



Planning Application Validation Requirements

Overview

Planning application forms are available from the Council's Planning Department or alternatively can be downloaded from the Council's website:

www.wrexham.gov.uk/planning

Guidance notes for each type of planning application form are available on the Council's website and at the Planning Department offices. You must answer each section on the form and tick all relevant boxes.

Pre-application Advice

You are strongly advised to seek pre-application advice. This can help streamline what information will be required and quicken the decision making process. For more complex or detailed proposals, it is advisable to submit your enquiry formally to the Planning Department.

*Available in accessible
formats on request*

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1 Making a Planning Application

Application Submission

Applications can be submitted in the following ways:

- paper submissions (4 copies required) should be posted or delivered to:

The Chief Planning Officer,
Lambpit Street,
Wrexham
LL11 1AR

- e-mail submissions should be sent to: planning@wrexham.gov.uk
- internet submissions should be sent to: www.planningportal.gov.uk

It is recommended that you use the following electronic file formats:

- images/plans: pdf, bmp, gif, jpg/jpeg, plt, png, tif/tiff
- documents: pdf, doc, rtf, txt, xls
- video: avi, mpg/mpeg, wmv

Please confirm the original size of the plans that were digitized and show a scale bar (e.g. scale 1:500 @ A4, 1:100 @ A3, etc). All plans must be drawn to a metric scale. For very large documents you may find it is also helpful to submit copies on CD.

Fees

Nearly all applications require a fee to be submitted. Planning Portal applications will have the fee calculated and payment can be made on-line. All paper and e-mail applications must include the correct fees as outlined on the Council's website or from the Planning Department. Until the correct fee is received your application cannot be validated. Payment can be made by:

- credit or debit card
- cash
- cheque, made payable to Wrexham County Borough Council
- BACS transfer. Please contact the Planning Department to make arrangements.

Getting Help

If you require further assistance to complete your application please contact:

- Planning Portal Support Team on: support@planningportal.gsi.gov.uk or telephone (0117) 372 8200, or
- The Planning Department, Wrexham County Borough Council Telephone (01978) 292016 or e-mail: planning@wrexham.gov.uk



e.g. Site Plan

2 Forms and Plans

The following information is required before a planning application can be registered.

a) Completed Application Form: the regulations require one original and a further three copies. For all listed building consents a further three extra copies of forms, plans and documents are required.

b) Correct Fee: reference should be made to the scale of fees at the time of submitting an application.



c) Ownership Certificate: applications (except approval of reserved matters, discharge or variation of conditions, works to trees subject to tree preservation orders and express consent to display an advertisement) must include the appropriate certificate of ownership. One of Certificates A (when applicant is the sole owner), B (when owner is known to the applicant), C or D (when not all or any of the owners of the site are known) are required. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years. Where Certificate B or C has been completed an applicant must serve a separate notice (referred to as Notice No.1) to all certified owners of the application site. Applicants should always complete the Agricultural Holdings Certificate regardless of whether the proposed involves agricultural land.

d) Plans and Drawings: to include:

- **Location Plan:** applications must include a plan that identifies the proposal site based on an up-to-date Ordnance Survey map at a scale of 1:1250 or 1:2500. Plans must show the direction of north and wherever

possible show at least two named roads and surrounding buildings. Properties should be numbered or named to ensure that the exact location of the application site is clear. The application site, which should include all land necessary to carry out the proposed development, must be edged clearly with a red line. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

- **Site (or Block) Plan:** required for all applications (except applications to vary or delete planning condition(s) or to allow development already carried out in breach of a condition) and must show the site as existing and as proposed and, depending upon the size of the site, should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- the direction of north
- the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions between features and boundaries
- all the buildings, roads, footpaths, etc on land adjoining the site including access arrangements
- details of access and parking arrangements
- the extent and type of any hard surfacing
- position of services (e.g. foul and surface water discharge)(if present)
- position of all trees and hedges (if present)
- boundary treatment including walls or fencing (if proposed)
- existing and proposed site levels
- finished floor levels of all buildings proposed
- all proposed changes

- **Floor Plans:** of buildings as existing and as proposed at a scale of 1:50 or 1:100. Existing buildings or walls to be demolished and new buildings should be clearly shown.

- **Elevation Drawings:** applications proposing new buildings, extensions or elevation changes must include plans of existing and proposed elevations of buildings drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already

there. All sides of the building(s) must be shown including blank walls, proposed building materials, style and finished treatments. Detailed larger scale (e.g. 1:20) drawings of new windows and doors are required for listed buildings, buildings within conservation areas, or other important buildings (e.g. barn conversions). Where a proposed elevation adjoins, or is in close proximity to, another building, drawings should clearly show the relationship of levels between buildings and the position of opening windows on each property.

- **Section Plans and Finished Floor/Site Levels:** section plans at a scale of 1:50 or 1:100 should verify proposed finished levels in relation to existing ground/ floor levels and how encroachment onto adjoining land will be avoided. On larger sites, change of levels can be shown with contours, spot levels or cross or long sections as appropriate. Further design information on proposed building(s) on sloping sites that require retaining structures will also be necessary.

- **Roof Plan:** for complex roof designs, a roof plan at a scale of



1:50 or 1:100 should be submitted to show the shape of the roof. Details of roofing material(s) and their location must be specified.

e) Design and Access Statement:

required for most planning applications. It must explain:

- the proposal's design principles and concepts in relation to environmental sustainability; movement to, from and within the development; character (including

amount, layout, scale, appearance and landscaping) and community safety and how access issues have been considered or addressed; and

- how the proposed development reflects national and local planning policy

f) Environmental Impact Assessment:

all new housing, industrial or commercial developments with a site area over 0.5 hectares and other developments and thresholds described in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, require screening to decide whether or not an Environmental Impact Assessment is required. Information submitted with the application will help this process.

g) Outline Planning Application

must include: the approximate location of buildings, routes and open spaces (where layout detail is reserved)

- the upper and lower limits of height, width and length of buildings (where scale is reserved)
- areas of new access point(s) (where access is reserved)

For new housing development (10 or more units) where a detailed site layout is unlikely to be justified, a concept plan may suffice.

3 Information

The determination of planning applications may be delayed or invalidated unless detailed supporting information referred to in Welsh Assembly Government guidance is included. You may employ suitably qualified and experienced professional(s) to help on this aspect of your application. The list of requirements is not exhaustive and is dependant on the scale and type of proposed development.

a) Sustainable Development

All new dwellings will need to meet Code for Sustainable Homes Level 3 and 6 credits under issue Ene1-Dwelling Emission Rate; all non-residential developments of 1,000m² or more, or sites exceeding 1 hectare or more, a scheme must comply to BREEAM 'Very Good' standard.

Applications must demonstrate the practical delivery through a pre-assessment statement or registration with an accredited body.

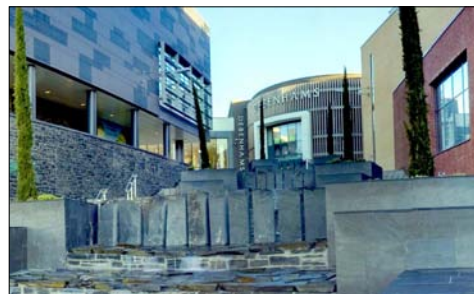
b) Historic Environment

● **Listed Buildings:** please refer to "Completing Your Listed Building Consent Application" on the Council's website: www.wrexham.gov.uk/planning for guidance.

● **Conservation Areas:** proposals must consider the character of the conservation area and take account of relevant conservation area assessment and management plans or Article 4(2) Directions which restrict permitted development.

● **Archaeology:** applications for development on sites close to archaeological sites or are likely to be archaeological sensitive should include an archaeological assessment and, depending on the assessment, a field evaluation.

● **World Heritage Site:** applications affecting the Pontcysyllte Aqueduct and Canal World Heritage Site should indicate how the proposed development relates to and how it will impact on the heritage site.



c) Retail Development

Applications for retail schemes in excess of 2,500 m² gross floor space must contain a retail impact assessment. For smaller developments (in excess of 300m² gross floor space) which might have substantial impacts on the Wrexham

town centre or other defined district shopping centres, a retail impact assessment might also be required.

d) Transport and Access

Applications for new retail schemes, cinemas/leisure uses, conference/hotel facilities exceeding 1000m² (gross floor space), business developments, hospitals, higher/further educational facilities exceeding 2,500m², industrial developments exceeding 5,000m², new schools, housing layouts exceeding 100 dwellings, stadia exceeding 1,500 seats, etc must contain a transport assessment. Where there is a shortfall in meeting the Council's parking standards a Travel Plan (or Green Transport Plan) must be provided.

e) Natural Environment

● **Landscape:** proposals that are likely to have a visual impact upon the landscape must be appraised in the Design and Access Statement.

● **Historic Landscapes, Parks and Gardens:** applications must include an appraisal of the character and sensitivity of the landscape and a schedule of landscape works, including details of time periods for implementation. Applications within registered Parks and Gardens must be justified by written, photographic and illustrative material.

● **Trees:** new building work (including foundations, channelling for services, roadways/ driveways, ground level changes, etc) within 15 metres of existing trees with a trunk diameter over 75 mm at 1.5 m above ground, including trees adjacent to the site must be shown on the site plan. Information must include tree canopies and trees to be felled.

Additionally, a schedule must be submitted of the species, size, condition and amenity importance of each tree (or group of trees), and whether any replacement tree planting is intended and the reasons for removing those trees. If trees are to be retained as part of the development details of their root protection areas, how the proposals will not cause long-term harm or necessitate future felling due to excessive shading and structural damage to foundations need to be confirmed in a tree report.

Proposals to carry out work to trees (e.g. branch cutting, trimming, felling, etc) protected by tree preservation order requires a tree statement confirming the reasons and evidence for the proposed work, including full details and clear specification of works to be undertaken to each tree.

● **Wildlife and Ecology:** Applications likely to affect European or British protected species must be accompanied by surveys (valid for only 12 months after completion), mitigation and methods for reasonable avoidance. Proposals:

- for the conversion of a barn or outbuilding and demolition of existing buildings or removal of mature trees will require surveys for bats and nesting birds
- within 500m of a pond which is known or likely to support great crested newts will require surveys and reasonable avoidance methods
- adjacent to or within the floodplain of a water course must take account of and mitigate for the potential disturbance to otter and water vole
- on or near areas of uncultivated grassland, hedgerows, trees and wetlands should be discussed with the Ecologist prior to submission

Applications likely to affect features of interest within European or Nationally protected sites (e.g. SSSIs, SACs, SPAs, Ramsar Sites) must be accompanied with an ecological report.

Applications on or immediately adjacent to a County Wildlife Site will require a habitat survey and potentially mitigation and/or a long-term management plan.

f) Developer Obligations

Developers are required to agree heads of terms for obligations under Section 106 of the Town and Country Planning Act, 1990, as amended, prior to submission of applications. Standard templates are available and should be completed for affordable housing, public open space, school contributions, and other necessary obligations.

g) Development Impact

● **Noise:** developments likely to raise existing background noise levels by 5 dB or more may require a Noise Impact Assessment over a 24 hours period. Applications for housing development located close to existing 'noisy' uses must contain details of existing background noise levels (including forecast noise levels if relevant) and noise mitigation measures.

● **Risk from Flooding:** developments within Zone C2 require a Flood Consequences Assessment Report. Proposals in Zones A and B require further advice from Environment Agency Wales. Applications for minor extensions or alterations to buildings that have a direct or adverse effect on a watercourse or its flood defences must include a mitigation/ management statement.

● **Drainage:** applications for new housing and business development must include proposals for Sustainable Urban Drainage Systems.

● **Ground Contamination:** development on or near sites that may be contaminated by previous or existing uses requires a desk study of contamination should be submitted with the application. Depending upon the outcome of the study, further investigations might be required to assess actual ground conditions.

● **Instability From Mining Activities:** for outline and full applications for development located within known high risk coal mining areas, a coal mining risk assessment report is required.



h) Rural Enterprise Dwellings

Applications must include an appraisal to assess the existing functional need for a full-time agriculture/forestry worker. Where the long-term functional need of such housing is no longer required, a supporting statement outlining bona fide attempts to sell or rent for continued agricultural or forestry purposes is required.

i) Conversion of Rural Buildings

Applications must include:

● a statement explaining why the building is no longer suitable for an agricultural need and why alternative non-residential uses are inappropriate. Evidence of measures to sell or lease the building for non-residential uses for a period of 6 months may be required.

● a structural survey assessing the structural condition of the building and verifying how the structural integrity of the existing building will be protected.

Level 3 of the Code for Sustainable Homes is not required for conversion applications.

For further information contact:

*Wrexham County Borough Council
Planning Department
Lambpit Street
Wrexham. LL11 1AR*

*Telephone: (01978) 292017
Fax: (01978) 292502
e-mail: planning@wrexham.gov.uk
website: www.wrexham.gov.uk*

September 2010

Planning Application Validation Requirements

4 Check List

Please tick the information that you have submitted as part of your planning application:

| Forms and Plans | |
|--|--|
| Application Form | |
| Fee | |
| Ownership Certificate | |
| Agricultural Holdings Certificate | |
| Plans and Drawings | |
| Design and Access Statement | |
| Environmental Impact Assessment | |
| Information | |
| a) Sustainable Development | |
| Pre-assessment Appraisal | |
| Registration with Accredited Body | |
| b) Historic Environment | |
| Listed Buildings | |
| Listed Building Appraisal | |
| Conservation Method Statement | |
| Photographs | |
| 3 extra copies of Mandatory Requirements | |
| Conservation Areas | |
| Supporting Statement | |
| Archaeology | |
| Archaeological Assessment | |
| Field Evaluation | |
| World Heritage Site | |
| Supporting Statement | |
| c) Retail Development | |
| Retail Impact Assessment | |
| d) Transport and Access | |
| Transport Assessment | |
| Travel Plan (or Green Transport Plan) | |
| e) Natural Environment | |
| Historic Landscape, Parks and Gardens | |
| Landscape Character Appraisal | |
| Schedule of Landscape Works | |
| Photographs | |

| | |
|---|--|
| Trees | |
| Schedule of Trees | |
| Tree Report | |
| TPO Tree Statement | |
| Wildlife and Ecology | |
| Habitat Survey | |
| Protected Species Survey | |
| Ecological Report | |
| Mitigation and Enhancement Measures | |
| Ecological Monitoring Plan | |
| f) Developer Obligations | |
| Section 106 Heads of Terms | |
| g) Development Impact | |
| Noise | |
| Noise Impact Assessment | |
| Noise Mitigation Measures | |
| Risk From Flooding | |
| Flood Consequences Assessment | |
| Drainage | |
| Sustainable Urban Drainage Systems | |
| Ground Contamination | |
| Desk Study | |
| Further Ground Investigations | |
| Instability From Mining Activities | |
| Coal Mining Risk Assessment | |
| h) Rural Enterprise Dwellings | |
| Agricultural or Forestry Appraisal | |
| Enterprise Financial Viability Assessment | |
| Supporting Statement of Sale/Rent | |
| i) Conversion of Rural Buildings | |
| Supporting Statement of use | |
| Structural Survey | |

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