miles	Total fleet consumption per vehicle type
Petrol Vehicles	0 miles	Total fleet consumption per vehicle type
Petrol (tools)	135 litres	Handheld tools and equipment
Electricity (EVs)	N/a	Included in building electricity to avoid double counting

For 2024/25, emissions were calculated by vehicle type, using total mileage for each category (e.g. small diesel, large diesel) and applying government conversion factors. This improves accuracy compared to 2023/24, when fuel use was apportioned across the fleet.

Accuracy could be further improved in future by using actual litres of fuel used per vehicle type rather than mileage-based calculations. This would also support efficiency metrics (kgCO₂e/mile).

Direct process-related emissions

This category is out of scope as it is not applicable to DNPA activities.

Direct fugitive emissions

Description:

These are uncontrolled GHG emissions from processes using GHGs, primarily refrigerants in building space conditioning systems or in vehicles.

Approach Taken for Footprint:

Estates confirmed no refrigerant leaks occurred in 2024/25.

Direct emissions and removals from Land Use, Land Use Change, and Forestry (LULUCF)

Description:

GHG emissions and removals from LULUCF may come from anthropogenic land use activities (controlled biomass burning, restoration of wetlands, forest management,

rice and other agriculture cultivation, animal husbandry generating enteric fermentation,) direct land use change (afforestation, reforestation, and deforestation), and managed forests, within the organisational boundary. For DNPA this means the flux of GHG emissions from its woodlands and open habitats.

Approach Taken for Footprint:

A report produced by Farm Carbon Toolkit in 2023 identified the baseline annual sequestration in DNPA's woodland estate, using the Forestry Commission's Woodland Carbon Code methodology. These numbers were taken directly from Table 1 of the Farm Carbon Toolkit report. They were unable to determine carbon sequestration from the open habitat sites due to a lack of soil sample replication for soil and habitat combinations. The values used here can be used in future years, though there would be an implicit assumption that woodland areas remain constant. To improve data accuracy going forward would require commissioning further work to understand the level of carbon sequestration from woodland both in terms of quantity of woodland, and its age and condition. Efforts should also be taken to quantify carbon sequestration from open habitats, even if initially these may be high-level estimates with high margins of error.

Scope 2: Energy Indirect Emissions

Indirect emissions from imported electricity consumed

Description:

These are indirect emissions associated with the import of electricity by the organisation. It excludes upstream emissions associated with the production of fuels feeding power stations, embodied emission associated with the production of generation plant, and the transmission and distribution network (these are captured within Scope 3). In practice, this will be electricity consumption from buildings, and increasingly vehicles.

Approach Taken for Footprint:

Electricity consumption data (kWh) was available for the reporting period for all buildings occupied by DNPA. In 2024/25 this comprised 11 sites which totalled 196,081 kWh. These were multiplied by the government EFs for grid electricity (generation). The quality of the source data is already sufficient to be able to calculate GHG emissions.

Indirect emissions from consumed energy imported through a physical network

This category has been taken to be out of scope as it is not relevant to the activities of DNPA.

Scope 3: Other Indirect Emissions

Energy-related activities not included in direct emissions and energy indirect emissions

Description:

These are indirect emissions from upstream activities associated with fuel and electricity consumption by the reporting organisation. Examples include the extraction, production, transport, and distribution of fuel and energy. In practice, this will be an additional well to tank (WTT) uplift on all fuel use from stationary and mobile construction, imported electricity, business travel and employee commuting.

Approach Taken for Footprint:

These were calculated by establishing these emissions in parallel to the main emission source, as described above. These were applied to direct emissions from stationary and mobile consumption, imported electricity, business travel, and commuting. For each of these, the source 'activity data' was in addition multiplied by the corresponding WTT factor as the main EF used. For electricity, the factor used was the sum of three upstream factors – the generation WTT, transmission and distribution (T&D), and T&D WTT.

Purchased goods and services

Description:

These are emissions associated with the consumption of goods and services by the reporting organisation that are not otherwise included elsewhere in the inventory. For example, business travel, or electricity consumption are all examples of goods and services that are consumed, but they are already accounted for within specific sub-categories in the inventory that have been created within the standards to improve transparency and consistency. These scope of these emissions are 'cradle to gate' i.e., all emissions that occur up to the point of sale by a producer e.g., raw material extraction, transport to a manufacturing facility, processing etc., but not including onward transport to the customer. In practice, this category will rely heavily on engagement with both procurement departments, and supply chain partners.

Approach Taken for Footprint:

DNPA purchase goods and services via a central procurement service. This data was analysed using a 'spend based method'.

The central procurement data was analysed first. Each transaction was allocated to an expense area and expense type based on the stated 'activity code' and 'expense code'. The expense type was found to be most useful in terms of relating to a sector in the UK economy whereby emission factors are available for each sector (there are 110 high level codes using the Standard Industry Classification [SIC] classification system). Each of the expense types was allocated to one of the SIC codes, or alternatively as either 'included elsewhere' 10 (e.g., in the case of vehicle fuel), or 'not relevant' (where these spend items were not expected to result in emissions). The most recent and applicable emission factors to be used are from the 2021 UK's carbon footprint dataset [9] in the 'SIC multipliers' sheet.

Whilst this method is effective at being able to calculate emissions arising from anywhere in the economy, it is important to recognise it is not likely to be accurate and cannot distinguish emissions between spend within a category or between suppliers, and is only really useful as an initial rough 'snapshot' rather than as a tool that can identify specific opportunities or track changes over time (as the only two factors in the calculation are amount spent and the emission factor). To improve data quality in future years, steps should be taken to engage with suppliers to obtain more relevant and specific EFs. Suppliers should be ranked by spend and those with the highest spend targeted first. If specific data is obtained for a supplier, then this can be used to replace the spend-based EF used in the current approach, with that approach persisting where specific supplier data is not available.

Capital equipment

Description:

These are emissions associated with the purchase of capital goods. There is the potential for overlap in the categorisation of either purchased goods/products, and capital goods and so it is important that they are only accounted for in one place. The GHG Protocol states that "Capital goods are final products that have an extended life and are used by the company to manufacture a product; provide a service; or sell, store, and deliver merchandise. In financial accounting, capital goods are treated as fixed assets or as plant, property, and equipment (PP&E). Examples of capital goods include equipment, machinery, buildings, facilities, and vehicles". Whilst purchased products are sometimes referred to as "consumables" and are used over a short period of time (e.g., days or usually less than a year), capital goods are used for much longer periods (e.g., 5 to 50 years). Whether a good is classified as a "purchased product" or "capital good", the reporting should make clear which category it is being accounted for in.

Approach Taken for Footprint:

The source data from the previous section on purchased goods and services did not enable separation of spend on capital and revenue items, and to capital equipment was included within that section, and not separately reported here. If spend data was separated into revenue and capital spend, then these categories could be separately reported here.

Waste generated from organisational activities

Description:

Waste can impact on organisational GHG emissions in several ways, including:

- The use of recycled materials in the products the organisation purchases. These are already accounted for in the section on purchased products and services.
- The transport and subsequent processing of waste generated by the organisation. This is what is covered within this section. Technically, the transport of waste from the organisation to the waste treatment facility would constitute “upstream transport and distribution”, however as the Government EFs combine the transport and waste processing impact, they are assumed to be included within this section.
- The onward disposal of waste from products sold by the organisation. This is not applicable to DNPA.

No specific waste data was available (e.g. mass of waste, by waste stream and processing method) so this was instead captured via spend on bought goods and services.

Upstream transport and distribution

Description:

This category includes transportation and distribution (both transport and logistics including warehousing) of products purchased by the reporting company in the reporting year between a company’s tier 1 suppliers (i.e., those with which the organisation has a direct purchase order) and its own operations, and transportation and distribution services purchased by the reporting company in the reporting year, including inbound logistics, outbound logistics. The transport within the supply chains between tier 1 and 2 suppliers should be included within the “purchased goods and services” section i.e., that section reports “cradle-to-gate” emissions (where gate is the factory gate of a supplier), and this section should report on the transport of those goods from the factory gate to the organisation.

Whilst the supply of goods and services to DNPA will result in emissions from upstream transport and distribution, the magnitude of the emissions is likely to be

low, and obtaining meaningful information would be extremely challenging and expensive and so this was not reported here.

Business travel

Description:

This section includes emissions from business travel in vehicles owned or operated by third parties and hotel stays during trips. Emissions are reported by mode of transport and hotel stays.

Approach Taken for Footprint:

Transport / Source	Distance / Activity 2024/25	Methodology
Grey Fleet	16416 miles	Mileage claims analysed by exact vehicle type (e.g., small diesel, large diesel, electric); multiplied by corresponding emission factor
Air Travel	29,918 miles	Emission factor applied to distance travelled
Rail Travel	17600 miles	National rail emission factor applied
Bus Travel	0 miles	N/a
Hotel Stays	62 room.nights	Hotel nightly room emission factor applied for relevant country

Using the exact vehicle type for grey fleet improves the accuracy of emissions estimates over the 2023/24 baseline. Data is sufficient for annual GHG reporting, and this approach will become increasingly important as electric vehicles are adopted.

Upstream leased assets

This category has been taken to be out of scope as it is not relevant to the activities of DNPA

Investments

Description:

Indirect emissions from investments arise from the operation of equity investments. These include holdings in listed or unlisted companies, with emissions typically estimated based on the investor's share of ownership. For DNPA, this relates to staff pension contributions.

Approach taken for footprint:

Source	Methodology	Notes
Devon Pension Fund (Brunel Pension Partnership)	Weighted Average Carbon Intensity (WACI) of 150 tCO ₂ e/£million (Brunel, 2023) applied to DNPA's investment value of £28.39 million	Same figure used as 2023/24 baseline due to lack of updated WACI data

This approach provides a reasonable high-level estimate suitable for organisational footprinting. Future reporting could be improved by using updated WACI data when available from Brunel Pension Partnership or the Devon Pension Fund.

Client and visitor transport

Emissions from clients and visitors to DNPA specifically are likely to be low, and gathering meaningful information would be challenging. Emissions from visitors to Dartmoor National Park will be significant.

However, as all UK national parks are part of Race to Zero which looks looking at overall carbon reduction plans for the national parks, emissions from visitors to Dartmoor were excluded from this organisational footprint.

Downstream transport and distribution

This category has been taken to be out of scope as it is not relevant to the activities of DNPA.

Use stage of the product

This category has been taken to be out of scope as it is not relevant to the activities of DNPA.

End of life of the product

This category has been taken to be out of scope as it is not relevant to the activities of DNPA.

Employee Commuting

Description:

This category includes emissions from employee travel between home and the workplace. For DNPA, this covers daily commuting journeys by staff to offices or depots, and emissions from homeworking (energy used to heat and power homes while working remotely). Journeys made during working hours are accounted for under other categories (e.g. business travel).

Approach Taken for Footprint:

For 2024/25, commuting emissions were calculated using data from an updated staff travel survey, which asked staff about commuting distances, modes of transport, and the number of days worked from home or in the office. Although individual vehicle types were not distinguished, total annual mileage for each employee was multiplied by the DEFRA 2024 average car emission factor to estimate emissions from driving.

Homeworking emissions were calculated using DEFRA's homeworking emission factor. Average days working from home per FTE were used to estimate total hours of homeworking, which were multiplied by the emission factor.

Using this method, commuting emissions were calculated as 94.16 tCO₂e, extrapolated to 107.27 tCO₂e for the full 90 FTE. Homeworking emissions were 10.97 tCO₂e, for 2024/25.

This approach improves on the 2023/24 baseline by incorporating an updated staff survey, providing more accurate insight into commuting patterns and homeworking, even though average emission factors were applied. Future surveys should continue to capture homeworking and commuting data annually to monitor trends and support emissions reduction initiatives.

Other indirect emissions not included elsewhere

No other sources of emissions have been identified.

Results (2024/25)

DNPA's total net emissions in 2024/25 were 3105 tCO₂e. As in 2023/24, the footprint is dominated by the sink observed in Scope 1 from carbon sequestered in woodlands, and the impact of the pension within Scope 3. A full breakdown of emissions within GHG Protocol/EN 14064-1 categories is provided in Appendix A.

Emissions broken down by theme are shown in Table 2, Figure 3, and Appendix B. The following observations can be made within each category:

- **Buildings:** This remains a relatively minor category, although DNPA has greater direct control over these emissions. Approximately 35% of emissions here are from offices (e.g., Parke) and 32% are from visitor centres (mainly Princetown Duchy Hotel). The remaining emissions are from staff working at home and other buildings.
- **Transport:** Emissions in this category are about 1.5 times larger than those from buildings. Around 60% of emissions are from staff commuting, with just under a third from DNPA's own vehicles. Grey fleet emissions remain low, however business travel emissions have considerably increased as a result of more

frequent plane travel. Improved calculation methods (using vehicle type and mileage data) provide more accurate estimates than in 2023/24.

- **Purchased Goods and Services:** Emissions from this category were 348 tCO₂e, representing a significant source compared to previous footprints. Emissions arise from a mix of recurring revenue activities and fixed-term projects. The highest contributing area was visitor management and facilities, accounting for around 17% of all purchased goods and services. This category is calculated using a high-level spend-based method, so there is inherent uncertainty.
- **Investments:** Emissions associated with the Devon Pension Fund were 4259 tCO₂e. This is the same figure used as 2023/24 baseline due to lack of updated WACI data.
- **Land Use:** Woodland sequestration continues to offset a significant portion of GHG emissions (-1771 tCO₂e). The contribution of open habitat sites as a source or sink remains uncertain due to a lack of robust data.
- **Employee Commuting and Homeworking:** Updated calculations using the 2024 staff survey indicate commuting emissions of 107 tCO₂e and homeworking emissions of 11 tCO₂e. This improves on the 2023/24 baseline by incorporating up-to-date staff travel patterns and more accurate activity data.

Table 2: GHG emissions in 2024/25 by theme and sub-category and GHG Protocol Scope

Theme Category	Scope 1	Scope 2	Scope 3	Grand Total
1. Buildings	32	40	28	100
1.1 Visitor Centres	9	16	7	32
1.2 Offices	20	10	5	35
1.3 Other	3	14	5	22
1.3 Homeworking			11	11
2. Transport	49		120	169
2.1 DNPA Operated Vehicles	49			49
2.2 Business Travel			9	9
2.3 Grey Fleet			4	4
2.4 Staff Commuting			107	107
3. Purchased Goods & Services			348	348
3.1 Purchased Goods & Services			348	348
4. Investments			4259	4259
4.1 Pensions			4259	4259
5. Land Use	-1771			-1771
5.1 Woodland	-1771			-1771
Grand Total	-1690	40	4755	3105

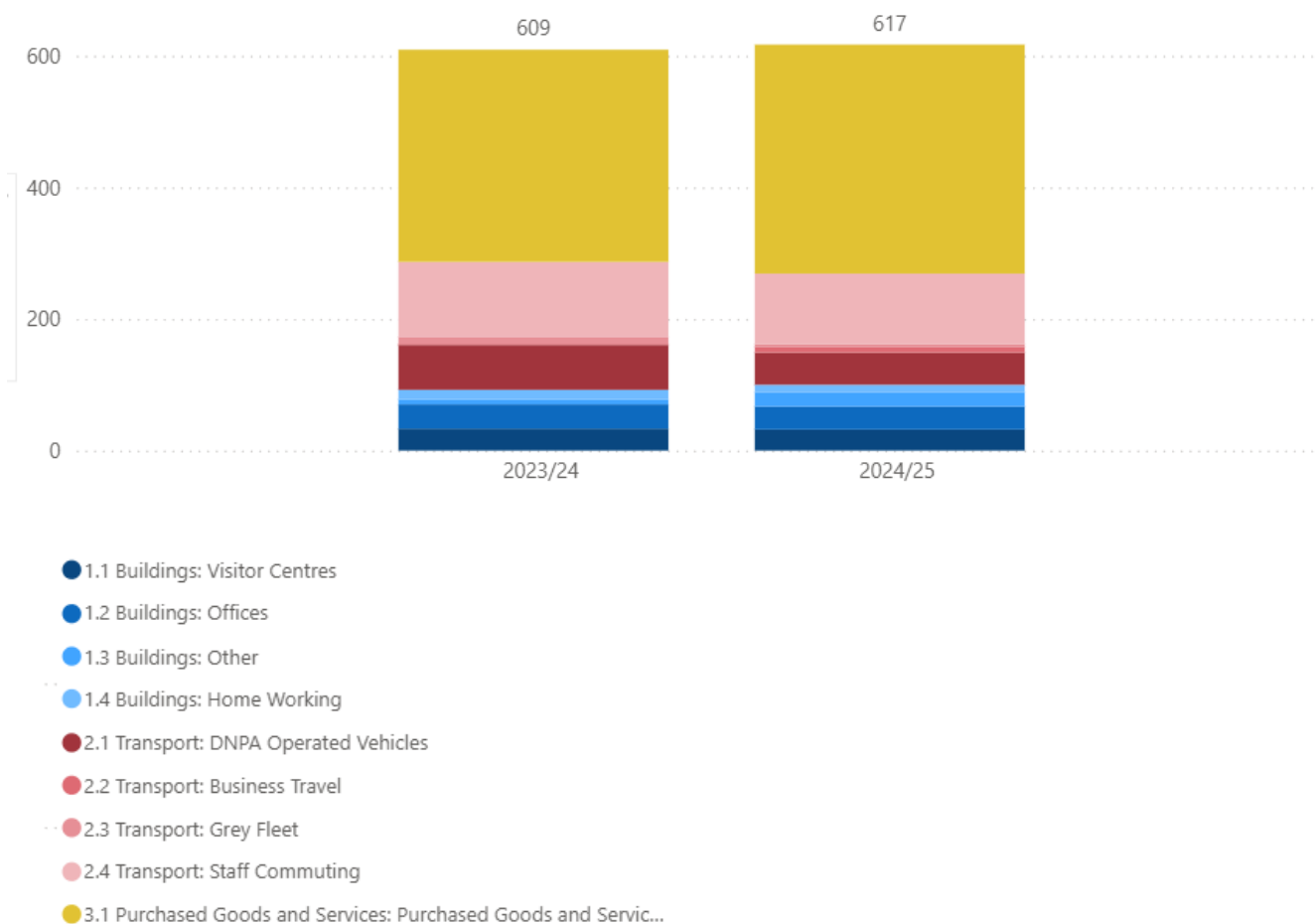


Figure 3: GHG emissions in 2023/24 and 2024/25 by theme sub-category

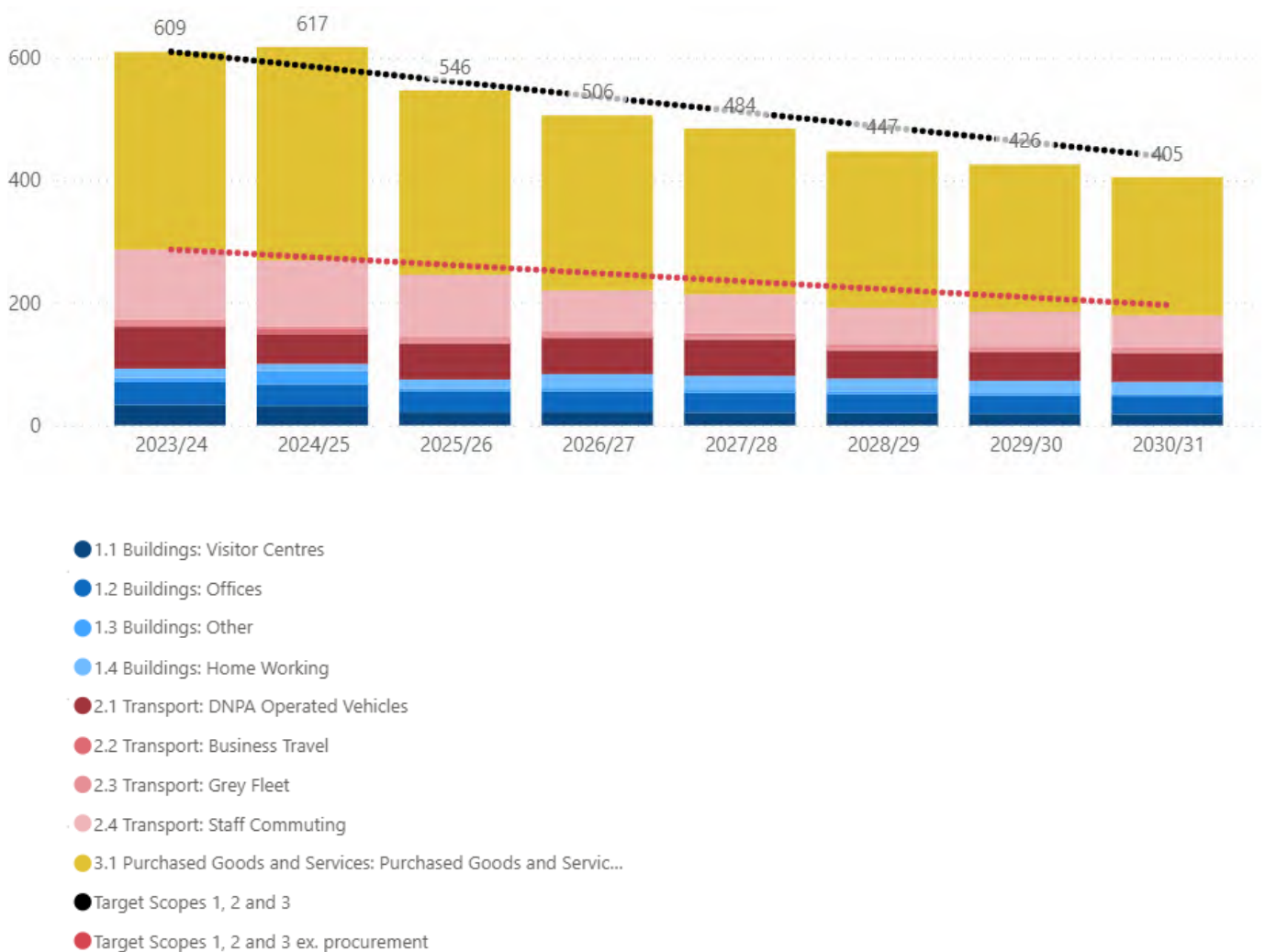
Target Tracking

The 2024/25 emissions footprint for DNPA shows an emission footprint of 617 tCO₂e, compared to 609 tCO₂e in 2023/24 (after excluding pensions and woodland sequestration). While total emissions have increased slightly, this is primarily due to updated and more accurate activity data, particularly for transport and purchased goods and services.

- Buildings: Emissions from buildings have increased modestly due to higher electricity consumption at certain sites.
- Transport: Transport emissions remain dominated by staff commuting, though better survey data and more precise grey fleet calculations have improved the accuracy of this category.

- **Purchased Goods and Services:** This category shows an increase, reflecting both higher spend in some areas and more precise mapping to emission factors.
- **Investments:** Pension-related emissions remain unchanged, as these are based on the published WACI of the Devon Pension Fund.
- **Land Use:** Woodland continues to provide a substantial carbon sink, offsetting 1,771 tCO₂e.

Overall, the minor increase in net emissions reflects methodological improvements rather than a true rise in organisational impact. These variations are expected, as the Authority has not yet implemented specific emission reduction actions. With the adoption of the Climate Action Plan, targeted measures will be introduced, enabling future reductions and a clear downward trajectory.



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Appendices

Appendix A: Inventory Broken Down by Scope and Category

Scope	No	Name	tCO ₂ e 2024/25	tCO ₂ e 2024/25
1	1	Direct emissions from stationary combustion	-1690	32
	2	Direct emissions from mobile combustion		49
	3	Direct process related emissions		X
	4	Direct fugitive emissions		0
	5	Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)		-1771
2	6	Indirect emissions from imported electricity consumed	40	40
	7	Indirect emissions from consumed energy imported through a physical network		X
3	8	Energy-related activities not included in direct emissions and energy indirect emissions	4755	17
	9	Purchased products		348
	10	Capital equipment		X
	11	Waste generated from organisational activities		X
	12	Upstream transport and distribution		X
	13	Business travel		13
	14	Upstream leased assets		X
	15	Investments		4259
	16	Client and visitor transport		X
	17	Downstream transport and distribution		X
	18	Use stage of the product		X
	19	End of life of the product		X
	20	Downstream franchises		X
	21	Downstream leased assets		X
	22	Employee commuting		118
	23	Other indirect emissions not included in the other 22 categories		X
Offset	24	Offset carbon		0
		GRAND TOTAL (net)		3105

Appendix B: Inventory Broken Down by Theme and Detail

Category and Detail	2024/25
1. Buildings	100
1.1 Visitor Centres	32
Princetown	19
Postbridge	9
Haytor	4
1.2 Offices	35
Parke	32
Heating Oil	3
1.3 Other	22
Works Depot	4
Newbridge Aerial	0
Meldon	0
Ranger Store	0
Dartmeet	1
Higher Uppacott	17
1.4 Home Working	11
Home Working	11
2. Transport	169
2.1 DNPA Operated Vehicles	49
Diesel	49
Petrol	0
Ranger Tools	0
2.2 Business Travel	9
Hotel Stays	1
Plane	8
Train	1
Bus	0
2.3 Grey Fleet	4
Grey Fleet	4
2.4 Staff Communting	107
3. Purchased Goods and Services	348
Purchased Goods and Services	348
4. Investments	4259
4.1 Pensions	4259
Pension Investments	4259
5. Land Use	-1771
5.1 Woodland	-1771
Blackingstone Rock	-7
Caseley Wood	-37
Castor Copse	-37
Eastpark Copse	-52
Hawnes and Dendles	-122
Haytor	-186
Holne Moor and White Woods	-925

Plasterdown	-6
Sanduck and Huntingpark	-115
Trendlebere	-6
Whiddon Scrubs	-45
Wray Cleave and Steward Woods	-234
Grand Total	3015



NPA/25/035

Dartmoor National Park Authority

7 November 2025

Updated Statement of Community Involvement (SCI), including Consultation Response

Report of the Assistant Planning Policy and Climate Officer

Recommendation: **That Members adopt the updated Statement of Community Involvement, retaining neighbour letters until online notifications are available to residents and the wider public**

1 Introduction

- 1.1 The Statement of Community Involvement (SCI) sets out how Dartmoor National Park Authority (DNPA) will engage and consult with communities, stakeholders and statutory bodies on planning policy documents and individual planning applications.
- 1.2 An updated SCI was published for public consultation between 14th July and 23rd September 2025. The main proposed change related to the removal of neighbour notification letters from DNPA's planning publicity commitments, to align our approach with current best practice while continuing to comply with the Authority's legal obligations.
- 1.3 This report summarises the consultation responses received and presents a recommendation for Members to adopt the updated SCI.

2 Current Practice

- 2.1 DNPA currently sends neighbour notification letters for all planning applications except Certificates of Lawfulness for Proposed Development and discharge of condition applications as there is no legal requirement to carry out public consultation regarding these application types. Letters are sent to properties directly adjoining a proposed development site, alongside a statutory site notice displayed on or near the land. Site notices are put up by the applicant, with Development Management Officers requesting a photo that is logged to monitor correct placement.

- 2.2 While the use of both methods exceeds statutory obligations, neighbour notification letters are currently included within DNPA's adopted SCI and therefore must be issued for all relevant applications.
- 2.3 In addition to this, all planning applications are available to view online, and statutory publicity requirements are met through the display of site notices for at least 21 days.

3 Proposed Change

- 3.1 The proposed update to the SCI removes the requirement to send neighbour notification letters as standard practice. This would align DNPA's approach with **Article 15(5)** of the *Town and Country Planning (Development Management Procedure) (England) Order 2015*, which states that the local planning authorities either display a site notice **or** serve notice on adjoining owners or occupiers. The updated SCI can be found in Appendix 2.
- 3.2 Benchmarking shows that South Hams District Council, West Devon Borough Council, and Teignbridge District Council no longer issue neighbour letters (Teignbridge continue to use them on a discretionary basis), relying instead on site notices.
- 3.3 Approximately 1,800 neighbour letters are issued annually, costing around £1,600 in postage alone, plus staff time for preparation and administration. Removing the current requirement to send neighbour notification letters reduces this administrative and financial burden.

4 Risk Considerations

- 4.1 Site notices may not always be displayed correctly or seen by residents which may lead to reduced notification, despite statutory compliance. The risk associated with this is considered to be low as officers will now be required to ensure that the site notices are posted on site and they will assess the most suitably public areas to ensure greatest visibility of any notice.

5 Consultation Summary

- 5.1 Four consultation responses were received: three from individuals and one from a Parish Council. Although the number of responses was small, all raised similar concerns regarding the removal of neighbour notification letters and the accessibility of planning information. These reflected the risks identified by Officers, as above. A Consultation Statement including details of the consultation and a full table summarising these responses can be found in Appendix 1.

6 DNPA Response and Next Steps

- 6.1 While the number of responses was limited, the strength of feeling around neighbour notification was consistent. DNPA recognises the importance of maintaining confidence in its planning processes.
- 6.2 It is therefore recommended that:

- Neighbour letters continue to be issued until the online notification issues have been rectified and is fully operational for public notifications.
- The transition to digital notifications will be communicated to the public before implementation via the Authority's website.
- Development Management Officer's put up site notices to ensure notices are placed in the most accessible locations.
- The Planning Authority maintain discretionary use of neighbour letters in sensitive cases. Major developments will continue to be advertised in local newspapers, and online access to planning applications is promoted.
- Suggestions to improve accessibility, including the use of visual and verbal explanations, will be considered as part of the new DNPA website development.
- No further changes are proposed to the SCI language at this time, as it remains a technical planning document but has been written as clearly as possible.

6.3 Once adopted, the SCI will be reviewed every five years, or sooner if significant changes in legislation or practice occur.

7 Financial Implications

7.1 There are no additional costs as Planning Officers already undertake site visits as part of their normal duties and online notifications are already included in the procured IT system. The change will, however, result in direct cost savings of approximately £1,600 plus savings in officer time.

8 Conclusion

We are working with our planning IT service providers to re-instate the ability for people to register for automatic notifications of planning applications in a particular spatial area.

8.2 Members are recommended to adopt the updated SCI and note the next steps of retaining neighbour letters until online notifications are available to residents and the wider public.

HONEY GREEN

Attachments: **Appendix 1 – Consultation Statement**
 Appendix 2 – Updated Statement of Community Involvement

DNPA Consultation Statement: Updated Statement of Community Involvement (SCI) 2025

This statement sets out how public engagement informed the preparation of the updated Statement of Community Involvement (SCI). It should be read in conjunction with the SCI, which sets out how engagement for planning documents and planning applications in Dartmoor National Park is undertaken.

Background:

The SCI sets out how Dartmoor National Park Authority (DNPA) engages and consults with communities, stakeholders, and statutory bodies on planning policy documents and individual planning applications. An updated SCI was published for public consultation from 14th July 2025 to 23rd September 2025. The principal proposed change was the removal of neighbour notification letters from DNPA's standard planning publicity commitments, aligning our approach with neighbouring authorities and reducing administrative and financial burdens.

Consultees:

Notification of the consultation and details of how to comment were sent by email to Parish Councils, Members, planning agents, statutory consultees, and subscribers to DNPA newsletters. The consultation explicitly highlighted the proposed removal of neighbour letters to ensure consultees were aware of this change.

Publicity:

The draft SCI was published on the DNPA website and made available for inspection as a paper copy at the DNPA offices. Details of the consultation and how to comment were publicised via DNPA newsletters and on social media, including Facebook and LinkedIn, with reminders posted during the consultation period to encourage participation.

Responses:

A total of four consultation responses were received: three from individuals and one from a Parish Council. The main issues raised concerned the removal of neighbour notification letters and ensuring the accessibility of planning information. All responses reflected the risks already identified by Officers regarding public awareness of planning applications. A full table summarising the comments and DNPA responses is included in the next section of this document.

Next Steps:

The updated SCI will be taken to Authority for Members consideration and will be reviewed every five years, or sooner if significant changes in legislation or practice occur.

Summary of Responses

Response	Summary	Key Themes	DNPA Response
1. Individual (email submission)	- Opposes stopping neighbour letters; relies on letters to know about local applications. - Concerned that email alerts no longer function. - Questions how residents can join notification lists. - Requests clarity on Permitted Development / Lawful Dev Certificates. - Suggests including “30% rule” as a material consideration.	- Neighbour notification critical for accessibility. - Concerns about digital exclusion. - Clarity needed on notification processes.	Keep current SCI. Neighbour letters will only be removed once digital notifications are fully operational, and this change will be clearly communicated to the public. Clarification on how to sign up for notifications will be provided. Material planning considerations list can be reviewed for completeness.
2. Parish Council	- Disagrees with removal of neighbour letters. - Believes neighbours and landowners should be informed by post.	- Neighbour notification critical for accessibility	Same as above: retain letters until digital notifications are live. Public communication will ensure transparency.

3. Individual (online form)	- Unsure about how to contribute if notifications are not sent. - Finds SCI complex and bureaucratic. - Suggests using simpler language, visual or verbal explanations. - Opposes removal of neighbour letters; older residents may be excluded. - Notices may not be visible depending on property layout.	- Accessibility & understanding of SCI. - Neighbour notification critical. - Digital exclusion risks.	Maintain SCI as drafted. Emphasise that neighbour letters remain until digital system operational. Suggestions around visual and verbal explanations have been noted and can be incorporated into the new website to support accessibility and engagement. No language changes needed as it is a planning document and must retain appropriate technical terminology.
4. Individual (online form)	- Similar concerns about accessibility and stopping neighbour letters. - Points out potential discrimination against those without internet/email.	- Accessibility & digital exclusion. - Neighbour notification critical.	Same approach: retain letters until digital notifications are live and communicated. No immediate changes to SCI language necessary, as it is a planning document and must retain appropriate technical terminology, though we have sought to keep it as clear and simple as possible.

Statement of Community Involvement
(SCI)
Consultation Draft

June 2025



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All our planning policy documents and their supporting evidence are available on our website. [View Local Plan Documents](#)



1. Introduction and key principles

Dartmoor National Park Authority recognises the importance of good communication and engagement. This isn't just how we tell you what we're doing, or ask for your views, but also how we listen to you and how we explain the reasons for the decisions we have made.

We have principles of good communication and engagement which state:

- We will be clear about how people can be involved, and ensure that our processes are understandable
- We will be open about what can and cannot change and why, and ensure we provide information to help people understand
- We will be responsive to peoples' concerns and demonstrate how we have listened to these concerns in our decisions
- We will communicate our decisions clearly

This Statement of Community Involvement (SCI) sets out the main ways in which we engage with communities, businesses, organisations and individuals around planning. It sets out our plans for involving the public in considering planning applications, neighbourhood planning and preparing the Local Plan for Dartmoor National Park. The SCI has the following aims:

- To ensure that everyone has the maximum opportunity to participate in and contribute to the review and preparation of planning policy and other planning guidance
- To consult in a way which meets the needs of different groups so that public participation is helpful, effective and relevant
- To target engagement to ensure the appropriate statutory consulted parties and interest groups are involved

It is important to get involved in Local Plan consultation as [Local Plan documents](#) are the foundation of all our decisions on planning applications within Dartmoor National Park



2. What do we actively engage on?

2.1 Planning Policy

Dartmoor National Park Authority (DNPA) is the Local Planning Authority (LPA) for the whole of the National Park and has to prepare and maintain an up-to-date Local Plan¹ for the area. The policies in the Local Plan and relevant Neighbourhood Plan are the basis for making decisions on planning applications in the National Park. [Supplementary Planning Documents](#) are also important in linking with the Local Plan, and can be relevant or 'material considerations' in decision making. There are three different types of local planning documents:

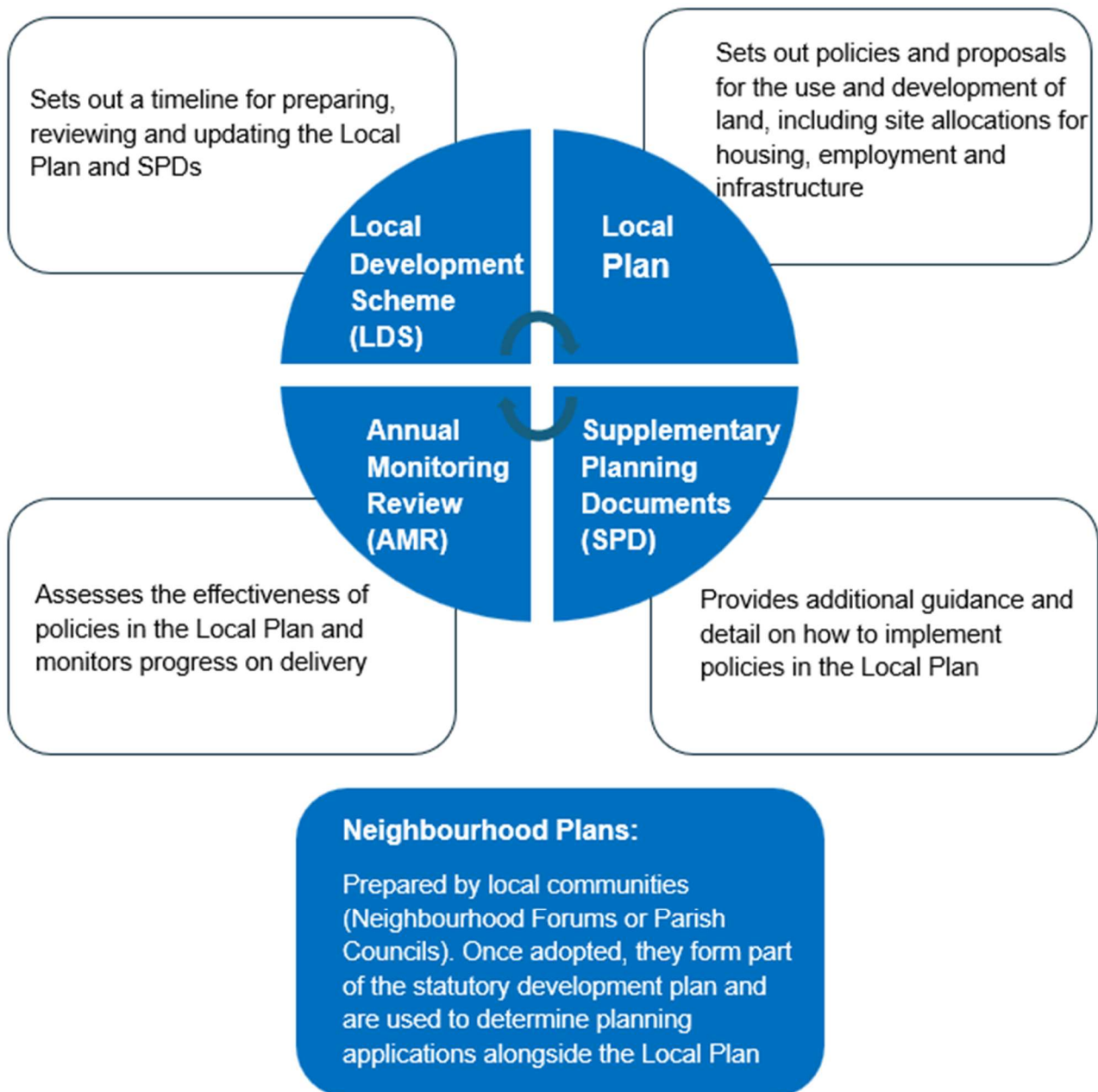
- **Development Plan Documents** (e.g. the Local Plan): are formal planning documents containing policies and objectives for development within Dartmoor National Park. These documents are formal plans subject to rigorous procedures including several consultation stages and an independent examination. They also require a Sustainability Appraisal (SA) – an assessment of the economic, social and environmental impacts of a plan.
- **Neighbourhood Development Plans:** Communities can supplement the Local Plan with their own Neighbourhood Development Plans. Neighbourhood Development Plans are normally led by Town/ Parish Councils and enable communities to play a greater role in determining the future of their area. They are examined by an independent examiner and are also subject to a community referendum before being formally 'made' and form part of the Dartmoor Local Plan.
- **Supplementary Planning Documents:** provide additional guidance on the implementation of Local Plan policies. These need to be consulted on and are agreed by the Authority without the need for independent examination.

2.2 Planning and related applications¹ (Development Management)

Planning Applications relate to specific, detailed decisions being made about what happens to a building or piece of land. Applications are judged against the relevant adopted policies in the local plan, neighbourhood development plans, guidance in any supplementary planning documents, government guidance on policy and any other matters 'material' to the application.

¹ Planning Applications include; applications for planning permission, listed building consent, change of use and certificates of lawfulness

2.3 Dartmoor National Park Local Plan structure



3. How and when do we engage?

	General news	Planning Policy	Planning or listed building applications	Masterplan or Development Brief	Neighbourhood planning	
Website	✓	✓	✓	✓	✓	www.dartmoor.gov.uk/planning
Print copies		✓		✓		The Local Plan will be largely web-based, however we will provide a printed copy for public viewing to Parish Councils and local libraries
News release	✓	✓	✓	✓	✓	Sign up to our news releases or contact us to receive email notifications about planning policy consultations and other planning news
Social media	✓	✓		✓	✓	Follow us on Facebook @enjoydartmoor1 , on Instagram @lovedartmoor , on LinkedIn @DartmoorNationalParkAuthority , on TikTok @dartmoornationalpark and on X @dartmoornpa
Site Notice			✓	✓		Planning applications: Site notices will be placed on publicly accessible land near the application site.
Specific Newsletter		✓		✓		We may prepare newsletters for some specific pieces of work or consultations
Email/mail circulation		✓	✓	✓	✓	We will hold a list of names and address of people who wish to be notified about a specific issue
Public meeting or exhibition		✓		✓	✓	We will sometimes hold meetings or exhibitions to raise awareness and get public views. These will be advertised locally
Formal consultation		Min. 6 weeks	21 days	Min. 4 weeks	Min. 6 weeks	Some planning applications or policy documents will have a formal consultation period
Special interest groups		✓	✓	✓		Certain local or national groups, organisations or agencies will be notified of issues which we think may be relevant to them
Parish Council	✓	✓	✓	✓	✓	Parish Councils will be notified or consulted, principally electronically, on a range of issues in their area
Authority Member	✓	✓	✓	✓	✓	Authority members will be notified or made aware of a range of issues

Hard to reach groups	✓	✓	✓	✓	✓	Using the most appropriate methods to engage with hard to reach groups, including the production of large print and screen reader-compatible documents
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4. Who do we engage with?

Who we engage with depends on the type of planning document or application being considered. There are a number of bodies that the Authority is required to engage with and invite to participate.

4.1 Planning Policy

- Those on [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) list must be consulted at certain key stages of plan production, these are known as the 'specific consultation bodies'. The list below is not prescriptive but shows the broad range of organisations, groups and people that are consulted.
- There are many other groups and organisations that may have an interest. Listed are some of the bodies and organisations that we will keep informed and involve at key stages as appropriate, these are known as the 'general consultation bodies'.

Specific Consultation Bodies

- **The Environment Agency**
- **Historic England**
- **Natural England**
- **The Coal Authority**
- **Homes England**
- **NHS Devon Integrated Care Board (ICB)**
- **Neighbouring Local Planning Authorities**, including Devon County Council, Teignbridge District Council, South Hams District Council, West Devon Borough Council and Mid Devon District Council
- **South West Water** (as the water and sewerage undertaker)
- **National Grid Electricity Transmission and National Grid Gas Transmission**
- **Western Power Distribution** (electricity distribution network operator)
- **Wales & West Utilities** (gas distribution network operator)

General Consultation Bodies

- Voluntary organisations whose activities benefit the Dartmoor National Park area
- Bodies which represent the interests of different racial, ethnic or national groups, different religious groups, disabled persons and businesses in the Park area
- Local community and residents' associations
- Environmental, heritage, and access organisations
- Landowners, developers, and planning agents with local interests
- Educational and youth organisations
- Health and wellbeing bodies
- Transport and infrastructure providers
- Other interest groups or individuals who may be affected by local planning policies or proposals

- We are committed to involving a wide range of other individuals and organisations, including 'hard to reach' groups. 'Hard to reach' groups within Dartmoor National Park include, in particular:
 - Young people (specifically aged 16–24)
 - People with disabilities (including people with learning disabilities)
 - People from socially deprived areas (including areas of rural deprivation)
 - Black and Minority Ethnic groups (including Gypsies and Travellers)
 - People with no or limited internet access
- We will employ a variety of consultation methods to facilitate engagement with 'hard to reach' groups, including the use of a variety of online channels and face to face events, and the production of screen reader-compatible documents and large print (where requested).

4.2 Planning Applications

- We will maintain a database of individuals, groups and other interested parties wishing to be informed when documents are published, which will be updated regularly. To add your information to this list please [contact us](#).
- We are required to consult various organisations and bodies and are advised to consult others depending on the type of application². A complete list can be accessed on the [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)
- Officers will use their professional judgement to contact the relevant organisations for specific planning applications.
- We will notify the Neighbourhood Planning Body of relevant planning applications, or changes to relevant planning applications, if there is a Neighbourhood Development Plan in place in that area.

4.3 Neighbourhood Development Plans

- Neighbourhood Development Plans (NDPs) are prepared by communities for their own parishes or areas with advice and support from their Local Planning Authority (LPA).
 - NDPs will be brought forward by a Neighbourhood Planning Group. This could be formed by a Town or Parish Council, or where there is no recognised council, a Neighbourhood Forum.
 - Dartmoor National Park will act as the lead LPA for Neighbourhood Plan Areas wholly within the Dartmoor National Park boundary,
 - Where a Neighbourhood Plan Area falls partly within Dartmoor National Park and partly within a neighbouring District or Borough Council, the LPA with the main centre or majority of population within its boundary will act as lead³.
- Community engagement and consultation undertaken by the Neighbourhood Planning Group will take place throughout its preparation. In addition, there are several key formal consultation stages that a NDP must go through before it is 'made' and becomes planning policy:
 - The Neighbourhood Planning Group will carry out consultation for a minimum of 6 weeks on the early stages of the NDP. A Consultation Statement must then be submitted to Dartmoor National Park along with the draft NDP indicating what consultation has been carried out and how it has informed the preparation of the draft NDP.
 - Dartmoor National Park is then required to consult on the NDP for a further minimum period of 6 weeks once it has been submitted to them and before it is

- submitted for examination.
- o Finally, a referendum will allow those in the area to vote on whether they want to accept or reject the proposed NDP.
 - Post-examination, the NDP becomes a material consideration when making decisions on planning applications within the area covered by the NDP. After the referendum stage, the NDP forms part of the Local Plan.
-

² As set out in the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(DMPO\)](#)

³ [Protocol for joint working on Neighbourhood Planning](#) (Dartmoor National Park Authority, West Devon Borough Council, South Hams District Council, Teignbridge District Council and Mid Devon District Council).

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- As lead LPA, Dartmoor National Park will undertake the following to support the production of NDPs⁴:



- As the lead LPA, Dartmoor National Park will also assist in modifying existing NDPs.

Visit the [community planning pages](#) of our website for support for preparing a NDP or to find out which areas of Dartmoor are already preparing NDPs

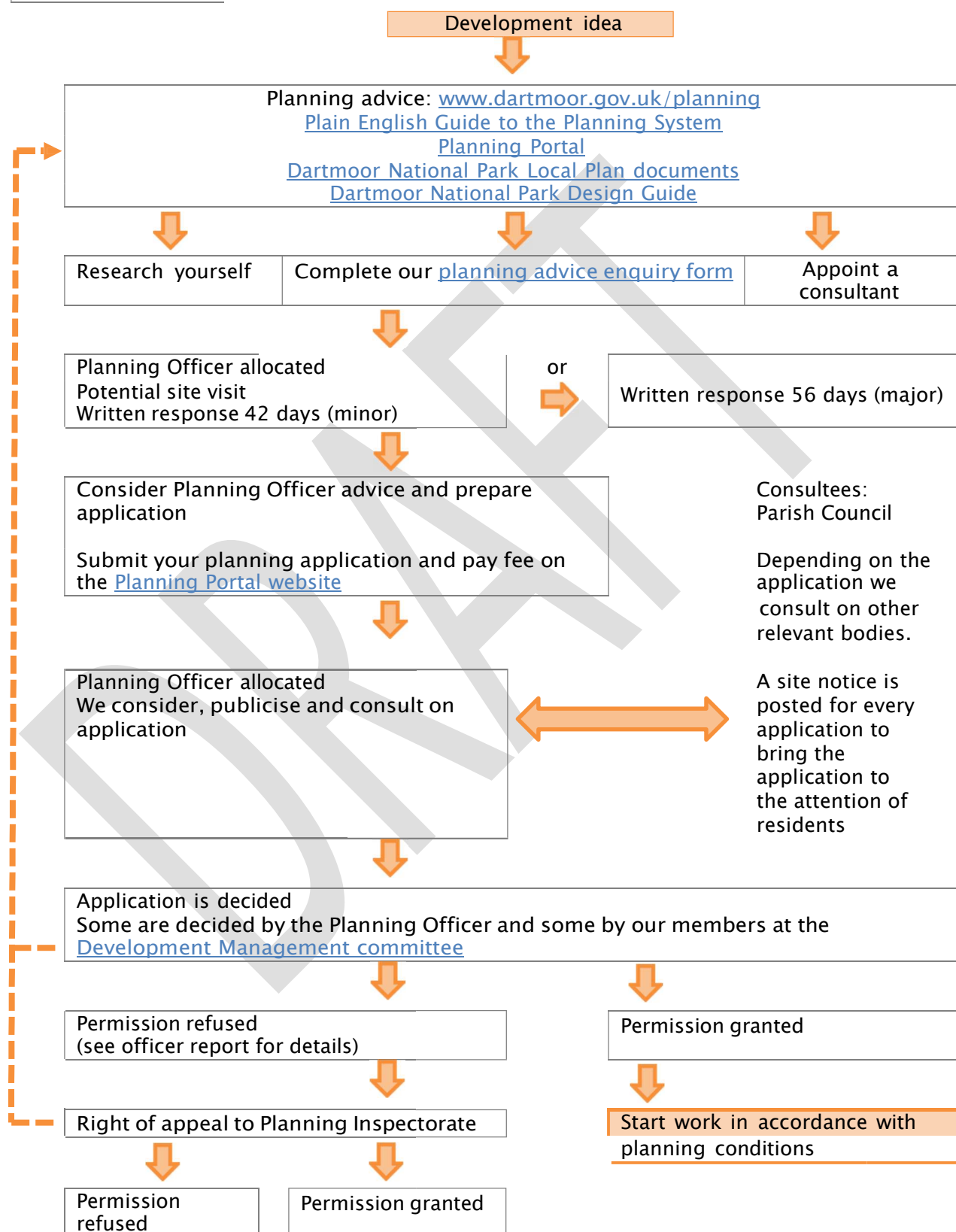


⁴ This advice and assistance also applies to Neighbourhood Development Orders and Community Right to Build Orders (in the absence of any other specific agreement)

5. Preparing Planning Policy

	What is it?	Who is consulted?	How does consultation happen?	What is the outcome of the consultation?
Stage 1 Issues (Topic Papers)	A continuous process of informal discussion on the topic papers	Specific groups will be targeted depending on the topic paper being considered. Everyone who wants to get involved should do so at this stage; it is important to raise issues early in the process	Topic papers will be published in stages; there is no statutory timescale	A full range of issues is considered to make sure all the important spatial planning issues are highlighted
Stage 2 Preferred Options Stage	A wide-ranging public consultation exercise on a first draft Local Plan. The approach and detail of the relevant Local Plan document will be clear	All organisations and individuals on our Local Plan consultee list, including Statutory Consultees (contact us to be added to this list)	See Section 3 and Section 4 . For a minimum of 6 weeks from publication	Comments received will be formally registered and considered before changing the document as necessary. If significant changes are required, further consultation may be needed before moving to the next stage
Stage 3 Submission Stage	We publish a revised draft of the Local Plan for consultation, then formally submit the document to the Secretary of State	All organisations and individuals on our Local Plan consultee list, including Statutory Consultees (contact us to be added to this list)	For a minimum of 6 weeks from publication. The document is then submitted to the Secretary of State together with any comments received	The comments received will be considered as part of the examination
Stage 4 Examination in Public	The plan is examined by an independent Planning Inspector (there may be public hearings)	The Examination is publicised and those who submitted a formal representation at the submission stage will be notified	Notifications will be sent at the start of the Examination	If the Planning Inspector finds the Local Plan sound, the Plan can be adopted

6. The main stages in considering a planning application



- It is important to make comments on planning applications if you support or object to something which affects you. Comments should consider 'material' planning considerations; including for example:
 - Amenity (e.g. loss of sunlight, outlook, privacy and overshadowing)
 - Highway issues (e.g. traffic generation, vehicular access, highway safety)
 - Capacity of physical infrastructure (e.g. in the public drainage or water systems)
 - Deficiencies in social facilities (e.g. spaces in schools and health facilities)
 - Environmental Health (e.g. noise, disturbance, smells, hazardous materials)
 - Loss or effect on trees
 - Adverse impact on natural conservation interests and biodiversity opportunities
 - Effect on listed buildings and conservation areas
 - Layout and density of building design, visual appearance and finishing materials

Examples of issues that are not planning considerations include the loss of value on a property or the loss of a person's private view.

We recommend using our pre-application planning advice service before submitting a planning or related application. Advice on small scale development is often free of charge, however we do operate a charging system for more significant proposals.



7. Are we doing what we promised?

We are committed to meaningful and useful engagement and providing opportunities for you to be involved in shaping planning within Dartmoor National Park. If you have any comments about our engagement please get in touch with the Forward Planning team at forwardplanning@dartmoor.gov.uk.

If you feel we have not been doing what we promised and would like to send us a complaint, please see our complaints procedure which is available on our [website](#). Before making a formal complaint we would encourage you to discuss your concerns with a senior manager of the Planning Team.

We will review the Statement of Community Involvement every 5 years. However, it may be reviewed sooner if necessary.

Contact us

Forward Planning
Dartmoor National Park Authority
Parke, Bovey Tracey,
Newton Abbot,
TQ13 9JQ

Tel: (01626) 832093

Email: forwardplanning@dartmoor.gov.uk

Website: www.dartmoor.gov.uk/planning

Facebook: [@enjoydartmoor1](https://www.facebook.com/enjoydartmoor1)

Twitter: [@dartmoornpa](https://twitter.com/dartmoornpa)

Instagram: [@lovedartmoor](https://www.instagram.com/lovedartmoor)

LinkedIn: [@Dartmoor-national-park-authority](https://www.linkedin.com/company/Dartmoor-national-park-authority)

TikTok: [@dartmoornationalpark](https://www.tiktok.com/@dartmoornationalpark)

Where can I get further help?

The Planning Portal

The Planning portal is the Government gateway to planning information throughout the UK. It provides information on plans, appeals applications, contact details and research areas. You can access the Planning Portal online: www.planningportal.co.uk

Planning Aid

Planning Aid offers free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees.

You can contact Planning Aid England (general enquiries) at:

Helpline: 020 7929 8338

Email: advice@planningaid.rtpi.org.uk

Web: www.rtpi.org.uk/planning-aid



NPA/25/036

Dartmoor National Park Authority

7 November 2025

Local Validation Checklist

Report of the Senior Planning Policy Officer

Recommendation: **That Members adopt the updated Local Validation Checklist.**

1. Introduction

- 1.1 The Local Validation Checklist (LVC) provides guidance on the national validation requirements for planning applications as set out in the Development Management Procedure Order 2015 (as amended). It also identifies local information requirements arising from the policies contained within the adopted Dartmoor Local Plan. In accordance with National Planning Policy Framework, it should be reviewed every 2 years (NPPF, para 45) and to carry full weight, the document must be subject to consultation (National Planning Policy Guidance).
- 1.2 This report summarises the main changes to the Local Validation Checklist and presents a recommendation for Members to adopt the updated Local Validation Checklist as shown in Appendix 2.

2. Local Validation Checklist update

- 2.1 The current LVC was adopted in 2022 following the adoption of the Local Plan and is available to view on the website. However, a significant number of planning applications received are invalid and cannot be processed until further information is provided. Corresponding with applicants to request additional information takes up staff time and draws out the planning process for customers. The main purpose of the LVC review is to reduce the number of invalid applications received and make the process easier and quicker for customers by:
 - Updating the format to make the document easier to use.
 - Provide further detail on the required content and format of each supporting document type to ensure submitted information is consistent and complete.
 - Review the validation requirements in light of changes in national policy.
 - Make provision to request additional supporting documents for specific policies.
- 2.2 The most significant changes to the LVC are the additional supporting documents:

- A Carbon Reduction Statement: to evidence how proposals are complying with Strategic Policy 1.6 Sustainable Construction. This requirement requires a short statement for householder applications and requires technical assessments for new residential and non-residential buildings.
- Evidence for Replacement Homes: this clarifies the requirements for wholesale replacement of existing houses (policy 3.8 Replacement Homes) and, in particular, the supporting information required to show the energy efficiency of a new build would outweigh the carbon cost of the demolition of an existing building.
- An Accessible and Adaptable Dwellings Statement: This statement confirms whether a scheme can fully or partly comply with Strategic Policy 3.2 Size and accessibility of new housing. Where schemes cannot comply with the requirements the statement provides an opportunity for applicants to explain why and this in turn enables planning officers to make an informed decision.

2.3 The presentation of the LVC has also been updated and information is ordered by application type allowing customers and staff to quickly gain an overview of validation requirements for their application. Each section follows the same format setting out which supporting documents are required for all applications and which may be required in certain circumstances. Hyperlinks then allow users to find further information on each supporting document type as well as links to external sources of information.

2.4 Officers are mindful that customers are less likely to open and view a pdf document and work is ongoing to investigate methods for presenting this information in a more engaging and accessible way. It is intended that, as soon as possible, the LVC will be published as on-page interactive content (ie. it is visible on the website without needing to download a separate file).

3. Consultation

3.1 A consultation on the draft Local Validation Checklist ran from 14 July 2025 – 25 August 2025 and was then extended to 21 September 2025. Nine comments were received in total. Comments from planning agents and Dean Prior PC raised concerns that the requirements were too onerous and not required. These comments relate to the requirements of the existing planning policy which is not being altered. Instead supporting information which would be required during a planning application is requested upfront to streamline the application process. Comments from other consultees suggest minor amendments and offered support for some of the new requirements. A summary of the comments received and DNPA officers' response is provided within the Consultation Statement in Appendix 1.

4 Financial implications

4.1 Validation of planning applications is currently occurring and the publication of the updated LVC will have a positive impact on this process by providing greater clarity and certainty for both applicants and validating staff. For certain development types the updated LVC will require additional documents, and this will result in an additional cost for applicants. As some of these are technical reports (for example, the Standard Assessment Procedure (SAP) reports and whole life carbon assessment) some Officer training will also be required to ensure they can interpret the information. The

additional documents and the associated costs for the applicant are proportionate to the development proposed and will enable Officers to make informed decisions.

5 Conclusions

- 5.1 The updated Local Validation Checklist provides greater clarity and certainty for applicants on the requirements for applications and is presented in a clear format which should increase the usage of the document. Members are recommended that the updated Local Validation Checklist is adopted and published on our website for immediate use.

LIZ PAYNE

Attachments: **Appendix 1 - DNPA Local Validation Checklist - Consultation Statement 2025**
 Appendix 2 – 2025 Local Validation Checklist

20251107 LP Local Validation Checklist

DNPA Local Validation Checklist - Consultation Statement 2025

This statement sets out how public engagement informed the preparation of the Local Validation Checklist (LVC). It should be read in conjunction with the Statement of Community Involvement which sets out how engagement for planning documents in Dartmoor National Park are undertaken.

Background:

The Local Validation Checklist provides guidance on the national validation requirements for planning applications as set out in the Development Management Procedure Order 2015 (as amended). It also identifies local information requirements arising from the policies contained within the adopted Dartmoor Local Plan. In accordance with National Planning Policy Framework it should be reviewed every 2 years (NPPF, para 45) and to carry full weight, the document must be subject to consultation (National Planning Policy Guidance).

A consultation on the draft Local Validation Checklist ran from 14th July 2025 – 21st September 2025.

Consultees:

Notification of the consultation and details of how to comment was sent by email to Parish Councils, Members, planning agents who regularly submit applications, statutory consultees and people subscribed to the DNPA newsletters.

Publicity:

The draft Local Validation Checklist and details of how to comment were published on DNPA website and publicised on the Dartmoor National Park Facebook page with reminders posted during the consultation period.

Responses:

We had a total of 9 external responses: 2 from individuals, 3 from planning agents and architects and 4 from consultees (Dean Prior Parish Council, Devon County Council, Devon Wildlife Trust and National Highways). In addition, further comments from internal DNPA officers were received. A summary of the comments received and DNPA's response is set out in the next section.

Next Steps:

Following the consultation the draft LVC has been amended to respond to the issues raised. The draft LVC will be taken to Authority for Members consideration.

Responses:

Individual		
Topic	Summary of comments	DNPA Response
Carbon Reduction Statement	I have already invested heavily in thermal improvements, solar energy, air source heat pump, etc. So, if I were to put in an application, I would have little to add here and would not get planning permission. This seems unfair.	Agree that properties that already have measures to reduce carbon should not be penalised. Additional wording has been added to read: <u>'Where carbon reduction measures are already provided at the property these should be described with an explanation of how the proposed development integrates with these'.</u>
Accessible and Adaptable Dwellings Statement/ Energy Efficiency Report/ Carbon Reduction Statement	- There are no evaluation criteria setting out the required standards needed for permission to be granted. This will lead to inconsistent decisions and will lack clarity on why a particular application has been approved or refused. - In line with SCI, DNPA will need to set out clearly why documents are accepted or rejected. To do this DNPA will need to decide what is and what is not acceptable now and in the future. - The evaluation criteria should be publicised before proceeding.	Whether an application is granted planning permission is dependent on an assessment against the Local Plan policies. This is not changing, and the Local Validation Checklist cannot add new thresholds or standards for when permission should or should not be granted. Instead, the Local Validation Checklist ensures adequate information is provided to enable the Planning Officer to make a robust determination. An Officer's Report or Planning Committee Report is published on our website for each planning application that is determined, and this sets out the Officer's reasoning for their recommendation and/ or decision. Applicants and other interested parties are encouraged to contact the National Park Authority to discuss individual cases where there are concerns in regard to inconsistency of decision making.

Energy Efficiency Report	• Will be expensive to produce. • What if the building needs substantial structural works, or is unsuitable – is this report still needed?	DNPA acknowledge that there is a cost implication, however whole life carbon assessments are increasingly common and available and are the most effective way of ensuring compliance with Local Plan policy and the Authority's climate change strategies. Agree that the Local Plan policy does not require an energy efficiency consideration in every case. As such the requirement has been retitled to 'Evidence for Replacement Homes' and the wording for the requirement has been amended to read: <i>What is required:</i> <i>A report that identifies clear reasons for demolition of the existing house and justification in the context of Dartmoor Local Plan policy 3.8. This should include an explanation of the design process and environmental and energy efficiency benefits of the scheme and be supported by whole life carbon assessments.</i> <i>Applications must provide <u>either</u>:</i> <i>a structural survey of the existing dwelling by a suitably qualified person that demonstrates that <u>the property is not structurally sound and is not capable of being made habitable, or</u></i> <i><u>Where the existing property is structurally capable of repair, applications must provide:</u></i> [... rest of wording unchanged]
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Planning Agents/ Architects			
Topic		Summary of comments	DNPA Response
Accessible and Adaptable Dwellings Statement/ Energy Efficiency Report/ Carbon Reduction Statement		- These are all matters for building regulation matters not planning. Should just stick to one requirement/ process which is building control. - These additional requirements add extra costs and encourage works without consent being carried out.	The local validation checklist is not adding new policy requirements. These documents provide the information to evidence that proposals are meeting the existing policy within the Local Plan. The amount of information required for each application will be proportionate to the proposed development and therefore costs for the smaller schemes will be reduced.
Accessible and Adaptable Dwellings		There are too many different standards, just ask for Homes for Life Standard instead.	Building Regulations Approved Document M, 'Access to and use of buildings' makes provision for an enhanced standard which can be required by Local Planning Authorities. Strategic Policy 3.2 makes use of this provision.
Carbon Reduction Statement		Do not support for Householder applications. It will be too expensive for people who want to do small domestic works who are already struggling with crippling construction costs. A threshold based on floorspace would be better.	The amount of information required for each application will be proportionate to the proposed development. There is no expectation for householder applications to require technical reports and therefore costs for the smaller schemes will be reduced.
Consultees			
Consultee	Topic	Summary of comments	DNPA Response
Dean Prior Parish Council	General comment	- Requirements are over-complicated and lead to additional expense for applicant that will put people off applying for permission and lead to more unauthorised works. - Additional requirements only give DNPA more opportunity to deny planning permission.	The local validation checklist is not adding new policy requirements. These documents provide the information to evidence that proposals are meeting the existing policy within the Local Plan. The amount of information required for each application will be proportionate to the proposed

		There is no point for the new requirements these should be left to Building Regulations.	development and therefore costs for the smaller schemes will be reduced.
Devon county Council	Energy Efficiency Report	Welcomes requirement, accords with efforts in Devon Carbon Plan particularly consideration of embodied carbon in materials and existing structures.	Noted.
Devon County Council	Transport Assessment/ Statement and Travel Plan	- Supports requirement for Transport Assessment/ Statement and Travel Plan. - Recommend that proposals changing an existing highway require a Stage 1 or Stage 2 Road Safety Audit in accordance with GG119 – Road Safety Audit.	Although DNPA acknowledge that Road Safety Audits can sometimes be required, there are also concerns that this requirement may be too onerous for the vast majority of applications within the national park. To raise awareness of the potential need for Road Safety Audits additional wording has been added to the Transport Assessment/ Statement and Travel Plan section as set out below: <i>The scope of the Transport Statement or Assessment (<u>including requirements for Road Safety Audits</u>) should be agreed with the Highway Authority (Devon County Council) before submission.</i>
Devon County Council	Archaeological Assessment	Recommend amending requirement for Archaeological Field Evaluation to: <i>'Where recommended by the Dartmoor National Park Archaeologist, or in consideration of the results of the DBA, a planning application may need to be supported by the results of a programme of Archaeological Field Evaluation in line with ClfA Universal guidance for archaeological field evaluation'.</i>	DNPA acknowledge that there are circumstances where our Archaeologist may differ in view to a Desk Based Assessment. However, the purpose of the Local Validation Checklist is to add certainty and efficiency to the application process and identify set criteria for when certain documents will always be required. The recommended wording would add uncertainty in this regard.

Devon County Council	Statement of Heritage Significance	Recommend rewording 4th paragraph to: <u>'Where the site has archaeological potential to include archaeological interest the Statement of Heritage Significance should include the results of a desk based archaeological assessment and, if required, the results of a programme of archaeological field evaluation'</u>	Agree, section has been reworded.
Devon County Council	Sustainable Drainage Strategy	- Support surface water requirement. - Recommend adding <u>'where required'</u> to start of final bullet under Householder and Minor applications section.	Agree, suggested wording has been added.
Devon County Council	Carbon Reduction Statement	Welcomes requirement, accords with efforts in Devon Carbon Plan.	Noted.
Devon Wildlife Trust	Introduction	Recommend adding wording that ecology surveys should be commissioned at earliest opportunity and will influence development design.	Although DNPA agree with the sentiment, the intention is to keep the introduction as short as possible and focus on the practicalities of the validation process.
Devon Wildlife Trust	Householder Applications	- Ecology and geology surveys should not be required in same form - Requirement for each should be separated so neither is overlooked	The Dartmoor Wildlife Trigger Table and Ecology or Geology Surveys form follows a structure provided by Devon County Council and is applied across Devon. It would be inconsistent with neighbouring Local Planning Authorities to fundamentally alter the form. To ensure Ecology and Geology are presented as two distinct disciplines, but also its clear for users that the link will take them back to the same form, the links have been amended to read:

			<i>“Ecology Surveys (see Dartmoor Wildlife Trigger Table)</i> <i>Geology Surveys (see Dartmoor Wildlife Trigger Table)”</i>
Devon Wildlife Trust	Full applications both Major and Minor	Disagree with requirement for either ‘Biodiversity Enhancement (local requirement) or Biodiversity Net Gain (mandatory national requirement)’. Both should be required as BNG is required under the Environment Act 2021 and biodiversity enhancements are required by NPPF.	These requirements relate directly to Local Plan Strategic Policy 2.3 Biodiversity Net Gain, which has partly been superseded by the national BNG requirements. Due to the wording of the policy, we cannot insist that all applications refer to the enhancement as set out in Table 2.3 of the Local Plan for validation purposes.
Devon Wildlife Trust	Reserved matters	Updated ecology surveys should be in the ‘must submit’ section because of the length of time between outline and reserved matters application.	As referred to in the comment, ecological surveys sometimes do go out of date between outline and reserved matter stages however this does not happen every time and the LVC cannot mandate additional documents that are not necessary to determine the application. As such, the requirement will remain in the ‘You may also need to submit’ section. Additional wording will be added to the Ecology Survey section: When required: <u>Householder, Full and Outline applications</u> <u>Applications for Listed Building Consent</u> <u>Reserved matters applications where the ecology reports of the outline consent are out of date.</u>

Devon Wildlife Trust	Non-material amendment	Wildlife Trigger Table should be required for this application type.	This type of application confirms whether a proposed alteration to a previous permission is be deemed as non-material and does not change the impact of the approved development on matters previously assessed. If there is the potential for the proposal to impact on ecology than the application will not be permitted and a different type of application, where the impact can be assessed, will be required.
Devon Wildlife Trust	Works to trees in a Conservation Area/ Tree Preservation Order and Hedgerow Removal Notice	Wildlife Trigger Table should be required for this application type.	Paragraph 45 of the NPPF requires local validation requirements are kept to a minimum and be relevant, necessary and material to the application in question. The DNPA Tree Officer will consider the amenity of the tree, including its general habitat value, as part of the application or notice. Where protected species are present this will be covered through other relevant legislation and guidance.
Devon Wildlife Trust	Biodiversity Net Gain	For off-site gains the name of the habitat bank to be used must be provided with evidence that units are available. Where the developer is providing the net gain on other land they own a draft Habitat Management and Monitoring Plan and BNG plan must be submitted.	Paragraph 45 of the NPPF requires that local validation requirements should be kept to a minimum and be relevant, necessary and material to the application in question. A legal agreement may be required for some sites delivering BNG off-site and therefore, information should be submitted at the outset to clarify whether BNG is proposed on-site or off-site. Where on-site delivery is proposed there should be sufficient level of confidence that this can be delivered. Details on habitat banks however are not essential at the planning application stage. The following wording has been added to the BNG section:

			<u>In addition to the national requirements, applications subject to the biodiversity gain condition must specify whether BNG will be delivered on-site or off-site. Schemes proposing to deliver BNG on site must submit a completed metric calculation showing the post-development biodiversity value of the on-site habitat and a site plan showing indicative habitat detail to demonstrate that delivery of BNG on-site is achievable.</u>
Devon Wildlife Trust	Dartmoor Wildlife Trigger Table and Ecology or Geology Surveys and Dartmoor Householder/ Building Checklist	Strongly urge DNPA to state that surveys should be undertaken by members of CIEEM.	DNPA agree that all ecology reports must be to a high standard but do not agree that only those who are CIEEM registered are able to do this. Wording has been added to the relevant sections to read: <i>All ecology reports submitted to DNPA must be authored by qualified ecologists. Where the author is not a member of a recognised professional body (such as CIEEM or IEMA), they may be required to provide evidence of their qualifications, relevant experience, and any necessary licences to demonstrate that the report meets the required standards. DNPA reserves the right to reject reports where such evidence is not provided or is deemed insufficient.</i>
National Highways	General comment	- No specific comments to make. - All planning submissions must comply with the requirements of DfT Circular 01/2022 “Strategic road network and the delivery of	Noted.

		sustainable development” including Transport Statement or Transport Assessment alongside a Travel Plan and Construction Traffic Plan, as applicable. • Impacts on National Highways assets including, but not limited to, drainage, geotechnical, structures, soft estate, technology and lighting must also be considered. • National Highways should be consulted on applications within close proximity of our network/estate and associated assets irrespective of the forecast traffic impact of the proposals.	
DNPA Officers			
Topic	Summary of comments		DNPA Response
Plans and Drawing	• Some plans have 'do not scale' on them. Can criteria be added to specify that plans cannot be marked 'do not scale'.		Noted, this undermines the requirement for plans to be drawn to scale. Additional wording added to second bullet: • <i>be drawn to a recognised metric scale and the scale indicated on the drawing (<u>plans marked 'do not scale' will not be accepted</u>).</i>
SCAIL	• proposals funded through the Slurry Infrastructure Grant do not require SCAIL.		Noted, to avoid requesting unnecessary documents wording has been added to include this exception: When required: • <i>agricultural development where the SSSI risk zones identify potential air polluting impacts from agricultural development <u>with the exception of proposals which have been selected for Slurry Infrastructure Grant</u></i>

Flood Risk Assessment	Updated mapping and FRA template from Environment Agency needs to be reflected	Noted, the wording has been amended to align with EA wording: <i>Flood Zone 1 and the flood map for planning shows it is at increased risk of flooding from rivers or sea during its lifetime <u>in the future</u></i> <i>Further Information:</i> <u>The Environment Agency has prepared an FRA template and associated guidance which can be accessed from the Planning Portal.</u> Exceptions to the sequential test have also been added for clarity and to align with footnote 62 of the NPPF.
General	The document does not make any reference to fees.	The phrase 'Planning Fee' will be added under 'What is required' for every application type subject to a fee. This can incorporate a hyperlink to the fee page on the planning portal where further information is provided.



DARTMOOR LOCAL PLAN

guiding planning applications in Dartmoor National Park



Local Validation Checklist

November 2025



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INTRODUCTION

Applying for planning permission can feel like a daunting process, but this checklist will help guide you through the process. Providing accurate and complete information when you submit your application gives it the best chance of progressing smoothly and quickly. It will help you get the best results, in the quickest possible timeframe.

Once received, your application goes through a process known as validation. This is where we check that everything required has been included and that your application has been correctly completed. At this stage, we're not making any decisions about whether your proposal is acceptable in planning terms—it's simply about ensuring everything is in order so we can move forward efficiently.

The purpose of this checklist is to make sure we have all the information we need to:

- ensure your application is accepted first time
- speed up the registration process
- reach good planning decisions in a timely manner
- provide certainty as to the information required for specific applications
- help you get your project from an idea to realisation in the quickest possible time
- be as efficient as possible in dealing with your request

The Government sets the regulations which control the planning process. You can find further information at [Making an application](#).

Before you submit your application, you may wish to obtain pre-application guidance through our [planning advice service](#). This may save time and effort, shaping your proposals to ensure you have the best chance of receiving permission.

The [Dartmoor Local Plan](#) contains the planning policies and background information we use to determine your application.

Submitting an application

All applications should be made online via the [Planning Portal](#) and the relevant planning [fee](#) must be paid before your application is submitted. We do not accept applications by post, email or in person unless there are extenuating circumstances. Payments should be made online through the Planning Portal. We do not accept cheques or cash.

Please ensure all drawings and documents are referenced with their full, clear and detailed title and drawing number. Attachments should be limited in size to no greater than 10GB. All documents will be loaded to the public access area of our planning website once the validation process is complete.

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If you need to include information considered to be 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR), for example, personal, financial or health information, it should be submitted in a separate document, so it can be marked as confidential. The definition of 'personal data' and 'sensitive personal data' can be found on the Information Commissioner's website (ICO) [GDPR](#).

You will receive an acknowledgment from the Planning Portal that your application has been successfully submitted to the Authority and we will seek to confirm whether the application is valid within 15 working days.

Validating a planning application

There are two distinct parts to the process of validating an application:

- National/Mandatory requirements for **all** planning applications (required by The Town and Country Planning (Development Management Procedure) (England) Order 2018 (DMPO))
- Local requirements specific to Dartmoor (often referred to as the '**Local List**')
 - dependant on development type/site constraints

To help you navigate the process we have provided a specific checklist for each application type.

The glossary provides additional information to explain what we mean where there are specific requirements.

We will retain the right to decline to validate your application if the information is incomplete. It is your responsibility to ensure that all relevant documentation has been provided.

What happens if my application is found to be invalid?

We will respond by email and indicate why the application has been found to be invalid. If we request further information we will hold your application for a maximum of 15 working days. If the relevant information is not received within this timeframe, we will be unable to validate your application. We will close the file, return any fees paid and take no further action on the application. If you wish to continue with your proposal you will need to resubmit a new application with all the correct documentation/information as we will not hold any records from a previous, invalid application.

Validation disputes

If you disagree with our reasons for invalidating an application, you may send a notice to us (under [Section 12 of the Town and Country Planning \(Development Management Procedure\) Order 2015](#)). This must set out your reasons for refusing to supply the requested information. You must have submitted all the other information [Back to Table of Contents](#)

needed to validate the application together with the appropriate fee. We will then reconsider the matter and either agree to validate the application or issue a Non-Validation Notice which you can appeal under Section 78 of the Town and Country Planning Act 1990.

Diversity

We promote inclusion for all sectors of the community. Application documents, along with any representations received from the public, will be checked for any inappropriate statements. Comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence will be removed. All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the General Data Protection Regulations (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application.

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CHECKLIST BY APPLICATION TYPE

Householder Applications

This application type is for works to an existing dwelling house (extensions, dormer windows etc) or development within the curtilage of an existing house which is incidental to the use of that house (ie. garage). It cannot be used for development to flats, formation of new dwellings (including self-contained annexes) or incidental uses outside of the domestic curtilage.

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Block Plan \(Existing & Proposed\)](#)

[Roof Plan \(Existing & Proposed\)](#)

[Floor plans \(Existing & Proposed\)](#)

[Elevations \(Existing & Proposed\)](#)

[Dartmoor Wildlife Trigger Table](#)

[Biodiversity Enhancement \(local requirement\)](#)

[Carbon Reduction Statement](#)

You may also need to submit:

[Site Levels Plan](#)

[Cross Sectional Drawings](#)

[Archaeological Assessment](#)

[Dartmoor Householder/ Building Checklist and ecology report](#)

[Ecology Surveys \(see Dartmoor Wildlife Trigger Table\)](#)

[Geology Surveys \(See Dartmoor Wildlife Trigger Table\)](#)

[Flood Risk Assessment \(FRA\)](#) (if within Flood zone 2 or 3 or Critical Drainage Area)

[Foul Drainage Assessment](#)

[Habitable Floorspace Calculation](#) (where additional floorspace is proposed)

[Statement of Heritage Significance](#)

[Renewable and Low Carbon energy](#)

[Sustainable Drainage Strategy](#)

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DRAFT

Full Applications – Major

Major residential development comprises 10 or more dwellings or 0.5 hectares or more. For non-residential development it comprises additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Block Plan \(existing and proposed\)](#)

[Roof Plan \(existing and proposed\)](#)

[Floor plans \(existing and proposed\)](#)

[Elevation Drawings \(existing and proposed\)](#)

[Street Scene Elevations](#)

[Dartmoor Wildlife trigger table](#)

Either [Biodiversity Enhancement](#) (local requirement) or [Biodiversity Net Gain](#)

(mandatory national requirement)

[Carbon Reduction Statement](#)

[Design and Access Statement](#)

[Planning Statement](#)

[Sustainable Drainage Strategy](#)

[Landscape and Visual Impact Assessment \(LVIA\)/ Landscape and Visual Appraisal](#)

[Transport Statement/ Assessment and Travel Plan](#)

[Waste Audit Statement](#)

You may also need to submit:

[Site Levels Plan](#)

[Cross Sectional Drawings](#)

[Accessible and Adaptable Dwellings](#)

[Agricultural Appraisal](#)

[Agriculture or Forestry Business Plan – diversification](#)

[Agriculture or Forestry Business Plan – new buildings](#)

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Full Applications - Minor

Minor residential development comprises 9 or less dwellings or less than 0.5 hectares. For non-residential development it comprises additional floorspace of less than 1,000m², or a site less than 1 hectare.

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Block Plan \(existing and proposed\)](#)

[Roof Plan \(existing and proposed\)](#)

[Floor plans \(existing and proposed\)](#)

[Elevation Drawings \(existing and proposed\)](#)

[Dartmoor Wildlife trigger table](#)

Either [Biodiversity Enhancement](#) (local requirement) or [Biodiversity Net Gain](#) (mandatory national requirement)

[Carbon Reduction Statement](#)

[Planning Statement](#)

[Sustainable Drainage Strategy](#)

You may also need to submit:

[Site Levels Plan](#)

[Cross Sectional Drawings](#)

[Street Scene Elevations](#)

[Accessible and Adaptable Dwellings](#)

[Agricultural Appraisal](#)

[Agriculture or Forestry Business Plan – diversification](#)

[Agriculture or Forestry Business Plan – new buildings](#)

[Air Quality Assessment](#)

[Archaeological Assessment](#)

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[Design and Access Statement](#)

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[Waste Audit Statement](#)

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Outline Application with some or all matters reserved

Outline planning applications are used to determine if the principle of a development is acceptable. Specific details known as 'reserved matters' can then be confirmed later. The [Planning Portal](#) has further information on this type of application.

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan, showing point of access even if access is reserved](#)

[Dartmoor Wildlife trigger table](#)

Either [Biodiversity Enhancement](#) (local requirement) or [Biodiversity Net Gain](#) (mandatory national requirement)

[Carbon Reduction Statement](#)

[Planning Statement](#)

You may also need to submit:

[Other Plans and Drawings depending on matter being sought](#)

[Accessible and Adaptable Dwellings](#)

[Agricultural Appraisal](#)

[Agriculture or Forestry Business Plan – diversification](#)

[Agriculture or Forestry Business Plan – new buildings](#)

[Air Quality Assessment](#)

[Archaeological Assessment](#)

[Contaminated Land Assessment](#)

[Design and Access Statement](#)

[Ecology or Geology Surveys](#)

[Energy Efficiency Report](#)

[Environmental Statement](#)

[Equestrian Development Information](#)

[Fire Statement](#)

[Flood Risk Assessment \(FRA\)](#)

[Foul Drainage Assessment](#)

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[Gypsy and Traveller Accommodation Assessment](#)
[Habitable Floorspace Calculation](#)
[Housing Needs Assessment](#)
[Statement of Heritage Significance](#)
[Lighting Assessment/ Plan](#)
[Low Impact Residential Development Evidence](#)
[Landscape and Visual Impact Assessment \(LVIA\)/ Landscape and Visual Appraisal](#)
[Marketing Evidence](#)
[Noise Impact Assessment \(NIA\)](#)
[Renewable and Low carbon energy](#)
[Schedule of Works](#)
[Simple Calculation of Atmospheric Impact Levels \(SCAIL\)](#)
[Structural Survey](#)
[Sustainable Drainage Strategy](#)
[Telecommunications Statement](#)
[Town Centre Sequential Test and Impact Assessment](#)
[Transport Assessment/ Statement and Travel Plan](#)
[Tree Survey and Tree Protection Plan](#)
[Waste Audit Statement](#)

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Reserved Matters

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Such plans as are necessary to deal with the matters reserved in the outline planning permission](#)

[Carbon Reduction Statement](#)

[Design and Access Statement](#)

[Planning Statement](#)

You may also need to submit:

[Dartmoor Wildlife trigger table](#)

[Site Levels Plan](#)

[Cross Sectional Drawings](#)

[Accessible and Adaptable Dwellings](#)

Either [Biodiversity Enhancement](#) (local requirement) or [Biodiversity Net Gain](#) (mandatory national requirement)

[Ecology or Geology Surveys](#)

[Fire Statement](#)

[Flood Risk Assessment \(FRA\)](#)

[Foul Drainage Assessment](#)

[Statement of Heritage Significance](#)

[Lighting Assessment/ Plan](#)

[Low Impact Residential Development Evidence](#)

[Landscape and Visual Impact Assessment \(LVIA\)/ Landscape and Visual Appraisal](#)

[Noise Impact Assessment \(NIA\)](#)

[Renewable and Low carbon energy](#)

[Schedule of Works](#)

[Tree Survey and Tree Protection Plan](#)

[Sustainable Drainage Strategy](#)

[Transport Statement/ Assessment and Travel Plan](#)

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Permission In Principle

This application type determines if a site is suitable for a housing-led development. Further applications for 'technical details consent' can then assess detailed development proposals. This type of application cannot be used for major development (proposals of 10 or more dwellings).

Applications for Technical Details Consent based on a granted Permission in Principle should be submitted as a Full Planning Permission with details of the related Permission in Principle provided in the description.

Further information can be found at: [Permission in principle - GOV.UK](#)

You must submit:

Application Form (currently only available as a pdf on the [Planning Portal](#))
[Site Location Plan](#)

[Relevant Fee](#)

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Listed Building Consent

For development involving the alteration (internal or external), extension, or demolition to a listed building or curtilage listed building. May be combined with an application for planning permission. Further information is available on the [Planning Portal](#).

You must submit:

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Other plans and drawings to show the development](#)

[Dartmoor Wildlife Trigger Table](#)

[Design and Access Statement](#)

[Statement of Heritage Significance](#)

[Schedule of Works](#)

You may also need to submit:

[Archaeological Assessment](#)

[Ecology or Geology Surveys](#)

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Application for Consent to Display an Advertisement

Use this application type when 'express consent' is required to display an advertisement. An advertisement includes canopy signs, flag advertisement and notice boards. [Outdoor advertisements and signs: a guide for advertisers](#) provides guidance on when 'express consent' is required.

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Block Plan \(existing and proposed\)](#)

[Elevation Drawings \(existing and proposed\)](#)

Additional information

Drawings:

- Drawings of the proposed advertisement should show its dimensions and position on the land or building in question
- For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection

Description of signs, size, materials and illumination:

- The type of each sign for which application is being made, e.g fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated a description of the illumination is required, e.g. internal, external, floodlight etc, and whether the illumination will be static, flashing, or have moving parts.

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Removal or Variation of Conditions

Used to change or remove conditions which have been previously imposed. Proof will have to be submitted that the conditions are no longer relevant or reasonable. Further information is available on the [Planning Portal](#).

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

A description of the proposal with the condition(s) you wish to remove or modify

You may also need to submit:

[Plans and drawings to show proposed changes](#)

[Dartmoor Wildlife Trigger Table and Ecology or Geology Surveys](#)

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Non-material Amendment

An application to approve changes to an existing planning permission if that change is minor and does not breach any conditions on the planning permission. Further information is available on the [Planning Portal](#) and [Flexible options for planning permissions guidance](#).

You must submit:

[Relevant Fee](#)

[Application form](#)

[Plans and drawings to describe the change](#)

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Approval of details to discharge conditions

Allows you to apply for approval of details to discharge planning condition(s) on an existing permission.

You must submit:

[Relevant Fee](#)

[Application form and Ownership Certificates](#)

Details as requested by condition(s)

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Lawful Development Certificate - existing development

A legal document that confirms the lawfulness of existing development, its use or other matters. If granted, the development, use or operation is immune from enforcement action. Further information is provided on the [Planning Portal](#).

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

Evidence verifying the information included in the application (see additional information below)

Additional information

Evidence should be submitted to support your case and could include:

- Signed affidavits
- Evidence Statements
- List of Occupiers/dates of occupation
- Tenancy agreements
- Land Registry documents
- Council Tax records
- Utility Bills

The submission of some supporting evidence is required for validation purposes, but the suitability of the evidence is not assessed at this stage. An assessment of whether the supporting information provides adequate evidence for your specific case will be undertaken during the application process.

You may also need to submit [Plans and Drawings](#) to illustrate the building operation (where relevant).

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Lawful Development Certificate - proposed development

A legal document that confirms your proposal is permitted development. An application is required before work begins. Permitted Development is set out in [legislation](#) and guidance is available on the [Planning Portal](#). If granted the development is immune from enforcement action.

You must submit:

[Relevant Fee](#)

[Application Form and Ownership Certificates](#)

[Site Location Plan](#)

[Plans and drawings](#) to show the proposal

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Prior Notification

For some permitted development an application is required to establish whether prior approval is required for your development. You will need to be able to determine the eligibility of your proposal for the specific permitted development right you wish to take advantage of.

You must submit:

[Relevant Fee](#)
[Application form](#)

A metric scaled plan indicating the site

Additional information

Each permitted development right will have its own specific requirements for the prior approval application set out in [legislation](#). Guidance is provided on the [Planning Portal](#).

The Planning Portal also provides further guidance for [Agricultural or Forestry Development](#).

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Notification of proposed works to trees in a conservation area

For tree works within a conservation area you need to inform the Local Planning Authority six weeks before commencing work. If the tree is also protected by a TPO then you will need to apply for Works to trees subject to a tree preservation order (TPO).

You must submit:

Written notification of intent to undertake tree works must be submitted with sufficient particulars to identify the tree and tree works. We encourage applicants to use the standard form accompanied with a sketch plan showing the location of all trees and a full and clear specification of the works to be carried out.

Additional Information:

To ensure your plan is clear and legible the plan should show all boundaries of the property and the relationship between the tree(s) and buildings or other permanent features.

The trees on the plan should be numbered and cross referenced to a schedule which describes the species and proposed work. You may need the help of an arborist to define the appropriate work.

Dimensions of intended works to be expressed in metres from a reference point, e.g. coppice to 0.5 metres from ground level.

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Works to trees subject to a tree preservation order (TPO)

If you wish to carry out works to a tree(s) protected by a TPO you must apply and include all relevant information as this will be the basis for a decision to be made on.

You must submit:

Standard Application form

A plan which clearly identifies the tree or trees on which work is proposed

Information as is necessary to clearly specify the work for which consent is sought

The reasons for making the application

Additional Information

Where the work is required due to the condition of the tree or because of damage to property then additional supporting information by an appropriate expert, such as arboriculturist, drainage engineer or structural engineer is required.

To ensure your plan is clear and legible the plan should show all boundaries of the property and the relationship between the tree(s) and buildings or other permanent features.

The tree(s) should be identified using the number as shown in the First Schedule to the TPO and cross referenced to a schedule which describes the species and proposed work. You may need the help of an arborist to define the appropriate work.

Dimensions of intended works to be expressed in metres from a reference point, e.g. coppice to 0.5 metres from ground level.

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Hedgerow Removal Notice

Use to notify us if you plan to remove part or all of a protected hedgerow.

You must submit:

[Application Form](#)

[Location Plan](#)

Other Plans to indicate extent of hedgerow to be removed

Evidence that the hedgerow is less than 30 years old

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GLOSSARY

Accessible and Adaptable Dwellings

When required:

- all new build dwellings, including replacement dwellings

What is required:

Written confirmation that the proposal will comply with Building Regulations Approved Document M, Volume 1, M4(2) Category 2: Accessible and adaptable dwellings. Where this enhanced standard cannot be met, justification detailing specific criteria must be submitted. Where more than one dwelling is proposed the statement should be clear whether all the dwellings comply or if not, which ones do not.

Consideration should be given to:

- provision of level access to and within the dwelling(s)
- minimum clear widths and access zones for doors, gates, external routes, corridors and circulation within rooms
- provision and future adaptability of level showers

This can be submitted as either a single document or within the Design and Access Statement. If incorporating this within another document, please clearly mark this section with a subheading.

Dartmoor Local Plan Policy reference and further information:

- spatial policy 3.2 Size and accessibility of new housing
- [Approved Document M \(and amendments\)](#)

Agricultural Appraisal

When required:

- temporary or permanent dwelling(s) in connection with a farm holding

What is required:

Agricultural appraisal prepared by a suitably qualified professional assessor which includes:

- an assessment of the functional need for the dwelling at the application site

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- an assessment of the viability of the farm business (based on 3 years of audited accounts in the case of a permanent dwelling)
- details of all existing dwellings, farm buildings, land ownership (including tenanted land), employment and stocking levels
- a plan showing all land ownership (including tenanted land)
- a statement detailing how the business currently operates and future development plans
- details of how the farm business contributes to the conservation and enhancement of the National Park's Special Qualities

Information presented with the application will be placed in the public domain.

The Authority will, in most cases, appoint an independent assessor to analyse the information provided. The cost of the independent assessment will be recharged to the applicant.

Dartmoor Local Plan Policy reference and further information:

- policy 3.9 Rural Workers' Housing and explanatory text paragraphs 3.9.1 – 3.9.11
- Special Qualities are listed in paragraphs 1.1.7 – 1.1.8 of the Local Plan

Agriculture or Forestry Business Plan – new buildings

When required:

- all agricultural development, excluding new dwellings and farm diversification schemes

What is required:

A business plan which clearly describes the need for the development in the context of the enterprise and its operations including:

- full details of all owned/tenanted land and buildings related to the farm holding
- stocking levels
- details of how the farm business contributes to the conservation and enhancement of the National Park's Special Qualities

Dartmoor Local Plan Policy reference and further information:

- policy 5.8 Agriculture, forestry and rural land-based enterprise development and explanatory paragraphs 5.5.1 – 5.5.7
- Special Qualities are listed in paragraphs 1.1.7 – 1.1.8 of the Local Plan

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Agriculture or Forestry Business Plan – diversification

When required:

- all agriculture or forestry diversification schemes

What is required:

An agricultural appraisal prepared by a recognised professional assessor which includes:

- details of all existing dwellings, farm buildings, land ownership (including tenanted land), employment and stocking levels
- a business plan demonstrating that before and after diversification:
 - the farm supports at least one full time agricultural worker
 - agricultural receipts are at least 40% of the total gross receipts in the most recent financial year
 - how the farm business contributes to the conservation and enhancement the National Park's Special Qualities

Dartmoor Local Plan Policy reference and further information:

- policy 5.9 Farm diversification and explanatory paragraphs 5.6.1 – 5.6.9

Air Quality Assessment

When required:

- major developments within 1km of an Air Quality Management Area (Dean Prior, Ivybridge)

What is required:

An Air Quality Assessment prepared by a suitably qualified assessor. Assessments should be proportionate to the nature and scale of development and its potential impacts and include:

- baseline conditions and any air quality concerns affecting the area, and how these could change both with and without the proposed development
- sensitive habitats (including designated sites of importance for biodiversity)
- the assessment methods to be adopted and any requirements for the verification of modelling air quality

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- the basis for assessing impacts and determining the significance of an impact
- where relevant, the cumulative or in-combination effects arising from development
- construction phase impacts
- acceptable mitigation measures to reduce or remove adverse effects
- measures that could deliver improved air quality even when legally binding limits for concentrations of major air pollutants are not being breached

The scope and content of the assessment can be agreed by [pre-application advice](#).

Dartmoor Local Plan Policy reference and further information:

- strategic policy 1.2 Sustainable development in Dartmoor National Park
- policy 1.7 Protecting local amenity in Dartmoor National Park
- strategic policy 2.2 Conserving and enhancing Dartmoor's biodiversity and geodiversity
- guidance on assessments from the [Institute of Air Quality Management](#)
- [DEFRA map of Air Quality Management Areas](#)

Application Form and Ownership Certificates (national requirement)

When required:

- all applications except Tree Works in a Conservation Area
- Ownership Certificates not required for Advertisement Consents, Lawful Development Certificates or Reserved Matters applications.

What is required:

Forms can be completed and submitted via the Planning Portal. All sections must be completed in full.

An ownership certificate A, B, C or D must be completed stating the ownership of the property.

You must complete:

- Certificate A if you are sole owner of the land and do not have agricultural tenants
- Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. **This includes leasehold flats and situations where**

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the development overhangs the boundary with the adjoining property/land.

- Certificate B - Complete this if you know who all owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21 days' notice on them, **before** you submit the application and send a copy of the notice with your application.
- Certificate C - Where some owners/agricultural tenants are known. Notice must be served on those who are known and a notice in a local newspaper for those not known at least 21 days **before** submission.
- Certificate D - where no owners are known. You must advertise the application in a local newspaper at least 21 days **before** submission

Agricultural holdings certificate – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired.

'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Further information:

- applications should be submitted via the [Planning Portal](#) website where guidance can also be found.
- Paper copies of the forms can be downloaded from the Planning Portal

Archaeological Assessment

When required:

- all development on sites with potential to include heritage assets with archaeological interest
- Listed Buildings and Conservation Areas with archaeological interest

What is required:

A Desk Based Assessment (DBA) in accordance with [ClfA Standard and guidance for historic environment desk-based assessment](#).

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Where recommended by the DBA an Archaeological Field Evaluation in line with [ClfA Universal guidance for archaeological field evaluation](#).

The [Dartmoor Historic Environment Record \(HER\)](#) is a comprehensive resource of known heritage features. You can view and search the HER via the [Heritage Gateway website](#) or view the HER on a map on the [Devon County Council Environment Viewer](#).

For some sites, the Archaeological Interest is revealed during the planning process. In these circumstances Archaeological Assessments may be required by condition.

Dartmoor Local Plan Policy reference and further information:

- strategic policy 2.7 Conserving and enhancing heritage assets and explanatory paragraphs 2.7.1 – 2.7.20
- [Dartmoor Design Guide](#)
- [Dartmoor HER on the DNPA website](#)
- [Devon County Council Environment Viewer](#)
- [Conservation Area Appraisals](#) may identify some archaeological areas
- [Heritage Gateway website](#)

Biodiversity Net Gain (mandatory national requirement)

When required:

- all development, excluding [statutory planning exemptions](#)

What is required:

Validation requirements are set out in legislation and can be summarised as:

- a statement confirming whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition
- the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation (showing the calculations, the publication date and version of the biodiversity metric used to calculate that value)
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for that date
- a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation')

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- where unauthorised degradation has taken place between 30 January 2020 and the submission of the planning application, the relevant date should be immediately before these activities were carried out
- a description of any irreplaceable habitat on the land, that exists on the date of application (or an earlier date)
- a plan drawn to an identified scale (including the direction of north), showing on-site habitat existing on the date of application (or an earlier date), and any irreplaceable habitat
- In addition to the national requirements, applications must specify whether BNG will be delivered on-site or off-site. Schemes proposing to deliver BNG on site must submit a completed metric calculation showing the post-development biodiversity value of the on-site habitat and a site plan showing indicative habitat detail to demonstrate that delivery of BNG on-site is achievable

Dartmoor Local Plan Policy reference and further information:

- [GOV.UK Biodiversity Net Gain guidance](#)
- process for designing and implementing Biodiversity Net Gain [British Standard 8683](#)

Biodiversity Enhancement (local requirement)

When required:

- development exempt from the national, mandatory Biodiversity Net Gain national requirement (see [Statutory Planning Exemptions](#))

What is required:

- confirmation of proposed biodiversity enhancement(s) (see tables 2.2 and 2.3 of the Dartmoor Local Plan)
- a plan drawn to an identified scale (including the direction of north) with the proposed enhancement features annotated

Dartmoor Local Plan Policy reference and further information:

- strategic policy 2.3 Biodiversity Net Gain and explanatory paragraphs 2.3.23 – 2.3.31 including tables 2.2 and 2.3

Carbon Reduction Statement

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When required:

- all planning applications

What is required:

Householder Planning applications and development to existing buildings must submit a Carbon Reduction Statement (which may be incorporated into a Design and Access Statement). This statement should set out how the proposal would go beyond existing Building Regulations requirements and should consider:

- whether the proposal incorporates thermal improvements to the existing house
- are recycled or reclaimed materials incorporated in the scheme
- is stone or slate derived from local or UK sources
- does the scheme incorporate responsibly sourced timber from a certification scheme (such as Forest Stewardship Council)
- are renewable or low carbon heat or electricity sources proposed
- are EV charge points incorporated in the scheme
- where carbon reduction measures are already provided at the property these should be described with an explanation of how the proposed development integrates with these

Proposals for new residential and non-residential buildings must be supported by a Carbon Reduction Statement which incorporates the details listed above in addition to:

- how orientation and passive solar gain have been considered
- how the design avoids overheating such as by shading or landscaping
- percentage decrease in carbon emissions from Building Regulations and evidenced through the submission of an 'as designed' SAP report

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 1.6 Sustainable Construction and explanatory paragraphs 1.6.9 – 1.6.13
- [UK Green Building Council](#) - a network of industry partners to take energy efficiency forward
- [LETI](#) – a network of built environment professionals collaborating to put the UK on a path to a zero-carbon future
- [BREEAM](#) – information about BREEAM certification

Contaminated Land Assessment

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When required:

- development (except Householder development) on or adjacent to potentially contaminated land, including land which has previously been used for:
 - mining activity
 - industrial use
 - waste disposal/quarrying
 - land subjected to chemical or oil spills
 - agricultural use
 - or has potential for contamination due to underlying geology

What is required:

A preliminary risk assessment which accords with BS:10175 2011 and has been undertaken by a competent person.

Dartmoor Local Plan Policy reference and further information:

- policy 1.8 Higher risk development and sites and explanatory paragraphs 1.8.1 – 1.8.4
- [Planning Practice Guidance on land affected by contamination](#)
- [UK Radon website and map](#)
- Further advice on the potential for land to be contaminated should be sought from the relevant Local Authority Environmental Health Department.

Dartmoor Wildlife Trigger Table and Ecology or Geology Surveys**When required:**

- Householder, Full and Outline applications
- Applications for Listed Building Consent
- Reserved matters applications where the ecology reports of the outline consent are out of date.

What is required:

A completed Wildlife, Geology or Invasive Species Trigger Table is required with all applications. Only the Dartmoor specific [Wildlife, Geology or Invasive Species](#) Trigger Table will be accepted. **You will need to answer ‘yes’ to one option in Part D – forms that have ‘no’ ticked to all options will not be valid.**

An accompanying survey will be required in the following circumstances.

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- If there is a tick in the 'yes' column for part A: a Wildlife Report will be required. The report will vary from a short written statement (if there is no significant impact) to a comprehensive report with surveys.
- If there is a tick in the 'yes' column for part B: you must include a Geology Report with your application.
- If there is a tick in the 'yes' column for part C: an Invasives Species Management Plan is required. This is a long-term strategy to control, mitigate, or eradicate non-native invasive species. The plan must identify the species, assess its impact, and outline specific actions for control and prevention.
- Part D: All proposals are required to provide biodiversity enhancement. Please refer to validation guidance for [Biodiversity Net Gain](#) (mandatory national requirement) and [Biodiversity Enhancement](#) (local requirement).

Surveys

Accompanying surveys must be prepared by suitably qualified and experienced ecologist/ geologist, respectively. Where the author is not a member of a recognised professional body (such as CIEEM or IEMA), they may be required to provide evidence of their qualifications, relevant experience, and any necessary licences to demonstrate that the report meets the required standards. DNPA reserves the right to reject reports where such evidence is not provided or is deemed insufficient.

If detailed protected species surveys are required, these MUST be included with your planning application. The application cannot be validated without them. All surveys must be less than 12 months old and prepared by a suitably qualified and licensed ecological consultant.

Where multiple surveys are required, these must be completed in full as part of the application. Applications awaiting reports will be returned.

Some surveys can only be undertaken at certain times of year. It is essential that these are timetabled into your project plan.

All details of avoidance, mitigation, compensation, enhancement and net gain actions MUST also be included with your application. It is very likely that any planning permission will be conditional on these being implemented.

Dartmoor Local Plan Policy reference and further information:

- strategic policy 2.2 Conserving and enhancing Dartmoor's biodiversity and geodiversity
- strategic policy 2.3 Biodiversity Net Gain
- [Dartmoor Wildlife Trigger Table](#)
- [Survey Calendar - BSG Ecology](#)

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- Devon County Council guidance on [South Hams Special Area of Conservation](#)

Design and Access Statement (DAS) (national requirement)

When required:

- all major developments
- all Listed Building applications
- development within a Conservation Area for:
 - one or more dwellings
 - new building(s) where the floor space created by the development is 100 square metres or more.

What is required:

A Design and Access Statement must:

- explain the design principles and concepts that have been applied to the development
- demonstrate the steps taken to appraise the context of the development and how its design takes the context into account
- explain how policies related to access have been applied
- state what consultation has taken place in relation to access and what account has been taken of the outcome
- explain how specific issues related to access have been addressed

For Listed Building applications, the Design and Access Statement must also include an explanation of how the design principles and concepts, and approach to access have taken account of:

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

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application. The Design and Access Statement can be submitted as a combined document with a Statement of Heritage Significance (where relevant) and should be clearly labelled as both.

Dartmoor Local Plan Policy reference and further information:

- [GOV.UK guidance on national requirements](#)

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Evidence for Replacement Homes

When required:

- proposals for the wholesale replacement of a dwelling

What is required:

A report that identifies clear reasons for demolition of the existing house and justification in the context of Dartmoor Local Plan policy 3.8. This should include an explanation of the design process and environmental benefits of the scheme.

Applications must provide either:

- a structural survey of the existing dwelling by a suitably qualified person that demonstrates the property is not structurally sound and is not capable of being made habitable, or
- where the existing property is structurally capable of repair, applications must provide:
 - an explanation of the potential to renovate and retrofit the existing property with similar ambition to reduce carbon as proposed in the replacement dwelling and justification for why this was not progressed. This should include:
 - increased insulation on walls, floor and roof
 - consideration of ventilation
 - upgraded windows and doors
 - provision of renewable energy
 - whole life carbon assessment (RICS WLCA Standard) for the proposed replacement dwelling and the existing dwelling (as renovated)
 - commentary on whether the efficiency improvements of the proposed dwellings justify the loss of the existing dwelling's embodied energy

Dartmoor Local Plan Policy reference and further information:

- Dartmoor Local Plan policy 3.8 Replacement Homes and explanatory text 3.8.18 – 3.8.20
- UK Green Building Council [Whole Life Carbon: Explainer Guide](#)
- [RICS Standard Whole Life Carbon Assessment](#)
- [LETI Retrofit vs rebuild](#) – provides an overview of main considerations

Foul Drainage Assessment

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When required:

- all development involving a non-mains drainage system

What is required:

A completed [Foul Drainage Assessment Form \(FDA\)](#) accompanied by:

- evidence that a connection to the public sewer is not feasible
- a plan with dimensions that clearly shows the location of the whole system in relation to the proposed development and the position of the key elements e.g. septic tank, drainage fields and points of discharge
- full details of proposed flows
- percolation test results to demonstrate viability of any drainage field

Dartmoor Local Plan Policy reference and further information:

- [South West Water guidance on connecting to a sewer](#)
- [Foul Drainage Assessment Form \(FDA\)](#)
- [Planning Practice Guidance on water supply, wastewater and water quality](#)

Sustainable Drainage Strategy**When required:**

- all planning applications which could affect drainage on or around the site, including householder applications, outline applications and applications seeking retrospective permission.

What is required:

A Sustainable Drainage System Strategy (SuDS) should specify the drainage approach proposed for the development and include an appropriate level of scheme design detail. This information can be submitted within a Flood Risk Assessment ([where relevant](#)).

Householder applications and minor applications which cannot accommodate attenuation must include:

- the current surface water drainage arrangements
- a description of how the following drainage hierarchy has been followed and justify why the method of discharge have been selected:
 1. discharge into the ground (infiltration)
 2. discharge to a surface water body (with written permission from the riparian owner)

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3. discharge to a surface water sewer, highway drain, or other drainage system (with written permission from South West Water Ltd., Devon County Council Highways, or the riparian owner, respectively)
 4. discharge to a combined sewer (with written permission from the riparian owner)
- details of any other means of managing discharge, for example, use of water butts, green roofs, rain gardens
 - details of the proposed surface water drainage management system, including a scaled plan of the system.
 - details of maintenance of the system
 - where required, evidence that the site has an agreed point of discharge.

In addition to the above, all other minor applications must include:

- detailed site survey showing the existing topography of the site
- assessment of all existing flood risks to the site
- calculations of the surface water attenuation storage volume required for the 1 in 100 (+45 / 50% allowance for climate change) year rainfall event
- calculations of the current and proposed surface water runoff rates and volumes for the site
- calculations of the long-term storage volume required to store the additional volume of surface water runoff caused by any increase in the site's impermeable area
- infiltration testing results at the location and depth of each proposed infiltration system
- groundwater monitoring
- detailed operation and maintenance plan and timetable

In addition to all of the above, applications for major development will require:

- evidence that the capacity of any receiving watercourse is sufficient to receive concentrated flows from the site
- detailed explanations and plans of flood risk mitigation measures
- detailed exceedance route plans to demonstrate that there is no residual risk of property flooding during events in excess of the return period for which the surface water drainage management system is designed

Dartmoor Local Plan Policy reference and further information:

- policy 2.5 The Water Environment and Flood risk and explanatory paragraphs 2.5.5 – 2.5.7

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- policy 4.6 Public car parks
- [National Planning Policy Framework: Chapter 14 Meeting the challenge of climate change, flooding and coastal change](#)
- [Planning Practice Guidance on Flood Risk and Coastal Change](#)
- [Devon County Council maps of Critical Drainage Areas](#)
- [Devon County Council SuDS Guidance](#) – provides design considerations for different SuDS features

Dartmoor Householder/ Building Checklist

When required:

- householder applications with an Ecology Report identifying bat roost or bird nesting issues ONLY

What is required:

The Dartmoor Householder/ Building Checklist must be completed by the Ecology Consultant and submitted at the beginning of every Ecology Report.

Dartmoor Local Plan Policy reference and further information:

- strategic policy 2.2 Conserving and enhancing Dartmoor's biodiversity and geodiversity
- [Dartmoor Householder/ Building Checklist](#)
- Devon County Council [Wildlife and geology planning guidance](#)

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Plans and Drawings

The following applies to all plans and drawings submitted with planning applications. They must:

- be up to date, accurate and consistent
- be drawn to a recognised metric scale and the scale indicated on the drawing (plans marked 'do not scale' will not be validated; see below for appropriate scale for specific drawings)
- include a scale bar
- be drawn in 2 dimensions only
- show the direction of north and be orientated in the same direction
- be clearly numbered and labelled, including numbered revisions
- be capable of being printed to a maximum of A3 size with the size to be printed indicated
- not show previous application numbers or date stamps (e.g. for resubmitted applications)
- be of a quality that will be clear once uploaded to the website
- be no larger than 10mb in file size as these cannot be published online
- not contain any signatures, due to GDPR
- be submitted as PDF file types

All documents (in particular 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 internet, such as Google Maps). To protect copyright, plans should clearly indicate a Licence Number to confirm that the user has the authority to reproduce the plans.

Below is a list of specific plans and when they are required.

Site Location Plan (national requirement)

When required:

- All applications except applications for the removal or variation of a condition

What is required:

- based upon an up-to-date Ordnance Survey Map and drawn to scale 1:1,250 or 1:2,500
- in isolated locations, a plan at a smaller scale (e.g. 1:10,000) may be necessary to show the site's location relative to nearby settlements.
- show the application site edged in red (this must include all land necessary to carry out the proposed development such as site access from the public highway, car parking, visibility splays, engineering and drainage works, on- and off-site biodiversity enhancement, landscaping and open areas around buildings).

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- show a blue line around any other land within the applicant's ownership, close to or adjoining the application site.
- where possible identify two named roads

Site/ Block Plan (existing and proposed)

When required:

- all development proposals

What is required:

- be drawn to scale 1:200 or 1:500
- must provide both existing and proposed block plan
- site area to match area shown in red on the Site Location Plan
- provide accurate details of the location of the development and its relationship to other buildings and boundaries on or adjoining the site;
- include any buildings to be demolished
- include any drainage works
- identify a fixed Ordnance Survey (OS) Datum point (a permanent reference point from which measurements or levels may be taken)
- 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 hedge banks

Floor Plans (existing and proposed)

When required:

- all applications for new, replacement, or extended buildings
- all Listed Building applications where works are proposed to the internal layout or extension of floor space
- where there are changes to existing layouts which affect external appearance
- proposals for change of use of existing buildings to dwellings

What is required:

- be to scale 1:50 or 1:100
- show the direction of north
- must show the whole building
- clearly identify the proposed changes/additional floor area
- identify any walls, features or buildings to be demolished

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- 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 floorspace
- finished floor levels in relation to the fixed Ordnance Survey (OS) Datum point shown on the site plan

Roof Plans (existing and proposed)

When required:

- development involving new roofs or alterations to existing roofs

What is required:

- be to scale 1:50 or 1:100
- identify all roofs and roofing materials

Elevation Drawings (existing and proposed)

When required:

- all applications for new, replacement, or extended buildings
- applications for external alterations, including alterations to the roof

What is required:

- be to a scale of 1:50 or 1:100
- be clearly labelled north, east, south or west
- show all elevation(s) relevant to the proposal
- must show the entire elevation (not part of it)
- be annotated with the proposed materials and mark key dimensions (length, width, height) of any new structures
- indicate other buildings attached to the elevation and 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)
- show ground levels either side of any structure
- where a change of level is proposed, existing and proposed finished floor levels and/ or ground levels should be shown with a datum point for reference
- include details of verges, soffits and rainwater goods

Detailed Plans/Elevations

When required:

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- Listed Building applications, and development in Conservation Areas where replacement or repaired doors, windows and other architectural details are proposed

What is required:

- large scale drawings (1:5, 1:10 or 1:20) to show architectural detailing

Site Levels Plan

When required:

- development which includes changes to ground levels
- sites on sloping or uneven ground

What is required:

- be drawn to a scale of 1:200 or 1:500
- identify a permanent fixed datum point
- show existing site levels and finished floor levels of any new building/s
- show existing and proposed ground levels where any engineering works or changes to ground levels are proposed
- be accompanied by Cross Sectional Drawings

Longitudinal and Cross Sectional Drawings (existing and proposed)

When required:

- Development which includes changes to ground levels.
- Sites on sloping or uneven ground

What is required:

Cross sections, at a scale of 1:50 or 1:100, through the entire site and beyond to adjacent land/ properties showing:

- at least one longitudinal or cross-section through the new building/land showing the change in ground levels
- finished floor levels and ridge levels of buildings
- existing and proposed site levels by reference to a defined permanent, fixed datum point
- be accompanied by a Site Levels Plan.

For larger developments, more than one cross section may be required, together with a longitudinal section drawing.

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Street Scene Elevations

When required:

- major development
- development affecting a road frontage

What is required:

- the plans must be at scale 1:100 or 1:200
- they should illustrate the proposed development alongside neighbouring properties

Dartmoor Local Plan Policy reference and further information:

- Plans, drawings and information necessary to describe the development are required by [national requirements](#)
- [Planning Portal](#) has details of accredited supplier

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Environmental Statement

When required:

- developments likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 or Schedule 2 of the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)

What is required:

Schedule 4 of the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#) sets out the information that should be included in an Environmental Statement.

Applicants may request a 'screening opinion' to determine whether an EIA is required and a 'scoping opinion' to determine the scope of the Environmental Statement by writing to us before submitting a planning application.

Dartmoor Local Plan Policy reference and further information:

- [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#)

Equestrian Development Information

When required:

- all applications involving equestrian development including private and commercial stabling, training, livery yards and trekking establishments

What is required:

The following information must be submitted either as part of a Design and Access Statement or as a separate statement:

- the number and species of animals to be kept
- the grazing and waste management regime
- how all buildings/land will be used and any required lighting
- how soils, Dartmoor's priority habitats and water quality will be protected, and preferably enhanced
- how buildings and structures will be removed when redundant

Applicants should be able to demonstrate proposals accord with DEFRA [Code of practice for the welfare of horses, ponies, donkeys and their hybrids](#)

Dartmoor Local Plan Policy reference and further information:

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- Policy 5.10 Equestrian Development and explanatory paragraphs 5.7.1 – 5.7.5
- [Code of practice for the welfare of horses, ponies, donkeys and their hybrids](#)

Fire Statement (national requirement)

When required:

- development of building(s) which contain 2 or more dwellings (including flats), or educational accommodation, **and** are 18m or more in height or 7 storeys or more

Exemptions include where:

- the application is for a material change of use of a relevant building and the material change of use would result in the building no longer being a relevant building
- the application is for a material change of use of land or buildings within the curtilage of a relevant build and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission (where layout and scale are reserved matters)
- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

What is required:

A [Fire Statement form](#) must be completed and submitted. The form should provide details of the whole site and not just the relevant building.

Dartmoor Local Plan Policy reference and further information:

- Information necessary to describe the development are required by [national requirements](#)
- Guidance on [Fire safety and high-rise residential buildings](#)

Flood Risk Assessment (FRA)

When required:

- proposals in Flood Zones 2 or 3 (see [flood map for planning](#))
- within Flood Zone 3b
- sites with an area of 1 hectare or more
- within Flood Zone 1 and the [flood map for planning](#) shows it is at increased risk of flooding from rivers or sea in the future
- within Flood Zone 1 and the [flood map for planning](#) shows it is at risk of flooding from surface water

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- in [Critical Drainage Areas](#)
- within Flood Zone 1 where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime
- proposals that increase the [vulnerability classification](#) and are at risk from flooding from surface water

What is required:

The FRA must be carried out by a suitably qualified person in accordance with [Planning Practice Guidance](#). Environment Agency has prepared an FRA template and associated guidance which can be accessed from the [Planning Portal](#).

Sequential Test: Where any building, access or vulnerable element is within the areas above, evidence regarding the availability of any alternative sites at a lower risk of flooding is required to help to determine whether the flood risk Sequential Test can be satisfied. Exemptions to this requirement include householder development, development less than 250 sqm, change of use applications (not involving caravan, camping, chalet or mobile homes) and sites allocated within the Local Plan.

Dartmoor Local Plan Policy reference and further information:

- Policy 2.5 The Water Environment and Flood risk and explanatory text 2.5.1 – 2.5.7
- [Devon County Council maps of Critical Drainage Areas](#)
- [flood map for planning](#)

Gypsy and Traveller Accommodation Assessment

When required:

- all new Gypsy and Traveller pitches

What is required:

A Gypsy and Traveller Accommodation Assessment must demonstrate a need for additional pitches in the National Park. The assessment must also consider the availability of alternative sites outside of the National Park.

This should be produced by a suitably qualified professional in conjunction with the Gypsy and Traveller Liaison Officer.

Dartmoor Local Plan Policy reference and further information:

- Policy 3.11 Gypsy and Traveller Accommodation and explanatory paragraphs 3.10.1 – 3.10.3

Habitable Floorspace Calculation

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When required:

- all applications which would result in an increase in habitable floorspace, including residential extensions, alterations, outbuildings, change of use
- replacement dwellings

What is required:

All schemes must provide an assessment to demonstrate:

- the floor area (GIA) of the 'original dwelling' (as defined within paragraph 3.8.5 of the Dartmoor Local Plan)
- the habitable floorspace (GIA) of the proposed development
- the non-habitable floorspace (GIA) of the proposed development

Dartmoor Local Plan Policy reference and further information:

- Policy 3.7 Residential alterations, extensions and outbuildings and explanatory paragraphs 3.8.4 – 3.8.13
- Policy 3.8 Replacement Homes and explanatory paragraphs 3.8.18 – 3.8.20
- Definition of Habitable Floorspace within the Local Plan Glossary
- [Dartmoor Housing Supplementary Planning Document](#)

Statement Of Heritage Significance**When required:**

- applications for Listed Building consent
- applications within the curtilage of a Listed Building
- applications in Conservation Areas (including demolition)
- applications affecting Scheduled Monuments
- applications affecting a Registered Park and Garden
- applications affecting an archaeological site
- applications affecting non-designated heritage assets, such as those identified on the [Historic Environment Record \(HER\)](#)
- applications affecting the setting of a heritage asset (whether designated or non-designated)

What is required:

A Statement Of Heritage Significance describes the significance and special character of historic assets and assesses the impact of development proposals on the asset and its significance.

Statement Of Heritage Significance must contain:

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- sufficient detail to understand the history, character and significance (importance) of the building, site or area concerned (the 'heritage asset') and the setting. This includes the dating of elements, areas and features which are to be altered or demolished.
- describe the extent and nature of the proposed development or works
- describe the impact of that development or works on the significance of the heritage asset
- describe what has been done to minimise the impact of the works, including amendments to the proposal on the basis of the significance of the heritage asset and/or its setting
- provide justification for the proposed development or works
- any mitigation proposed

A Statement Of Heritage Significance must be proportionate to the heritage asset's importance. As a minimum, all applicants will be expected to have consulted the Historic Environment Record.

Where the site has archaeological potential to include archaeological interest the Statement of Heritage Significance must include the results of a desk based [archaeological assessment](#) and, if required, the results of a programme of archaeological field evaluation.

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 2.7 Conserving and enhancing heritage assets and explanatory paragraphs 2.7.1 – 2.7.20
- Strategic Policy 2.8 Conservation of historic non-residential buildings in the open countryside and explanatory paragraphs 2.7.1 – 2.7.20
- [Dartmoor Design Guide Supplementary Planning Document](#)
- [Historic Buildings and Archaeology | Dartmoor](#)
- [Conservation Area Appraisals | Dartmoor](#)
- [Dartmoor Historic Environment Record](#)
- [Devon County Council map of Historic Environment Record \(HER\)](#)
- Paragraph 207 of the [National Planning Policy Framework 2025](#)
- [Historic England Advice Note 12: Statements of Heritage Significance](#)

Housing Needs Assessment (HNA)

When required:

- development of 6 houses or more within Local Centres
- development of 4 homes or more within Rural Settlements, Villages and Hamlets

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What is required:

An up-to-date Housing Needs Assessment, or Housing Needs Survey, for the Parish where the development will be located. These are usually undertaken by or on behalf of the Housing Authority who will advise if an up-to-date Housing Needs Assessment is available. If required, a new Housing Need Assessment can be commissioned in consultation with the Housing Authority. Further guidance on the requirements of Housing Need Assessments is available in section 3.5 and 3.6 of the [Dartmoor Local Plan Housing Supplementary Planning Document](#).

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 3.1 Meeting Housing Need in Dartmoor National Park and explanatory paragraphs 3.1.8 – 3.1.10
- [Housing Supplementary Planning Document](#)

Landscape and Visual Impact Assessment (LVIA)/ Landscape and Visual Appraisal**When required:**

- any development which may have a significant adverse impact on the landscape ([identified through pre-application advice](#))
- all major applications
- all planning applications for telecommunications masts
- Low Impact Residential Development

What is required:

For large and/or prominent proposals a LVIA carried out by a qualified landscape professional in accordance with the [Guidelines for Landscape and Visual Impact Assessment](#) is required.

For some development, where the potential impact relates to a specific issue, a Landscape and Visual Appraisal will be acceptable. The appraisal should be proportionate to the type and scale of development it is assessing. Applicants are encouraged to agree the scope of a landscape appraisal through the pre-application advice, but as a minimum, a landscape appraisal must set out in a clear and rational manner, any effects of the proposal on the landscape and views, and proposed mitigation.

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 2.1 Protecting the character of Dartmoor's landscape and explanatory paragraphs 2.2.1 – 2.2.6

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Lighting Assessment/ Plan

When required:

- all schemes incorporating external lighting (except Householder applications)

What is required:

The Lighting Assessment must be undertaken by a suitably qualified and competent person and should include:

- a site layout indicating the location of lighting units with beam orientation
- the type of light fixing
- the level of illumination and spread including light spill and sky glow ratios
- measures to reduce lateral or upwards pollution
- proposed hours of usage

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 2.6 Protecting tranquillity and dark night skies
- [Guidance Note 1 for the reduction of obtrusive light 2021](#)
- [Guidance Note 9 Domestic exterior lighting: getting it right 2019](#)

Low Impact Residential Development Evidence

When required:

- low impact residential development seeking consideration under policy 3.12

What is required:

- a Business Improvement Plan: to assess the need to live on site, quantify inhabitants' income, food, energy and waste requirements, and assess whether the proposed activities can support occupants' needs within 5 years from occupation
- Ecological Footprint analysis: to assess the ecological footprint of occupants and the development
- Zero Carbon Analysis: to assess the carbon impact of the proposed development
- Landscape Visual Impact Assessment and Biodiversity Assessments: to assess the development's impact in its context
- a Travel Plan and Transport Statement/Assessment: to assess traffic generated and site suitability and sustainability

Dartmoor Local Plan Policy reference and further information:

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- Policy 3.12 Low Impact Residential Development and explanatory paragraphs 3.11.1 – 3.11.8

Marketing Evidence

When required:

- conversion of a historic non-residential buildings into a dwelling or holiday let
- loss or partial loss of a community facility
- loss of all non-residential business
- loss of tourist accommodation, including removal of holiday let occupation condition

What is required:

Marketing should reflect current market conditions and be undertaken not more than 6 months from the submission date. The type and extent of marketing will be influenced by the nature of the site. A large commercial site may be expected to be marketed nationally, whereas a local shop might only attract local or regional interest. The marketing budget should reflect the site's characteristics and value.

Marketing must last for as long as needed to comply with the relevant policy, typically 6-12 months. The strategy should be agreed through formal [pre-application advice](#) and as a minimum involve:

- appointment of a qualified and experienced agent
- marketing at a realistic price or rent
- erection of a prominent signboard on the site
- production of agent's particulars/brochure
- website entry appropriate to the use

Marketing evidence will comprise a marketing report produced by the appointed agent providing a valuation and evidencing the agreed marketing strategy. As a minimum it should include:

- evidence of any updates to the marketing strategy, including price revisions or changes of approach
- photos of signboard, dated
- copy of brochure(s), dated
- details of targeted marketing, including address list and dates sent
- copies of adverts with dates and rationale for choice of publication
- copy of webpage and dates
- details of any enquiries and viewings

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- details of any reasons given for not proceeding by potential purchasers
- details of any offers and reasons turned down, if applicable

Dartmoor Local Plan Policy reference and further information:

- strategic policy 2.8 Conservation of historic non-residential buildings in the open countryside
- strategic policy 4.1 Supporting community services and facilities
- strategic policy 5.1 Non-residential Business and Tourism Development
- strategic policy 5.3 Protecting Active Uses in Dartmoor's Settlements
- policy 5.5 Tourist accommodation

Noise Impact Assessment (NIA)

When required:

- noise generating developments (such as industrial uses, restaurants, cafes, pubs and development incorporating external heating, ventilation, air-conditioning and refrigeration systems) in the vicinity of existing noise sensitive developments ([identified through pre-application advice](#))
- noise sensitive uses (such as dwellings and schools) adjacent to existing noise generating uses such as industrial estates or transport networks ([identified through pre-application advice](#))
- energy generation development including wind turbine development
- minerals development
- noise generating development in isolated locations ([identified through pre-application advice](#))

What is required:

A Noise Impact Assessment must be undertaken by a suitably qualified acoustician and include:

- baseline monitoring (based on physical measurement surveys rather than predictive modelling)
- predictions (supported by source data)
- full details and specification of mitigation
- an assessment of the potential impact on receptors in accordance with current standards

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

Dartmoor Local Plan Policy reference and further information:

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- policy 1.7 Protecting local amenity in Dartmoor National Park and explanatory paragraphs 1.7.1 – 1.7.4
- strategic policy 2.6 Protecting tranquillity and dark night skies ad explanatory paragraph 2.6.3
- [British Standard 7445](#)
- [Environment Agency guidance on Noise and vibration management](#)

Planning Statement

When required:

- all applications except Householder applications

What is required:

The Planning Statement provides an opportunity to explain how the development accords with national and local planning policies and relevant SPDs. The information that should be included in a planning statement is dependent on the nature of the proposed development and the type of application submitted. As a minimum the Planning Statement should include:

- a description of the local context
- demonstrate the need for the proposed development
- how the proposed development accords with relevant national, regional and local planning policies
- set out other material considerations that should be taken into consideration
- details of pre-application consultations with the DNPA, statutory consultees and/or the wider community
- details of Vacant Building Credit (where applied)

Applicants are encouraged to submit evidence, where relevant, to support compliance with policy.

Dartmoor Local Plan Policy reference and further information:

- [Dartmoor Local Plan and Supplementary Planning Documents](#)
- [National Planning Policy Framework](#)

Renewable and Low carbon energy

When required:

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- all proposals incorporating renewable or low carbon energy

What is required:

Proposed solar panels, wind turbines, air source heat pumps and associated plant should be shown on plans and elevations. In addition, details should be provided to demonstrate the amount of energy that will be generated and (where relevant) sound levels.

Dartmoor Local Plan Policy reference and further information:

- Policy 1.7 Protecting local amenity in Dartmoor National Park
- Policy 6.6 Renewable energy development

Town Centre Sequential Test and Impact Assessment

When required:

- proposed main town centre development (as defined in the [NPPF glossary](#)) of 150 sqm or more outside of Ashburton, Buckfastleigh, Chagford, Horrabridge, Moretonhampstead, Princetown, South Brent and Yelverton town centres

What is required:

A Town Centre Sequential Test analysis and Impact Assessment which includes:

- availability of alternative sites for the development and reasons for their being discounted
- impact of the proposal on existing, committed and planned investment in a centre or centres in the catchment area of the proposal
- impact of the proposal on town centre vitality and viability
- economic benefits of development
- accessibility of site and connections to the town centre

The assessment should be proportionate to the development's scale. Applicants are encouraged to agree the level and type of evidence required with the Authority through [pre-application advice](#).

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 5.2 Development affecting Town Centres and explanatory paragraphs 5.3.3 – 5.3.7
- [NPPF glossary](#)
- [Planning Practice Guidance on Town Centres and Retail](#)

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Schedule of Works

When required:

- all Listed Building applications
- all applications for conversions of non-residential buildings into alternative uses

What is required:

A schedule of works to set out the extent of works, including repair, demolition, rebuilding or building, needed to accommodate the proposal. The statement should include the methodology, materials and techniques of the works.

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 2.7 Conserving and enhancing heritage assets
- Strategic Policy 2.8 Conservation of historic non-residential buildings in the open countryside and explanatory paragraphs 2.7.15 – 2.7.20

Simple Calculation of Atmospheric Impact Levels (SCAIL)

When required:

- agricultural development where the [SSSI risk zones](#) identify potential air polluting impacts from agricultural development
- SCAIL is not required for proposals which have been selected for Slurry Infrastructure Grant

What is required:

[Simple Calculation of Atmospheric Impact Limits from Agricultural Sources](#) (SCAIL-Agriculture) is a screening tool for assessing the impact from pig and poultry farms on human health and on semi-natural areas like SSSIs and SACs. The SCAIL screening tool models the emissions of nitrogen oxide, sulphur dioxide and ammonia and their subsequent deposition on sensitive sites within a set radius of a site.

The SCAIL assessment must be completed online and a copy of assessment, including inputs and results submitted with the application.

Dartmoor Local Plan Policy reference and further information:

- DEFRA Magic map showing [SSSI risk zones](#)

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- [Simple Calculation of Atmospheric Impact Limits from Agricultural Sources](#)

Structural Survey

When required:

- all applications for conversions of non-residential buildings in the open countryside

What is required:

The survey must be carried out by a qualified structural engineer based on the submitted plans and:

- demonstrate that a building has sufficient structural strength to accommodate the proposed change of use, including additional loading (weight) caused by the physical works of conversion
- itemize any necessary physical alterations including below ground
- include metric scaled plans that highlight the areas requiring replacement, repair or renewal - it must be clear which parts of the building are to remain and which parts are to be new build
- identify the extent to which works or repairs are necessary

Dartmoor Local Plan Policy reference and further information:

- Strategic Policy 2.7 Conserving and enhancing heritage assets
- Strategic Policy 2.8 Conservation of historic non-residential buildings in the open countryside and explanatory paragraphs 2.7.1 – 2.7.20
- [Dartmoor Design Guide Supplementary Planning Document](#)

Telecommunications Statement

When required:

- planning applications for telecoms development including:
 - new masts, associated plant and equipment
 - alterations and additional apparatus to existing structures

What is required:

- a plan showing the infrastructure's network coverage and the need for new apparatus
- a statement explaining the reasoning behind the proposed siting and how the [National Parks England Joint Accord](#) and [Code of practice for wireless network development in England](#) have been considered

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- a statement that self-certifies Compliance with ICNIRP (International Commission on Non-Ionizing Radiation Protection) Guidelines
- evidence of mast- and site-sharing opportunities which have been investigated
- evidence showing how equipment is located and designed to minimise its impact on the character and appearance of the built environment and/or the National Park's Special Qualities
- details of consultations with organisations with an interest in the proposed development, in particular nearby schools, and (where relevant) operators of civil safeguarding areas

Dartmoor Local Plan Policy reference and further information:

- policy 4.7 Telecommunications Development
- [Chapter 10 National Planning Policy Framework](#)
- [National Parks England Joint Accord](#)
- [Code of practice for wireless network development in England](#)

Transport Assessment/ Statement and Travel Plan

When required:

A Transport Statement and Travel Plan is required for:

- all major applications which are likely to introduce new trips on the surrounding highway

A Transport Assessment and Travel Plan will be required for:

- applications which are likely to generate a significant increase in vehicle movement or creates or exacerbates a traffic problem ([identified through pre-application advice](#))

What is required:

A Transport Statement which analyses the transport implications of development and must consider:

- the scale of the proposed development, site layout, and proposed transport access by all modes
- sustainability of the development in terms of access to local facilities and public transport
- assessment of existing and proposed trips generated by the development, both for peak hour flows and Annual Average Daily Traffic (AADT) flow

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- measures to improve the accessibility of the development, including demonstrating that opportunities to promote sustainable transport have been taken up
- be vision-led in accordance with the [National Planning Policy Framework](#)

Where required, a Transport Assessment would require a more thorough and detailed analysis of the traffic impact of the proposed development.

The scope of the Transport Statement or Assessment (including requirements for Road Safety Audits) should be agreed with the Highway Authority (Devon County Council) before submission.

Travel Plans are long-term management strategies for sustainable travel identifying specific outcomes, targets and measures. The Travel Plan should consider:

- benchmark travel data including trip generation databases
- information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development
- relevant information about existing travel habits in the surrounding area
- proposals to reduce the need for travel to and from the site via all modes of transport
- proportionate monitoring and management arrangements must also be required.

Dartmoor Local Plan Policy reference and further information:

- policy 4.3 Enabling sustainable transport and explanatory paragraphs 4.3.6 and 4.3.9
- [Chapter 9 of the National Planning Policy Framework](#)
- [Planning Practice Guidance on Travel Plans, Transport Assessments and Statements](#)

Tree Survey and Tree Protection Plan

When required:

- any development (including works to listed building) relating to or affecting trees, including development sites with existing trees and/or mature hedgerows

What is required:

A survey of the application site and adjoining land, undertaken by an arboriculturist in line with [British Standard 5837](#)

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The survey must include:

- Tree and Topographical Survey including a plan showing the position of the trees and identifying which are to be retained, and a corresponding schedule stating the species, size, age, condition and amenity value of each tree
- a Tree constraints plan showing canopy, root protection area and (where relevant) shade of each tree
- an Arboricultural Implication Assessment explaining how arboricultural considerations are being addressed
- Arboricultural Method Statement and/ or Tree Protection Plan indicating measures to protect trees and hedgerows during construction together with proposals for long-term maintenance

Dartmoor Local Plan Policy reference and further information:

- strategic policy 1.5 Delivering good design
- strategic policy 2.2 Conserving and enhancing Dartmoor's biodiversity and geodiversity

Waste Audit Statement

When required:

- all major development

What is required:

The statement should demonstrate how through the demolition, construction and building phases of development, waste has been minimised and that it will be managed in accordance with the waste hierarchy. The statement should include the following information, where relevant to the proposed development:

- types and quantities of waste that will be generated during demolition and construction phases
- measures to segregate waste materials to enable their separate reuse, recycling or recovery

Dartmoor Local Plan Policy reference and further information:

- Policy 6.4 Waste Prevention and explanatory paragraph 6.2.3.

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Appendix 1: Dartmoor Householder/ Building Checklist

Checklist - Dartmoor Householder / Building Applications with only bat roost / bird nesting issues (please note that the Dartmoor Wildlife Trigger Table must also be filled in a submitted)

To speed up assessment by the Local Planning Authority (LPA), this form should be completed by the Ecological Consultant and submitted at the beginning of the Ecology Report.

Ecological consultant:

Date:

1. Impact assessment / survey effort		
Have all required impact assessments / surveys been done within the last 12 months, <u>and</u> does it meet national guidance requirements? If there have been any deviations from national guidance, please select No in the right-hand column.	Yes ☐ Dates:	No ☐
2. Ecological impacts		
2a. Proposal impacts on bats / birds and mitigation measures are specified.	Yes (conditions needed) ☐ No (no conditions needed) ☐	
2b. Proposal has other ecological impacts which the LPA needs to consider (inc. potential impacts from internal or external lighting)	No ☐	Yes ☐
2c. Is the proposal, with mitigation, likely to result in an offence under the Conservation of Habitats and Species Regulations, therefore requiring a licence from Natural England?	Yes (go to 2.d) ☐ No (go to 2.e) ☐	

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2d. If YES (an offence IS likely) Does the roost meet the following criteria*: • Three or fewer roosts are impacted by the proposals, and • The proposal will have a low or temporary impact, and • The proposal only effects: - Low conservation status roosts for low numbers of: common pipistrelle, soprano pipistrelle, brown long-eared, whiskered, Brandt's, Daubenton's Natterer's and/or - Feeding, day, night and/or transitional roosts for low numbers of serotine and/or - Day and/or transitional roosts for low numbers of lesser horseshoe. *note that these criteria are used by Natural England for the Low Impact Bat Class Licence CL21	Yes ☐	No ☐
2e. If NO (an offence is NOT likely) Does the roost meet any of the following criteria: • maternity or hibernation roost • greater horseshoe bat roost • grey long-eared bat roost • more than three species of bat found in small numbers	No (none are met) ☐	Yes (one or more are met) ☐
2f. Does the proposal potentially impact on barn owls or other Schedule 1 birds?	No ☐	Yes ☐
3. Expertise		
Are you, the ecological consultant, registered under either the Level 1 or the Level 2 Bat Survey Class Licence? If 'Yes', please enter your licence number:	Yes ☐	No ☐
Are you a member of CIEEM or a Registered Consultant under Annex B of the Low Impact Class Licence for bats (or under Annex C or D for a serotine or lesser horseshoe roost where relevant)?	Yes ☐	No ☐

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