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.

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

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.

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

Carbon Reduction Statement

You may also need to submit:

Site Levels Plan

Cross Sectional Drawings

Archaeological Assessment

Dartmoor Householder Wildlife Checklist

Ecology Surveys (see Dartmoor Wildlife Trigger Table)

Geology Surveys (See Dartmoor Wildlife Trigger Table)

Flood Risk Assessment (FRA)

Foul Drainage Assessment

Habitable Floorspace Calculation (where additional floorspace is proposed)

Statement of Heritage Significance

Renewable and Low Carbon energy

Sustainable Drainage Strategy

Tree Survey and Tree Protection Plan

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 1,000m^2 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

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

Air Quality Assessment

Archaeological Assessment

Contaminated Land Assessment

Ecology or Geology Surveys

Energy Efficiency Report

Environmental Statement

Equestrian Development Information

Fire Statement

Flood Risk Assessment (FRA)

Foul Drainage Assessment

Gypsy and Traveller Accommodation Assessment

Habitable Floorspace Calculation

Housing Needs Assessment

Statement of Heritage Significance

Lighting Assessment/ Plan

Low Impact Residential Development Evidence

Marketing Evidence

Noise Impact Assessment (NIA)

Renewable and Low carbon energy

Schedule of Works

Simple Calculation of Atmospheric Impact Levels (SCAIL)

Structural Survey

Telecommunications Statement

Town Centre Sequential Test and Impact Assessment

Tree Survey and Tree Protection Plan

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 1,000m^2, 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

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

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

Gypsy and Traveller Accommodation Assessment

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Low Impact Residential Development Evidence

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Waste Audit Statement

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

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

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)

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Tree Survey and Tree Protection Plan

Waste Audit Statement

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

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

Waste Audit Statement

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

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

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.

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

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

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)

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 form 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).

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

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 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.

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.

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.

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

Ecology Surveys (see Dartmoor Wildlife Trigger Table)

Other Plans to indicate extent of hedgerow to be removed

Evidence that the hedgerow is less than 30 years old

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

- 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

<u>Agriculture or Forestry Business Plan – new buildings</u>

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

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

- 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**

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 CIfA Standard and guidance for historic environment desk-based assessment.

Where recommended by the DBA an Archaeological Field Evaluation in line with CIfA 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

Please note that from the 6th August there are some changes to the statutory exemptions. In summary, Sites of less than 0.2 hectares and temporary developments of less than 5 years can benefit from exemption from that date, if the proposal does not impact on priority habitat. Self-build and Custom housing will no longer automatically be exempt from Statutory Biodiversity Net Gain although can benefit from the 0.2-hectare exemption, if applicable. The Householder and 'de minimis' exemption for development that impacts less than 25sqm or 5m of linear habitats remain.

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')
- 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:

- Planning Practice Guidance on Biodiversity Net Gain Biodiversity net gain - GOV.UK
- GOV.UK Biodiversity Net Gain guidance

Carbon Reduction Statement

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

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.

An accompanying survey will be required in the following circumstances.

- 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.

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
- 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

Evidence for Replacement Homes

When required:

- proposals for the wholescale 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

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)
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
- 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 Wildlife Checklist

When required:

- householder applications with an Ecology Report.

What is required:

The Dartmoor Householder Wildlife 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 Wildlife Checklist
- Devon County Council Wildlife and geology planning guidance

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).

- 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

- 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:

- 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.

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

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:

- 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

- 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

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:

- 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

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

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:

- 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

- 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:

- 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:

- 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

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
- 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
- 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
- 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

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.