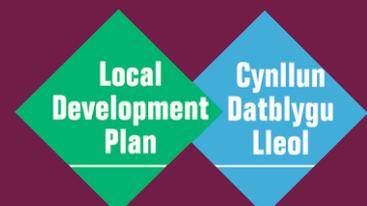


Residential & Householder Development



Supplementary Planning Guidance

April 2018



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1. Introduction

- 1.1. Householder development means works to an existing residential property or within its garden to extend it or alter its appearance, or provide additional accommodation within the plot. This can include the construction of extensions, garages, car ports, outbuildings, enclosures (e.g. walls, gates and fences), hard surfaces, porches and dormer extensions. It can also include the replacement of windows, installation of chimneys / flues, addition of solar panels and the cladding of a property.
- 1.2. Some householder development can be undertaken without the need for permission from the Council, this is known as 'permitted development'¹. If planning permission is required, a Householder Planning Application must be submitted. This is a type of planning application that is specifically used for development proposals for existing residential properties.
- 1.3. When submitting a planning application there are certain aspects of the proposal's design that will need to be considered in order to safeguard the existing residential and visual amenity. Accordingly, good design is considered to be an important part of the planning process. This document provides guidance to those looking to extend or alter their properties in the Vale of Glamorgan, and identifies the key policy requirements used in the determination of planning applications where works to an existing house or flat are proposed. It also provides principles and guidance that should be taken into account when planning new residential developments.

¹ For more guidance on householder permitted development rights, refer to the Welsh Government's guidance available on their website: <http://gov.wales/topics/planning/policy/guidanceandleaflets/householder-permitted-development-rights/?lang=en>

2. Purpose of the Supplementary Planning Guidance

- 2.1. This Supplementary Planning Guidance (SPG) has been produced to support and add detail to the Vale of Glamorgan Local Development Plan (LDP) 2011-2026. It is intended to provide clear guidance on the interpretation and implementation of the policy within the LDP that is relevant to householder and new residential development.

- 2.2. This SPG represents a material consideration in the determination of planning applications and appeals for householder and new residential development. The purpose of this document is to provide advice on what matters must be considered when designing new residential development or improvements or alterations to your home, preparing plans and submitting planning applications.

- 2.3. This SPG provides guidance on the main issues arising from new householder development; states a number of standards that should be complied with in order to safeguard residential amenity; sets out a series of principles to be followed to ensure good design; and provides possible solutions to certain design issues encountered.

3. Status of the Supplementary Planning Guidance

- 3.1. Draft guidance was approved for public consultation by Cabinet on the 18th December 2017 and the Council undertook a six week consultation exercise between Monday 22nd January and Friday 2nd March 2018 with the relevant documentation being made available at the main Council offices and on the Council's web site. The Council considered the representations received during the consultation exercise before finalising this document, which was approved by Cabinet on 16th April 2018. This guidance will now be a material consideration in relevant planning decisions.

4. Policy Context

4.1. National Policy

Planning Policy Wales (Edition 9, November 2016)

4.1.1. Planning Policy Wales (PPW) sets out the land-use planning policies of the Welsh Government. Paragraph 3.1.4 states:

“Factors to be taken into account in making planning decisions (material considerations) must be planning matters; that is, they must be relevant to the regulation of the development and use of land in the public interest, towards the goal of sustainability. The planning system does not exist to protect the private interests of one person against the activities of another. Proposals should be considered in terms of their effect on the amenity and existing use of land and buildings in the public interest. When determining planning applications local planning authorities must take into account any relevant view on planning matters expressed by neighbouring occupiers, local residents and any other third parties. While the substance of local views must be considered, the duty is to decide each case on its planning merits.”

4.1.2. PPW Chapter 9 sets out the national planning policies for housing. Paragraph 9.3.3 and 9.3.4 focus on the development management process and how it relates to housing development, they state:

“Insensitive infilling, or the cumulative effects of development or redevelopment, including conversion and adaptation, should not be allowed to damage an area’s character or amenity. This includes any such impact on neighbouring dwellings, such as serious loss of privacy or overshadowing.”

“In determining applications for new housing, local planning authorities should ensure that the proposed development does not damage an area's character and amenity.”

Technical Advice Note (TAN) 12: Design (2016)

4.1.3. TAN 12 seeks to promote sustainability through good design. Paragraph 2.2 states:

“The Welsh Government is strongly committed to achieving the delivery of good design in the built and natural environment which is fit for purpose and delivers environmental sustainability, economic development and social inclusion, at every

scale throughout Wales – from householder extensions to new mixed use communities.”

4.2. Local Policy Context

4.2.1. The Council's policy on Design is set out in the Vale of Glamorgan Local Development Plan (LDP) 2011 – 2026.

4.2.2. **LDP policy SP1 - Delivering the Strategy** confirms the strategy for the Plan and seeks to “*improve the living and working environment, promote enjoyment of the countryside and coast and manage important environmental assets*”. The policy states that this will be achieved by, amongst other things, protecting and enhancing the built environment.

Policy MD2 - Design of New Development and states:

“Development Proposals should:

- 1. Be of a high standard of design that positively contributes to the context and character of the surrounding natural and built environment and protects existing features of townscape or landscape interest;*
- 2. Respond appropriately to the local context and character of neighbouring buildings and uses in terms of use, type, form, scale, mix, and density;*
- 3. Where appropriate, provide new or enhanced areas of public realm particularly in key locations such as town centres, major routes and junctions;*
- 4. Promote the creation of healthy and active environments and reduce the opportunity for crime and anti-social behaviour. In the case of retail centres, developments should provide active street frontages to create attractive and safe urban environments;*
- 5. Provide a safe and accessible environment for all users, giving priority to pedestrians, cyclists and public transport users;*
- 6. Have no unacceptable impact on highway safety nor cause or exacerbate existing traffic congestion to an unacceptable degree;*
- 7. Where appropriate, conserve and enhance the quality of, and access to, existing open spaces and community facilities;*

8. *Safeguard existing public and residential amenity, particularly with regard to privacy, overlooking, security, noise and disturbance;*
9. *Provide public open space, private amenity space and car parking in accordance with the council's standards;*
10. *Incorporate sensitive landscaping, including the retention and enhancement where appropriate of existing landscape features and biodiversity interests;*
11. *Provide adequate facilities and space for the collection, composting and recycling of waste materials and explore opportunities to incorporate re-used or recyclable materials or products into new buildings or structures; and*
12. *Mitigate the causes of climate change by minimising carbon and other greenhouse gas emissions associated with their design, construction, use and eventual demolition, and include features that provide effective adaptation to, and resilience against, the current and predicted future effects of climate change.”*

4.2.3. **Policy MD5 – Development within Settlement Boundaries**, seeks to guide development within the settlement boundaries identified in the Development Plan, which would, of course, include urban and suburban areas. The policy states:

“Development will be permitted where the proposed development:

1. *Makes efficient use of land or buildings;*
2. *Would not prejudice the delivery of an allocated development site;*
3. *Is of a scale, form, layout and character that is sympathetic to and respects its immediate setting and the wider surroundings and does not unacceptably impact upon the character and appearance of the locality;*
4. *The proposal would not result in the loss of natural or built features that individually or cumulatively contribute to the character of the settlement or its setting;*
5. *Would not result in the unacceptable loss of public open space, community or tourism buildings or facilities;*
6. *Has no unacceptable impact on the amenity and character of the locality by way of noise, traffic congestion and parking; and*

7. *Makes appropriate provision for community infrastructure to meet the needs of future occupiers.”*

4.2.4. **Policy MD8 - Historic Environment**, seeks to protect the qualities of the built and historic environment from inappropriate development. It states:

1. *“Within conservation areas, development proposals must preserve or enhance the character or appearance of the area;*
2. *For listed and locally listed buildings, development proposals must preserve or enhance the building, its setting and any features of significance it possesses;*
3. *Within designated landscapes, historic parks and gardens, and battlefields, development proposals must respect the special historic character and quality of these areas, their settings or historic views or vistas;*
4. *For sites of archaeological interest, development proposals must preserve or enhance archaeological remains and where appropriate their settings.”*

4.2.5. **Policy MD12 - Dwellings in the Countryside**, relates to dwellings lying outside the settlement boundaries of the main towns and villages identified in the LDP settlement hierarchy. The policy seeks to guide the development of the replacement of existing dwellings in the countryside.

“Proposals...will be permitted where:

1. *The dwelling has an established lawful residential use;*
2. *it would not result in the loss of a dwelling which contributes significantly to the rural character of the area, unless it can first be demonstrated that the building is structurally unsound and repairs are economically unviable or existing physical or environmental site constraints restrict the ability to appropriately extend the existing property;*
3. *The replacement dwelling would, by reason of its scale, siting, design, materials, landscaping and external appearance, be compatible with the surrounding built and natural environment and have no materially greater impact on the landscape; and*
4. *The proposal does not necessitate an unacceptable extension to the residential curtilage.*

Extensions to dwellings in the countryside will be permitted if the dwelling as extended:

1. *Is not disproportionate in size to the original dwelling,*
2. *Would not unacceptably affect the character of the existing dwelling and its contribution to rural character; and*
3. *Would have no materially greater impact on the landscape.”*

4.3. Supplementary Planning Guidance (SPG)

4.3.1. Supplementary Planning Guidance (SPG) is non-statutory guidance which supplements specific policies in a Local Development Plan (LDP). The following SPG are particularly relevant to this Householder and Residential Development SPG and should be read in conjunction with it. All SPGs are available on the planning pages of the Council's website.

4.3.2. **Parking Standards SPG** - This SPG sets out the Council's parking standards and explains the planning policy for parking requirements for new developments or change of use.

4.3.3. **Biodiversity SPG** - The Council's Biodiversity SPG provides additional guidance on how biodiversity will be conserved and enhanced in the Vale of Glamorgan through the planning and development process. It will assist developers in meeting the Council's proactive approach towards a high quality natural environment and addresses the statutory duties and social responsibilities required by legislation and national policy.

4.3.4. **Trees and Development SPG** - The guidance offers further information on how to fully consider trees and hedgerows as part of any development proposal. It clarifies the approach the Council takes when assessing development proposals that impact on trees, woodlands and hedgerows and details the powers the Council can use to protect trees and their setting.

4.3.5. **Conversion of Rural Buildings SPG** - This document provides guidance on the conversion of existing rural buildings to alternative uses and identifies key policy requirements used in the determination of planning applications where the conversion of rural buildings is involved.

- 4.3.6. **Conservation Area Appraisal Management Plans (CAAMPs)** - These documents contain guidance for the 39 individual conservation areas throughout the Vale of Glamorgan and offer further information regarding groups of buildings, open spaces, street patterns, trees and other important factors which give an area its character.

5. Householder Development - What consents and permissions are required?

5.1. Permitted Development

- 5.1.1. For some householder development there are permitted development rights granted under The Town and Country Planning (General Permitted Development) Order 1995 (as amended). These permit certain development without requiring the need to obtain planning permission from the Council. The Welsh Government has produced guidance on permitted development for householders called 'Permitted Development for Householders - Technical Guidance', which can be accessed on their website (wales.gov.uk). If you live in a Conservation Area or in a Listed Building, further restrictions apply and in some cases, permitted development rights have been removed, therefore you should check with the Council whether any of these restrictions apply to your property.
- 5.1.2. Further restrictions have been placed on permitted development rights for certain properties in the Penarth Conservation Area, under what is known as an Article 4 Direction. The Article 4 Direction allows the local planning authority additional control over minor alterations. For these properties, a Householder Planning application is required and planning permission must be secured for all extensions, outbuildings, hard standings and any changes to or removal of windows, doors, chimneys, roof, boundary walls/fences and gates that front onto a highway or open space. A full list of Article 4 properties in Penarth is available on the Council's website.
- 5.1.3. If you would like formal confirmation from the Council that your proposed development benefits from the permitted development rights granted under the 1995 Order, you can submit an application for a Certificate of Lawful Development. In order for your application to be valid, it must comply with the validation requirements for such applications, as set out on the 'Validation Check List' at Appendix A.

5.2. Planning Application for Householder Development

- 5.2.1. When householder development is not 'permitted development', you will need to make an application for planning permission to the Council. Householder planning applications are a specific type of planning application for development involving an existing residential property. A

list of what is needed to support planning applications is set out on the 'Validation Check List' at Appendix A.

- 5.2.2. Once submitted and confirmed as being valid, neighbouring properties will be notified that an application has been submitted. A site notice may also be displayed near the property to which the application relates. Your application will be allocated to a Planning Officer who will visit your property, the surrounding area and, if necessary, your neighbours' properties to undertake an assessment of the site and consider the impact that the proposal will have. A valid planning application will usually be determined within 8 weeks of being received.

5.3. Conservation Area Consent

- 5.3.1. If your property is within a Conservation Area you may also need permission to demolish elements of your property. A particular type of permission, known as Conservation Area Consent will be required if your proposals involve the substantial demolition of a building or structure in a Conservation Area. This only applies where you wish to demolish a building which exceeds 115 cubic metres or to take down a wall, gate or fence which is over 1 metre high where abutting a highway, or over 2 metres high elsewhere.

5.4. Listed Building Consent

- 5.4.1. Listed Building Consent will be required for most internal and external works to a Listed Building e.g. replacing windows or painting exterior walls. Listed Building Consent will also be required for the demolition of all or part of a Listed Building. For further guidance refer to the Council's website.
- 5.4.2. It is a criminal offence to carry out unauthorised work to a Listed Building.

5.5. Other Consents

- 5.5.1. **Building Regulations** - Most new building work will require Building Regulations Approval. This covers not only all aspects of building construction but also accessibility, including disabled access, within and around buildings as required in Part M of the Building Regulations. Advice and application forms can be obtained from the Council's Building Control section. For further information refer to the Council's website.

5.5.2. **Sewers & Services** - The effect of any development on sewers, water mains, gas pipes and electricity mains should be considered and may require separate consent from the service provider. A development must not compromise any rights of access required by service providers. The size and/or location of new development may be affected by the position of a sewer. You should contact your service provider for further advice.

5.5.3. **Party Wall Act Consent** - If your proposals affect a Party Wall or you require access onto your neighbour's property to build your new development, you will need to comply with the Party Wall etc. Act 1996.

6. Preparing to Design your Development

6.1. Preparing your plans

- 6.1.1. You must ensure that clear, detailed and scaled drawings are prepared that accurately show the development proposed. Whilst it is not a requirement, it is advisable that you appoint an architect or someone who is suitably qualified and/or experienced, to prepare plans that meet the validation requirements referred to in Appendix A.
- 6.1.2. You may wish to view the Council's Planning Register on the Council's web site for examples of the type of plans that are acceptable to accompany a planning application.
- 6.1.3. The Royal Society of Architects Wales (RSAW) provides guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute (RTPI), The Royal Institute of Chartered Surveyors (RICS), and the British Institute of Architectural Technologists (BIAT) can provide advice.

6.2. Speak to your Neighbours

- 6.2.1. You are strongly advised to discuss your proposals with your neighbours prior to planning any new development, to enable any issues or concerns to be addressed at the outset. If any part of the development overlaps or overhangs your neighbour's property (e.g. rainwater goods, foundations), you will need to serve the requisite notice on them before making a planning application, and complete the correct certificate of ownership to accompany your planning application. Granting planning permission does not automatically give you the right to build on land outside your ownership or give you any rights of access on or over your neighbour's property. It is best to avoid overlapping your neighbour's property where possible as this can lead to dispute and difficulty in implementing your planning permission.
- 6.2.2. After you make a planning application the Council will publicise your application and consult your neighbours who will have an opportunity to make comments on your proposals.

7. Understanding and Responding to the Character of your Property and your Area

7.1. Constraints that may affect the proposed development

7.1.1. Your property or its immediate surroundings may have constraints which will affect what you can build. These may include:

- Trees and Hedgerows (in particular protected trees and trees in Conservation Areas)
- Flooding
- Drainage
- Archaeology
- Wildlife
- Conservation Areas
- Listed Buildings
- Contaminated land
- Noise

7.1.2. The Council's website contains more information about these constraints, including the interactive LDP Constraints Map. Further advice on how these constraints may affect your proposal can be found in the topic specific SPG listed at Section 2.3 or by speaking to the Duty Planning Officer.

7.2. The Character of your Property

7.2.1. When designing your new development, it is important to understand the character of your property, i.e. your house and garden.

7.2.2. Key principles when considering the character of your property:

- Its scale (the size of your house is compared to neighbouring buildings)
- Its bulk / massing (how it is arranged externally – i.e. is its volume broken up into a number of single, two or three storey elements?)
- Its form (i.e. detached, semi-detached or terrace; its roof form; the shape of it etc.).
- Its position within the plot (e.g. is it close to the road or set back within the plot?)

- Its relationship to any outbuildings within your property
- Its relationship and proximity to neighbouring properties, in terms of its position and distance from the neighbouring garden and windows in the neighbouring house.
- The detailing on your house (e.g. window and door arrangement, architectural detail, external features, etc.)
- Materials used in its construction
- Its garden space and landscaping
- Its appearance (i.e. the visual impression your property makes within the area)
- The levels of the site and adjoining land/properties

7.3. The Context of your Property

7.3.1. It is then important to establish the character of the buildings (i.e. other buildings, houses and outbuildings) that are within the context of your property. The context of your property is the area within which your new development will sit and within which it will be viewed. The 'street scene' is often an important element of the context to your property.

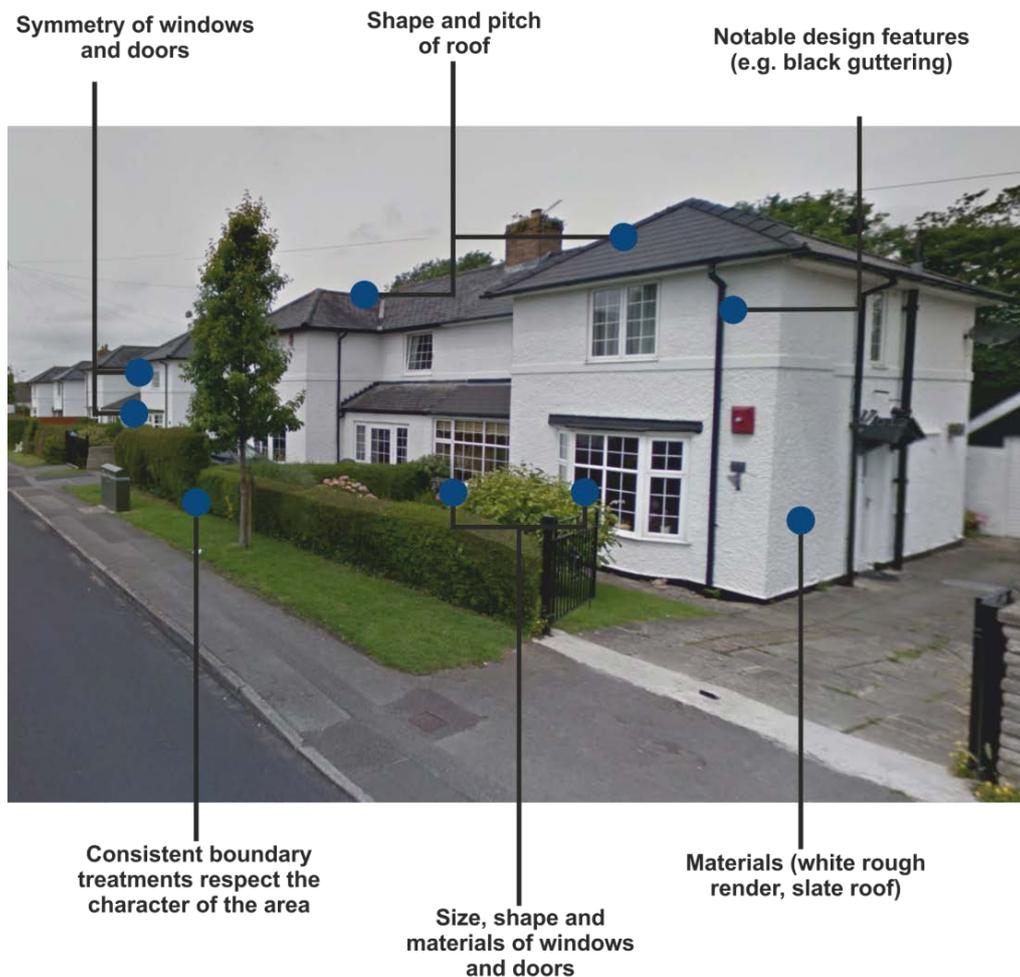
7.3.2. Key principles when considering the context to your development:

- Are all houses or buildings in the area of a similar scale, massing and form.
- Does the built development in the area form a consistent building line (how is it viewed within the street scene)?
- Is there any symmetry created by attached houses or a consistent pattern of development.
- Do houses in the area occupy a similar position within their plots, creating a pattern of development in terms of siting, space between houses and arrangement of garden space.
- Is there a predominant architectural style
- Is there a consistent use of materials in the street scene.
- Are there any repeated visual breaks in the built form within the street scene (i.e. a repetition of space between houses).
- Is landscaping a prominent element within the street scene.

Figure 1: Understanding the character of your area (Windsor Terrace, Penarth Example)



Figure 2: Understanding the character of your area (Westward Rise, Barry Example)



8. Designing your proposal

8.1. Introduction

- 8.1.1. Once the character of your property and its context has been established, your development should be designed so as to complement and positively contribute the existing character.
- 8.1.2. New development should be sympathetic to the existing in terms of scale, massing, form, positioning, detailing and materials. Regard should also be had to the relationship of the development to open space, including residential garden, and established visual breaks in the street scene. These principles shall apply to new houses, extensions and garages / outbuildings.
- 8.1.3. Innovative, contemporary and modern design in new development may be appropriate where it is demonstrate that there is a sound understanding of design and the context of the development, and that the proposal has appropriately responded to the character of your property and the area. High quality materials are usually an essential element of successful contemporary design.
- 8.1.4. By following the more detailed key principles set out in this SPG, you should ensure that your new development will complement your existing property and fit comfortably into the wider street scene, which is particularly important in a neighbourhood that has a very strong style or character.
- 8.1.5. Failure to embrace these principles may lead to the refusal of planning permission as the development would be contrary to LDP policies and national planning policy on design.

8.2. Architectural style

- 8.2.1. Where special attention is paid to good architectural detailing, new development can make a positive contribution to its context.
- 8.2.2. Key principles:

- i. The architectural style of new development should be complementary to that of the original property and buildings in the surrounding area.
- ii. The architectural detailing on the existing property should be repeated, where appropriate. This includes the continuation of plinths, stringcourses, decorative brickwork, bargeboards, sills and fascia; these are important elements in the overall design of new development. The repeat of details such as decorative bargeboards, quoins or brick courses can also help to integrate the development into its context.
- iii. Where innovative, contemporary and modern development is proposed, a sound understanding of design and the context of the development should be demonstrated. The design should appropriately respond to the character of the property and the area.

8.3. Materials

8.3.1. The materials chosen for your development will be a fundamental element of its design.

8.3.2. Key principles:

- i. In most circumstances the materials used for the development should match and replicate those used on the original property.
- ii. Where alternative materials and finishes are proposed, they should complement the colours, tones and textures of the original property and buildings in the surrounding area.
- iii. Where a modern development is proposed, the use of contemporary and contrasting materials may be appropriate. These should, however, be of a high quality.

8.3.3. In some circumstances the Council will ask for samples to show what materials are proposed, or these may be required by condition.

8.4. Windows and doors

8.4.1. Windows and doors add interest and character to the appearance of a property and designing them carefully is integral to achieving a high standard of development.

8.4.2. Key principles:

- i. Windows and doors should, in most cases, be of a similar size, shape and design to those found in the original property and should reflect the existing pattern and arrangement.
- ii. Where a modern development is proposed, a contemporary design with larger openings may be acceptable, but much will depend on the quality and standard of design and materials.
- iii. The size and location of windows and doors should have regard to the privacy of neighbouring properties (see Section 9.2 below).

8.5. Siting, Scale and Massing

8.5.1. You must ensure that the scale and massing of a new development is appropriate when compared to the original property and its context. It is important to ensure that new extensions are proportionate in their scale to the existing property.

8.5.2. If due regard is paid to the scale and massing of your extension, new development can add interest to your property, thus making a positive contribution to the street scene.

8.5.3. The siting of a new development, extensions in particular is likely to be influenced by a number of factors, including the proposed use of the new development, the space available around a property, and the prominence and appearance of the new development in the street scene.

8.5.4. This section explores this in more detail highlighting particular issues relating to different types of householder development.

8.5.5. The measurements referred to in this SPG are guidelines and may be affected by the site specific context of a proposal.

8.6. Secure by Design

8.6.1. It is well understood that the design of residential areas can help people feel safe and reduce opportunities for crime.

8.6.2. Five qualities help to achieve this:

- Vitality or coming and going by neighbours and the public means that there are people about who can keep an eye on things.
- A clear and effective distinction between public and more private spaces means that people know where there is a right of access or control.
- Views from neighbouring homes of all public areas through the use of windows, lighting and good design of the landscape mean that people feel safe, whilst potential criminals might feel observed.
- Footpaths with an open aspect and overlooked by adjoining dwellings means that all areas of public space will have surveillance and feel safe.
- Physical security, secure rear gardens, secure ground floor windows and entrance doors to PAS24 2016 or equivalent. With all developments being built to Secured by Design standards.

8.7. Front Extensions

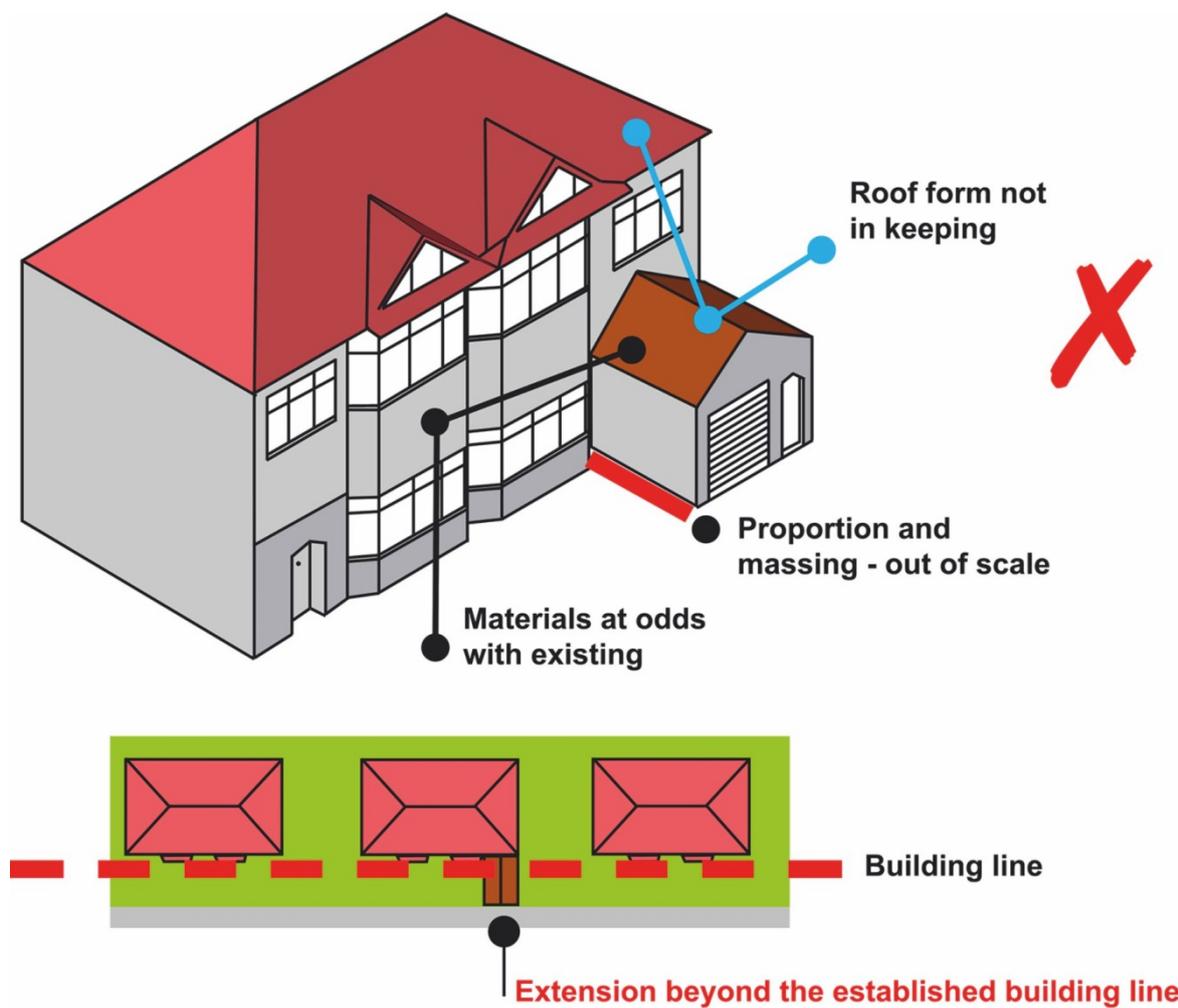
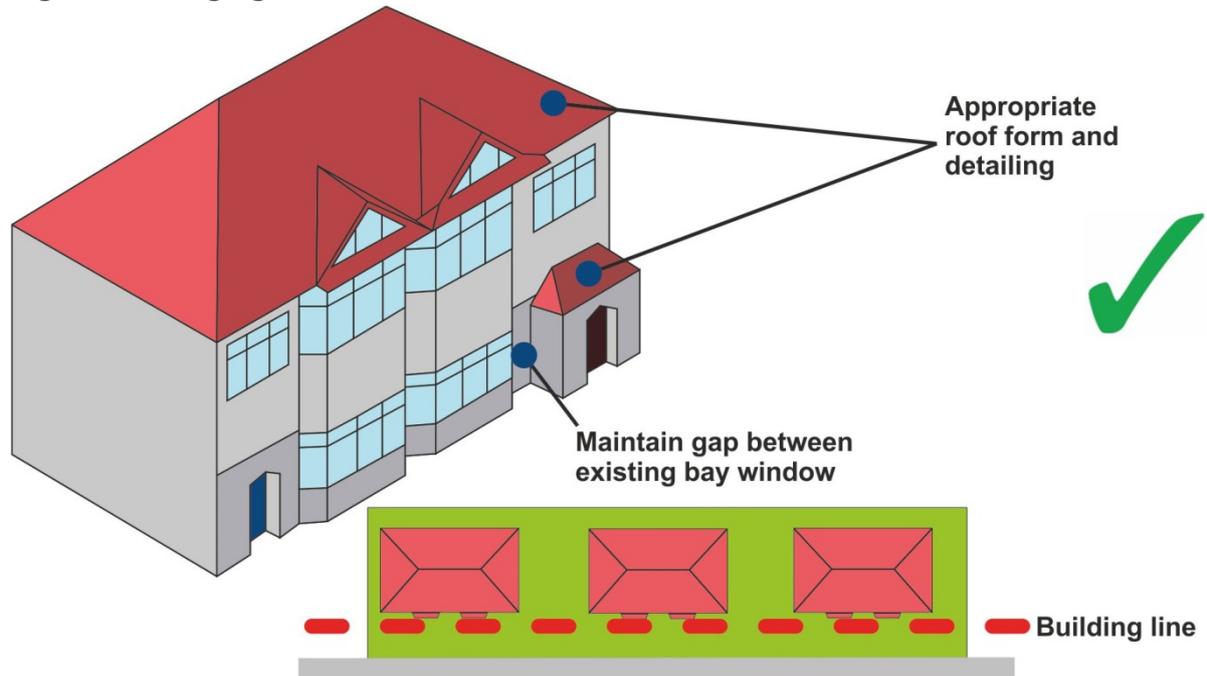
8.7.1. Extensions to the front of properties will usually be prominent in the street scene and therefore require careful design, particularly in terms of scale and massing.

8.7.2. Key principles:

- i. Established building lines should be respected.
- ii. Two storey developments will in many cases not be acceptable; however this will depend on the context of the site.
- iii. Where a single storey extension or a porch is proposed, it should be of an appropriate form, scale and location that responds to the character of the existing house and other development within the street scene.
- iv. The scale of new development should be proportionate to that of the original property.

- v. Original features on front elevations (e.g. bay windows) should be retained.

Figure 3: Design guidance for front extensions



8.8. Side Extensions

8.8.1. Side extensions can be prominent in the street scene and can adversely affect the character of the street if poorly designed. For example, in a street characterised by consistently spaced semi-detached houses, two-storey side extensions which fill the gap between these properties can create a 'terracing effect' that harms the overall character of the street. Proposals will be assessed on the basis that the neighbour may in time seek to do the same and therefore both properties need to maintain a gap to the side boundary.

8.8.2. Key principles:

- i. The extension should be proportionate to the width of the original property.
- ii. Any symmetry that is identified in the existing built development should be retained. Development that 'unbalances' a pair of semi-detached properties should be avoided, as it is also likely to adversely impact on the street scene.
- iii. New extensions should not result in a 'terracing effect' (i.e. where the gap between detached or semi-detached properties is lost).
- iv. The ridgeline of the roof should be lower than that of the main roof.

Design Standards:

1. Two storey side extensions should be set back from the front elevation of the property by a minimum of 300mm
2. Two storey side extensions should be set off the side boundary by a minimum of 750mm, where building closer to the boundary would cause a 'terracing effect'

Figure 4: Well-designed single story side extension

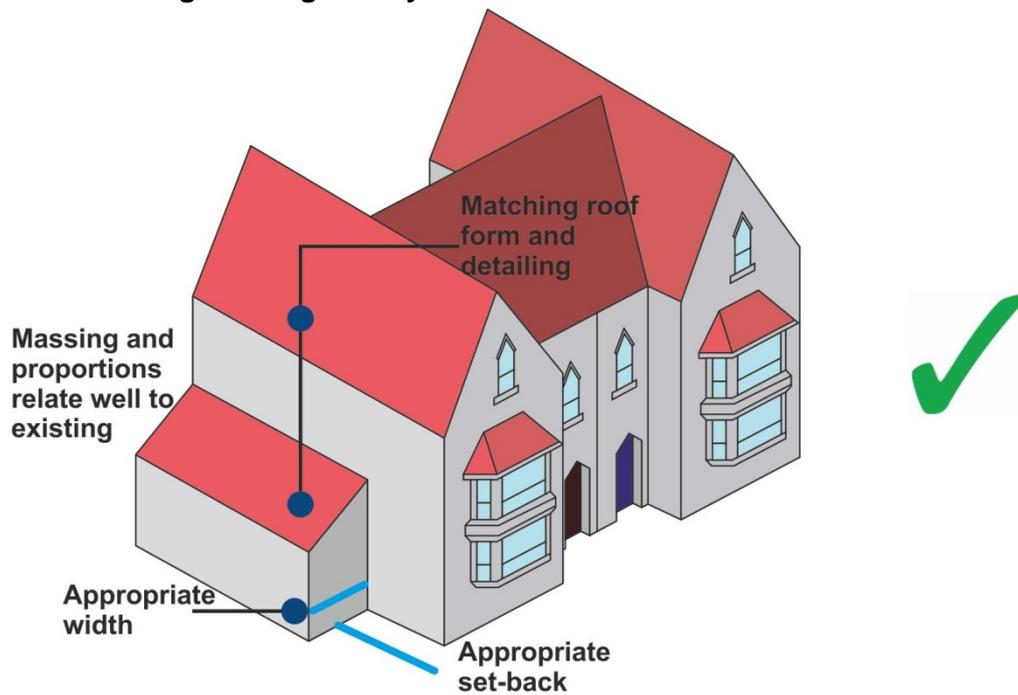


Figure 5: Setting Back of Front Elevation of Side Extension

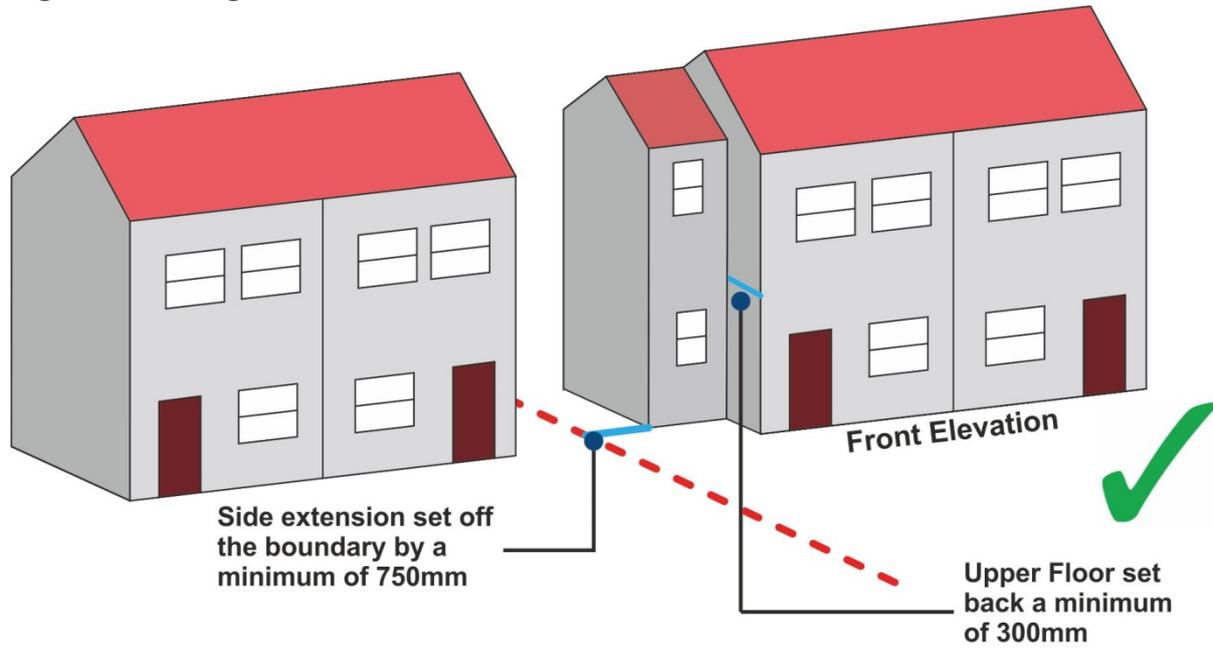


Figure 6: Setting Back of Upper Floor of Side Extension

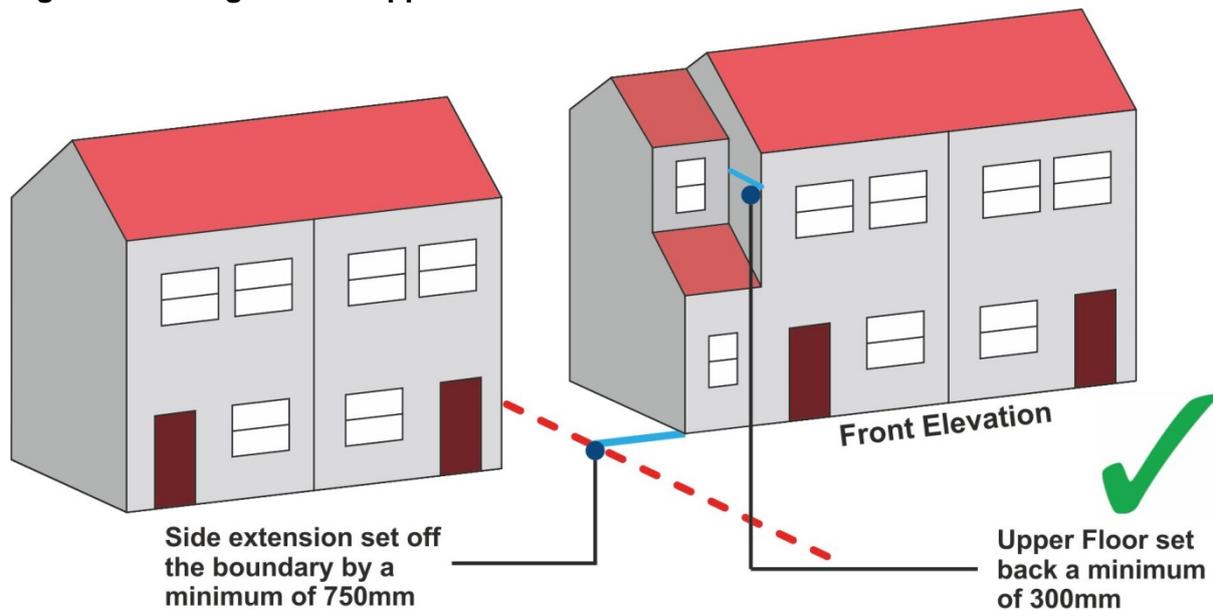
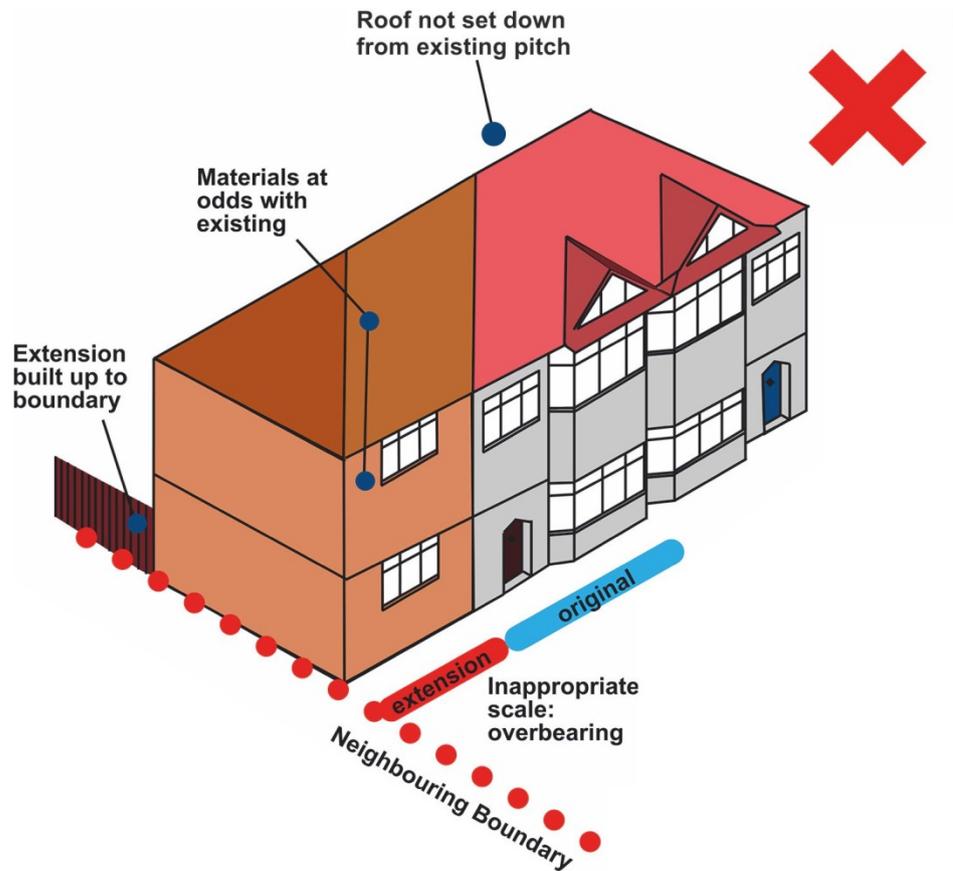
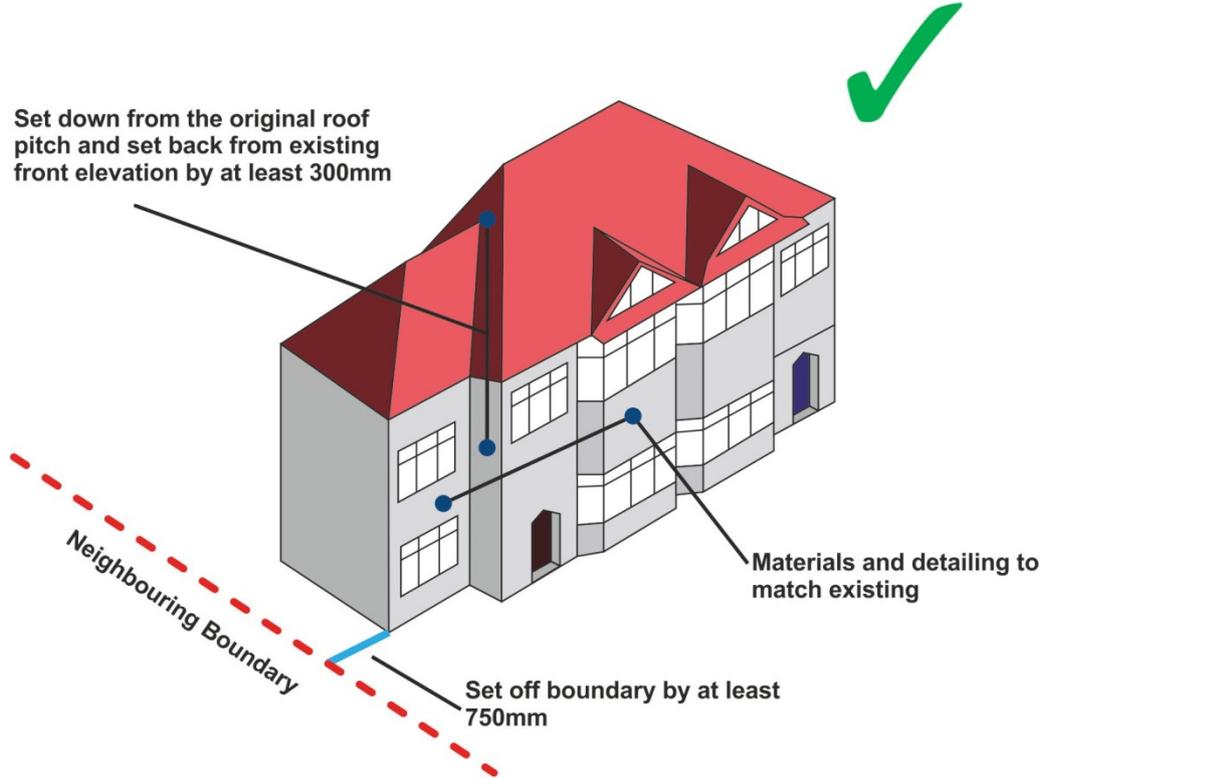


Figure 7: Examples of well-designed and poorly designed two-storey side extensions



8.9. Rear Extensions

8.9.1. Generally, extensions to the rear of existing houses are less visible within the street scene. These may, however, be visible from a side street, rear lane or noticeable due to the topography of the site and its context or from gaps between houses.

8.9.2. Key principles:

- i. The scale of new extensions should be proportionate and not dominate the existing house.
- ii. The impact on neighbours should be minimised (refer to section 9).

8.10. Roof form

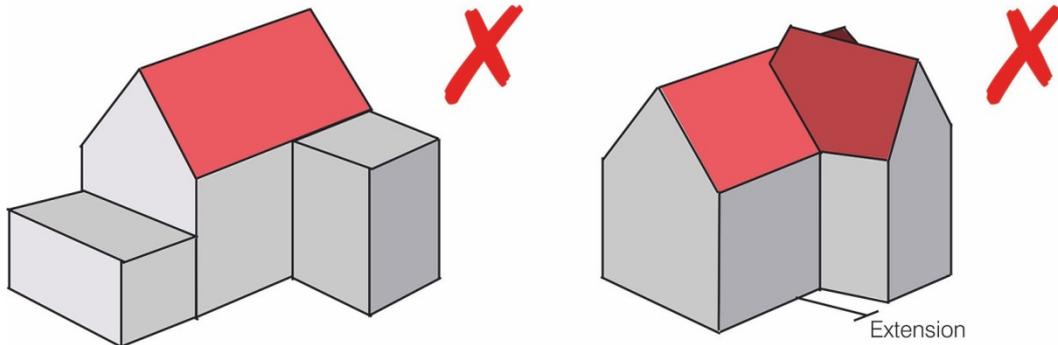
8.10.1. Generally, proposals that involve major changes to the existing roof (e.g. raising the ridge or eaves, or extensions to the roof) will potentially have a big impact on the appearance of the property and can cause harm in a street with a consistent street scene.

8.10.2. Key principles:

- i. Where there is a strong, prevailing roof form on buildings in the area, this should be replicated in new development. Proposals that depart from the prevailing character of residential development will be resisted where they would be harmful to the street scene.
- ii. The roof of any development should reflect and be complementary to the roof of the existing property in terms of style, form, pitch and materials.
- iii. The ridge height of any new development should be lower than that of the original roof in order to emphasise the distinction between the original house and the new addition; this will ensure subservience.
- iv. Flat roof extensions are generally not supported, unless they form part of a high quality contemporary design. Much will depend on the architectural style of the original building and the form of new development.

- v. Where 'hip to gable' development is proposed, careful consideration should be given to the size, form and materials proposed in order to avoid a prominent and incongruous form of development within the street scene.

Figure 8: These diagrams highlight inappropriate forms of roof extension



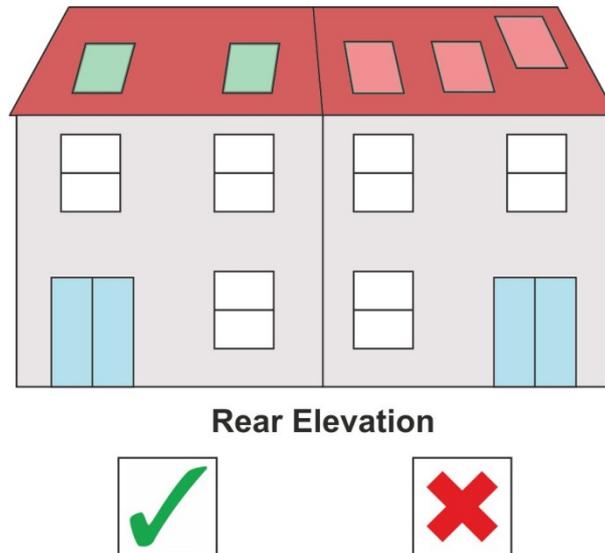
8.11. Loft Conversions / Roof Extensions

8.11.1. A loft conversion is an effective way of achieving additional living accommodation within the roof space. Such development can, however, have a significant effect on the appearance of a property.

8.11.2. Key principles:

- i. Less obtrusive sloping roof lights should be used as window openings to prevent problems of overlooking. Consideration should be given to the following:
 - Roof lights should be positioned away from gables or roof abutments.
 - If there is more than one roof light on a roof facing a main road, they should be at the same level and evenly spaced, and of the same size, shape and design.
 - In sensitive locations such as Conservation Areas or on a Listed Building, flush-fitting roof lights should be used to reduce prominence and should be generally avoided on primary elevations.
 - The Council may request daylight factors to justify the need and size of the roof light.

Figure 9: Loft windows should be evenly spaced, with matching features to the rest of the dwelling.



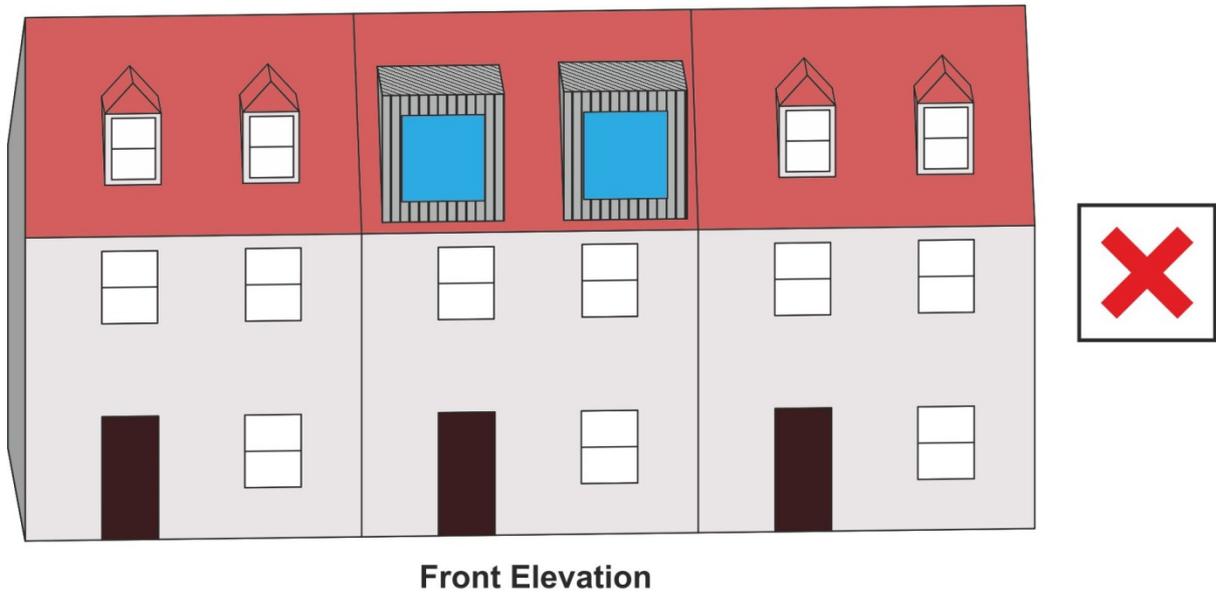
- ii. Dormer extensions should be appropriate to the street scene and should be of a scale that is proportionate to the main roof. In streets which have a consistent roof pattern, without dormers, the introduction of dormer extensions that detract from the character and appearance of the street will be resisted.

8.11.3. Consideration should be given to the following:

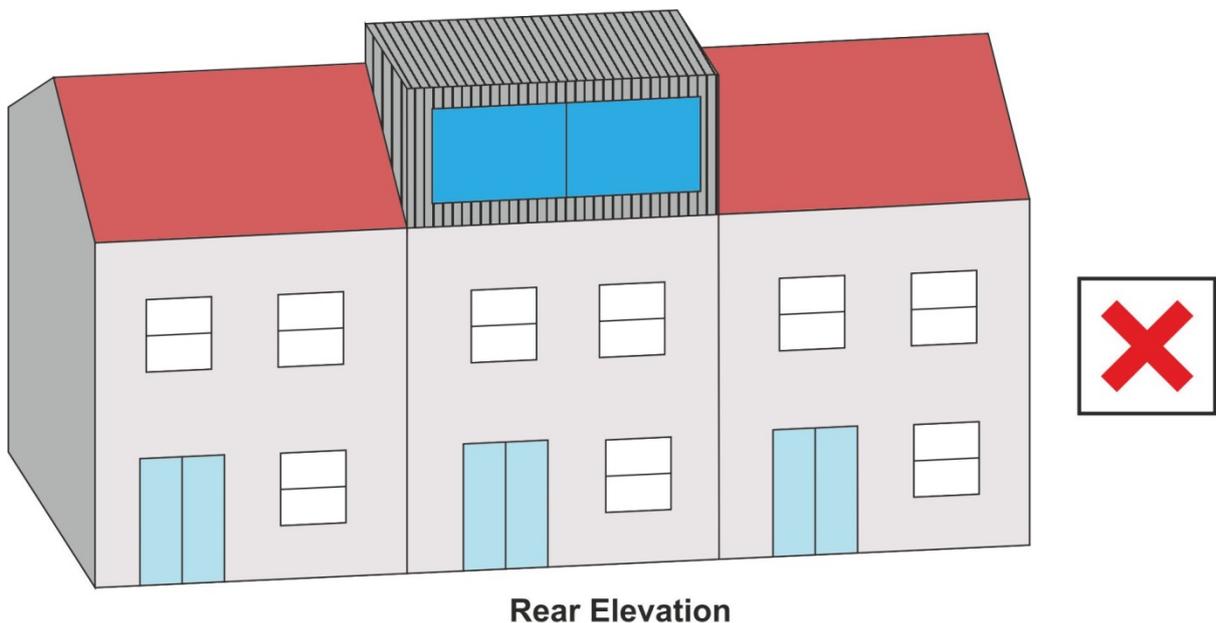
- Dormer extensions should be designed to reflect dormer extensions that are an original feature of other buildings in the street scene.
- The windows in dormer extensions should be positioned to match the pattern, size and shape of those present in the rest of the existing house.
- Dormer extensions should be positioned on the least prominent elevations. Exceptions could include dormer extensions on the front facing roof slope where this is a traditional feature of other properties within the street scene, provided it does not detract from the character of the street. The design should reflect the original features of other buildings in the street.
- Dormer extensions should be set up from the existing eaves of the property, set down from the existing ridge, and set in from the sides of the roof.
- Two smaller dormer windows are often preferred to one larger window.

- The cheeks of a dormer extension should be finished in materials to complement those used in the existing roof (i.e. hanging slates rather than cladding). Dark framed windows are preferable to white.

Figure 10: Shows poorly-designed dormer window development to the front and rear of properties



The box dormers are excessive in scale within the roof and poor alignment with windows in the rest of the dwelling. Design of box dormer is insensitive to the existing pitched roof dormers.



Dormer not set in from neighbouring roof boundary or set back from rear elevation. The height of the dormer exceeds the existing pitch of the roof.

8.12. Balconies, Roof Terraces, Raised Patios and Decking

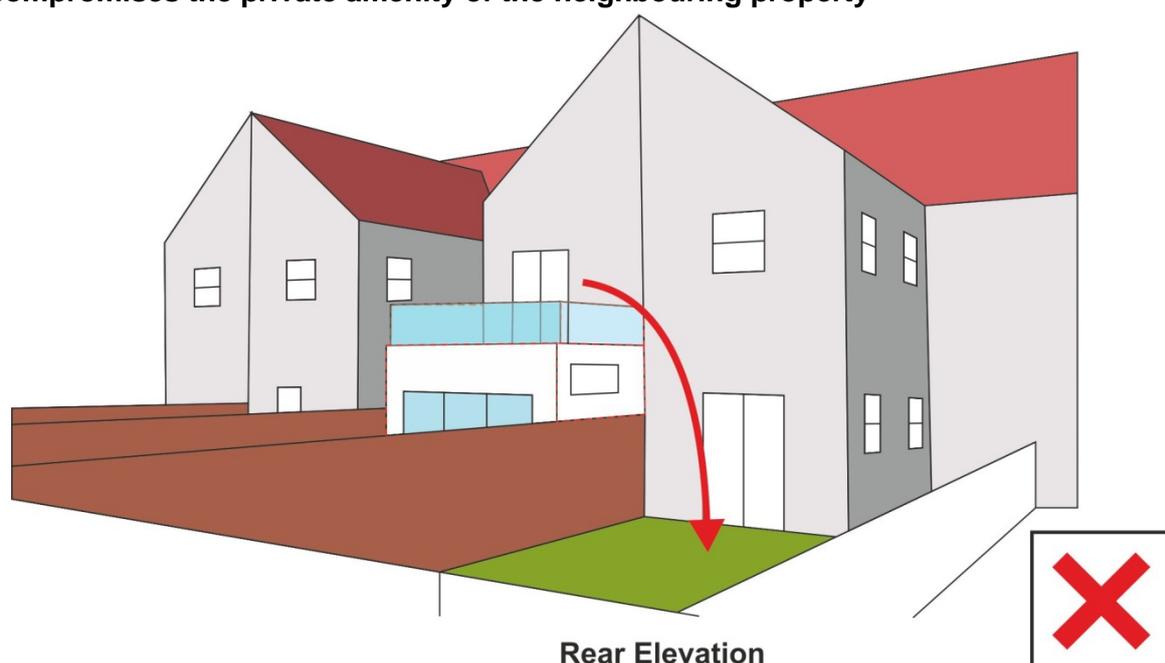
8.12.1. Key principles:

- i. The development must not result in direct and close range views into the habitable rooms of adjoining properties.
- ii. The development should not result in an unacceptable degree of overlooking into the garden of a neighbouring property.
- iii. Balconies and roof terraces should not dominate the elevation to which it is attached. Where attached to a semi-detached property, they should not unbalance the pair.
- iv. The detail and materials used should complement the character of the property.

8.12.2. Subject to context, possible design solutions could include:

- Appropriate screening can be used to minimise overlooking of neighbouring habitable rooms or garden, although care should be taken to ensure that the privacy screen is visually acceptable
- Setting the development away from shared boundaries.

Figure 11: An example of an unacceptable extension with roof terrace which compromises the private amenity of the neighbouring property



9. Impact on Neighbours

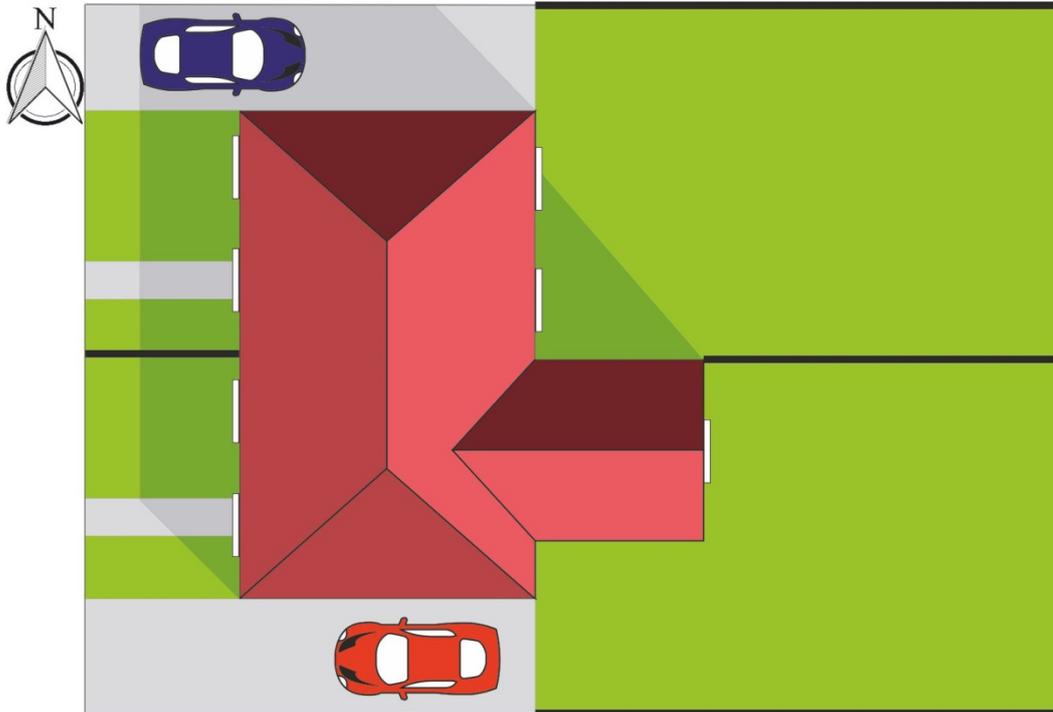
9.1. Overbearing and overshadowing impacts

9.1.1. Development can have a negative impact on a neighbour's amenity, depending on the size of it and its location in relation to the principal outlook of a neighbour's garden or rooms. Similarly, development that causes a harmful level of over shadowing will be considered un-neighbourly and, therefore, unacceptable. New development must ensure that your neighbour's existing residential amenity is safeguarded.

9.1.2. Key principles:

- i. Two-storey development, large single storey extensions and/or large structures should in most cases be set away from the boundary adjacent to the garden of a neighbour's property.
- ii. Development should not unreasonably enclose a neighbour's immediate outlook.
- iii. Development should not cast large shadows onto a neighbour's house or garden.
- iv. Development that results in a significant loss of daylight and / or sunlight to habitable rooms (i.e. living room, main bedroom, kitchen and dining room) or private garden areas of neighbouring properties are likely to be harmful.
- v. Thought should be given to the orientation of the development in relating to the sun so as to minimise its overshadowing impact on a neighbour's property.
- vi. Consideration should be given where there is a change in levels between your property and a neighbouring property must ensure that your neighbour's existing residential amenity is safeguarded.

Figure 12: Impact of extension over-shadowing neighbour's habitable rooms



9.1.3. Subject to the context of a site, possible design solutions to achieve a successful development could include:

- i. Carefully considering the scale of the existing buildings within your property and adjacent to it, to ensure that new development is of an appropriate scale in comparison. Any development, in particular extensions, should be proportionate to your house and the surrounding existing development.
- ii. Siting development away from neighbouring boundaries.
- iii. Setting back upper floors of new development from the ground floor element. (See Figure 6)
- iv. Development of one and half storeys.
- v. Using lower ridge heights or shallow pitched roofs.
- vi. Slope roofs away from the neighbour's property.

9.2. Privacy

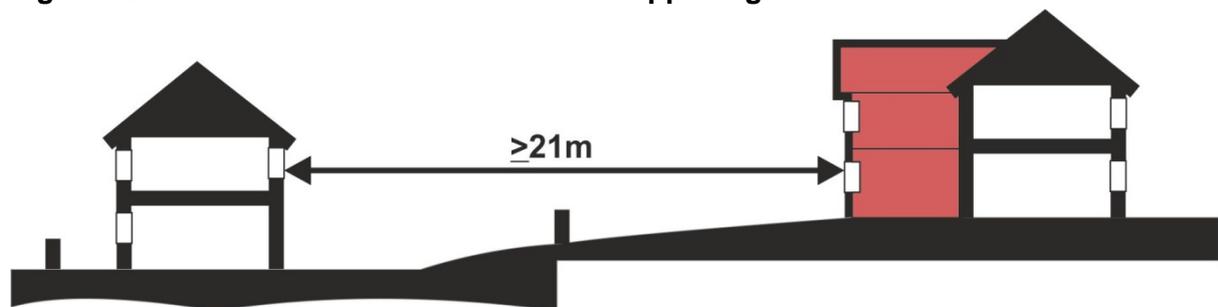
- 9.2.1. A sense of privacy within a house and a private garden area is fundamental to the enjoyment of a residential property (i.e. residential amenity).
- 9.2.2. New development that has a negative impact on the existing level of privacy enjoyed by a neighbour should be avoided wherever possible. Where new development results in an unavoidable impact, careful consideration must be given its design to ensure that the impact is kept to an acceptable level so as to safeguard your neighbour's existing residential amenity.
- 9.2.3. For the purposes of this guidance, a habitable room means a room that occupiers spend a significant amount of time in undertaking activities that require a degree of privacy. These can include bedrooms, bathrooms, living rooms, dining rooms and kitchens.
- 9.2.4. Where windows in the neighbouring property or within the proposed development are obscurely glazed this may mitigate overlooking issues.

Design Standard:

3. A minimum distance of 21 metres* between opposing windows in habitable rooms should be achieved (see figure 13 below).

**Where there is a difference in levels, the distance will be measured horizontally between the properties.*

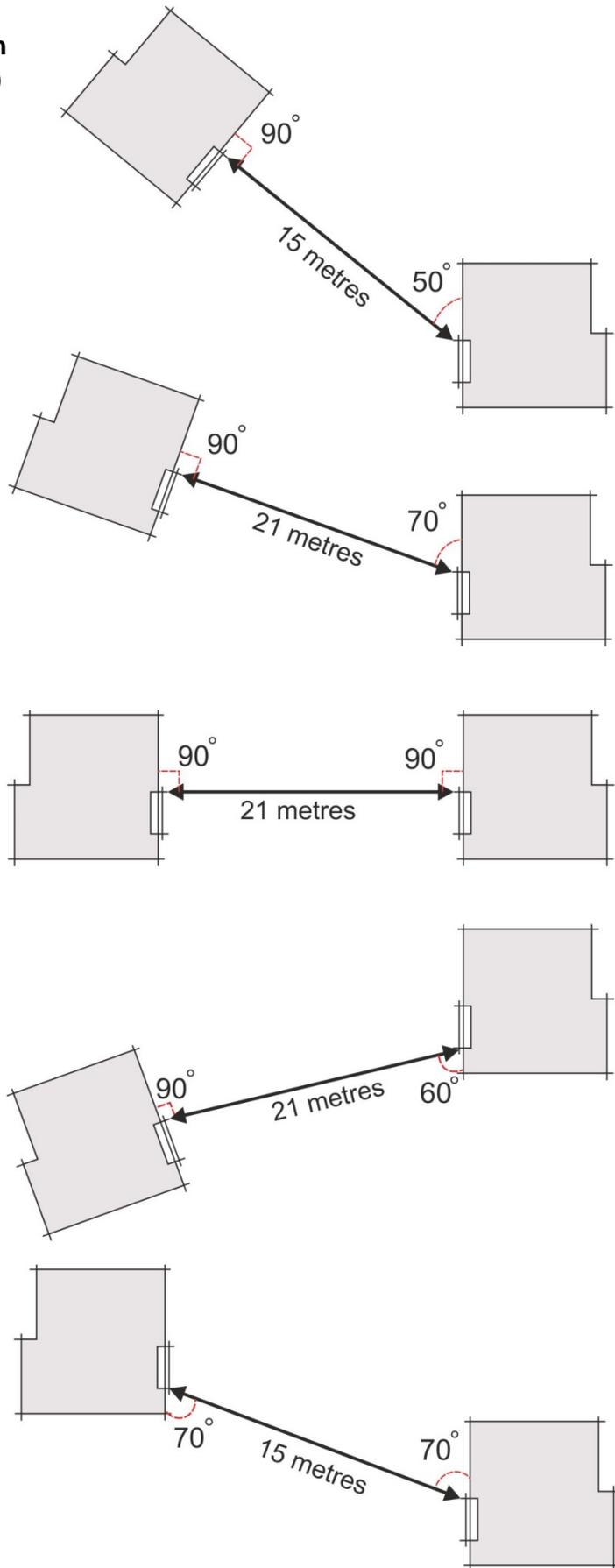
Figure 13: Distance of at least 21m between opposing habitable rooms



9.2.5. Key principles:

- i. Habitable room windows directly overlooking a neighbour's garden, in close proximity to boundaries, are likely to be harmful.
- ii. A minimum distance of 21 metres between opposing windows in habitable rooms should be achieved (see figure 14).
- iii. Where habitable room windows of a neighbouring property are at an angle of less than 90° to the habitable room windows in new development (i.e. windows not directly opposing), the minimum distance between the opposing windows may be reduced (see figures 14 and 15).

Figure 14: Distance between opposing habitable windows (metres)



The reduction of distance between principle windows is dependent upon the horizontal angle included between the shortest line joining any part of the principle window.

Figure 15: Distance between opposing habitable windows of dwelling (metres)

Degrees	90	80	70	60	50	40	30	20	10	0
90	21	21	21	21	15	12	8	6	4	2
80	21	21	21	15	12	8	6	4	2	
70	21	21	15	12	8	6	4	2		
60	21	15	12	8	6	4	2			
50	15	12	8	6	4	2				
40	12	8	6	4	2					
30	8	6	4	2						
20	6	4	2							
10	4	2								
0	2									

9.2.6. Subject to context, possible design solutions could include:

- i. The use of obscurely glazed and non-openable windows;
- ii. High level windows (1.7m above internal floor level); or
- iii. Angled / restricted view windows

9.3. Other Impacts on Neighbours

9.3.1. Householder and residential development can have other impacts on neighbouring properties.

9.3.2. **Noise** can adversely affect neighbouring amenity. Activities that may be incidental to a residential use (e.g. music studio, hobby mechanics etc.) can be noisy. Therefore, careful consideration should be given to the siting of buildings for such activities relative to neighbouring properties and the need for appropriate sound insulation.

9.3.3. **Lighting**, in particular powerful security lighting, can affect neighbouring amenity if light-spill occurs into neighbouring properties. Care should be taken to locate and direct lighting to minimise harmful impacts on neighbouring properties.

9.3.4. **Access / Parking** arrangements can be a source of contention between neighbours. Careful consideration should be given to protecting necessary access arrangements. To avoid disturbance caused by car doors slamming, parking areas should ideally be located away from the main private / quiet garden areas of neighbouring properties.

10. Amenity Space

10.1. For the purposes of this Guidance, amenity space associated with residential properties includes front gardens and private rear gardens. It does not include footpaths, driveways and parking areas. Amenity space is essential and provides a number of important functions that contribute towards a resident's enjoyment of a property. Those essential functions include space for relaxation, entertainment and play; gardening and cultivation; clothes washing and drying; DIY; and waste, cycle and other domestic storage.

10.2. There are different amenity standards for houses and flats, reflecting the fact that flats are necessarily served by shared facilities and services. In addition flats are often located in more urban and sustainable locations where higher densities are appropriate.

Design Standards:

4. For houses, a minimum of 20 sq.m amenity space per person* should be provided, and the majority should be private garden space.

**typically a 2 bed house would have 3 persons, 3+ bedrooms would typically have 4 persons.*

5. For flats, between 12.5 sq.m and 20 sq.m of amenity space per person should be provided, depending on the size of development*. Communal areas of amenity space may be acceptable, but these must be directly accessible for all occupiers.

**typically a 1 or 2 bedroom flat would have 2 persons.*

1-20 people = 20 sq.m per person

21-40 people = 17.5 sq.m per person

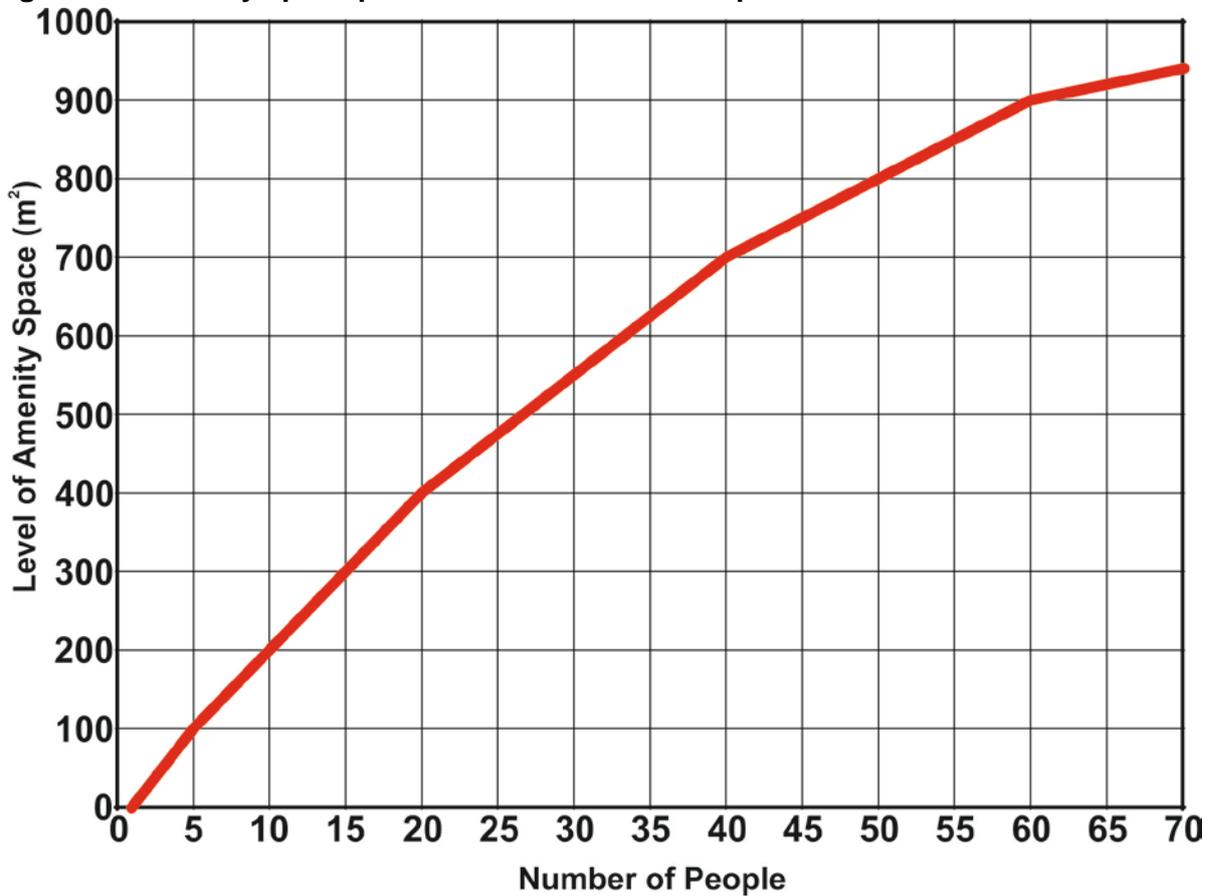
41-60 people = 15 sq.m per person

61+ people = 12.5 sq.m per person

10.3. Key principles:

- i. Proposals for new houses or conversions to create new dwellings and new householder development must ensure that an adequate provision of amenity space is provided and maintained.
- ii. Private (usually rear) gardens should be of a useable shape, form and topography.
- iii. In flatted developments (including conversions) all units should be provided with direct access to amenity space within/through the site. Indirect access to amenity space (for example along the highway) will not be acceptable.

Figure 16: Amenity space provision for flatted developments



11. Access and Parking

- 11.1. You must obtain a separate technical approval and a license from the Council's Highways Maintenance Section if you intend to construct a new vehicular crossover, or if a new dropped kerb is required. Planning permission may be required to make a new means of access or widen an existing access from your property onto an adopted highway.
- 11.2. When planning a new development you should consider the impact it may have on the existing parking provision, particularly if the proposal results in the loss of part of the existing driveway or garage. Where there is an increase in the number of bedrooms, there may need to be an increase in parking provision.
- 11.3. The Vale of Glamorgan's Parking Standards SPG provides additional guidance on parking provision requirements, including the necessary dimensions of spaces.
- 11.4. Key principles:
- i. The access to a property should be safe. New development should not result in a detriment to the existing access arrangements or to highway safety.
 - ii. Gates and garage doors should not open out onto the public highway
 - iii. If a new vehicular access is off a main road or a very busy road, you may be required to provide a turning area within your property in order to allow vehicles to enter and leave your property in a forward gear.
 - iv. The provision of additional vehicle parking should not result in an unacceptable impact on amenity space provision and the appearance/character of the property and the wider street scene
 - v. Parking demand will be assessed on all new developments in accordance with the Council's Parking Standards SPG

12. Foul and Surface Water Drainage

12.1. When designing your new development you must consider how both foul and surface water will be disposed of. You are encouraged to consider the use of a sustainable means of disposing of surface water (i.e. rainwater) in your new development. If not appropriately disposed of, surface water runoff can contribute to flooding and pollution of nearby watercourses.

12.2. Key principles:

- i. Hard surfacing must not drain, either directly or indirectly, onto adjoining land or the adopted highway.
- ii. Hard surfacing (e.g. driveways, paths and patios) should be permeable (i.e. allow water to penetrate) or drain to a permeable surface within your property (e.g. a soakaway).
- iii. The landscaping within your property (e.g. lawns, planting borders, etc.) should be retained and enhanced as this will assist with surface water drainage within your property.

13. Landscaping and boundary treatments

13.1. Trees and other landscaping help make areas more attractive and make a positive contribution to the biodiversity of an area (see Biodiversity SPG). Landscaping is an essential element of good design. For these reasons, existing landscaping should be retained and enhanced. However, new development can often result in the loss of landscaping and, as such, it is essential that you consider how your development will impact upon existing landscaping and how it can be designed so as to incorporate new landscaping. Also see Trees and Development SPG.

13.2. Boundary treatments such as walls, railings and gates contribute to the character and attractiveness of the street scene. Enclosures also provide security and assist in defining the boundaries between public and private areas. Streets can become unattractive if frontage boundary treatments vary, are missing or excessive in their height.

13.3. Planning permission is required for the erection or addition to a fence, wall or gate if it is over 1 metre high and next to a highway used by vehicles (or the footpath of a highway used by vehicles); or over 2 metres high elsewhere.

13.4. Key principles:

- i. When determining the location of your new development, you must have regard to the potential impact of its construction on the root zone of existing trees. If existing trees are to be retained, development (including hard surfacing) must not be carried out underneath the canopy of a tree or within a 2 metre radius of smaller trees with an undeveloped crown.
- ii. During the course of new development, existing trees and substantial planting that is to be retained should be protected with fencing around the root zone to prevent damage during construction.
- iii. When proposing new planting, you should take into account the potential size of the plants when fully grown to ensure they do not dominate your garden.
- iv. Native species appropriate to the context should also be proposed.

- v. The materials, style and scale of new walls, fences and railings should take account of existing means of enclosures within the street scene, particularly where there is a consistent type and design.
- vi. Removing original front enclosures should be avoided as this can have a detrimental impact on the street scene. Where original walls or railings have been previously removed, consideration should be given to their reinstatement.
- vii. Boundary treatments should not interfere with driver visibility when leaving a property in the interests of highway safety.
- viii. Front enclosures should be low enough to see over in order to promote natural surveillance and help towards crime prevention.
- ix. Where the street was originally designed as open plan (i.e. if the front/side gardens in your area are not enclosed), boundary treatments may not be considered acceptable.

14. Renewable Energy

14.1. Solar Panels

14.1.1. The Council is supportive of renewable energy measures; however highly visible solar panels are unlikely to be acceptable in sensitive or very visually prominent areas such as Conservation Areas, Listed Buildings or on the front elevation of older and traditional houses.

14.1.2. Key principles:

- i. Solar panels should be positioned on the least visible roof slopes.
- ii. Solar panels should be installed flush with the roof plane, away from the eaves, verges and ridge.
- iii. Photovoltaic roof tiles should be considered in sensitive areas.

14.2. Domestic Wind Turbines

14.2.1. Due to the contemporary appearance of these structures, they are unlikely to be acceptable in sensitive or very prominent locations such as Conservation Areas, on Listed Buildings or front elevations.

14.2.2. Key principles:

- i. Wind turbines should be sited to minimise their visual impact (e.g. away from public roads and footpaths). A balance needs to be sought between the visual impact of the turbine and its performance.
- ii. The noise generated by a wind turbine should be minimised in order to safeguard the amenity of neighbouring occupiers.

15. Other Development

15.1. CCTV Cameras

15.1.1. Key principle:

- i. When erecting CCTV cameras you should consider their position, height and direction of sight in order to minimise their impact on the privacy (perceived or otherwise) of your neighbours.

15.2. Air Conditioning Units

15.2.1. Key principles:

- i. The units should be positioned on your property so as to minimise their visual impact.
- ii. Units should be positioned on less prominent elevations of your house.
- iii. The noise generated by the unit should be minimised in order to safeguard the amenity of neighbouring occupiers.

16. Contacts

Development Management

The Vale of Glamorgan Council

Docks Office

Barry Docks

Barry

CF63 4RT

Email: planning@valeofglamorgan.gov.uk

Development Management (Duty Planning Officer): Tel: 01446 704681

Building Control: Tel: 01446 704609 / 704842

17. Appendices

17.1. Appendix A - Validation Requirements Checklist

VALIDATION CHECKLISTS FOR PLANNING AND ASSOCIATED APPLICATIONS

Introduction to Validation Checklists

These notes provide the checklists for each development type and the kind of information required prior to the validation of an application. These can be used by applicants to determine what the Council requires to assist in the speedy processing of applications. Where the information required by us is not provided, the Authority will consider an application invalid.

The checklists are divided into three parts:

- **Part I** contains compulsory requirements for the submission of an application, including some matters that are required by law and other information that Vale of Glamorgan Council considers necessary in all cases;
- **Part II** contains suggested additional information that the Council deems to be important with certain application types; and
- **Part III** contains validation checklists outlining the requirements of different application types based on the information contained in Part II.

If the information that is required by these Parts is not included with any application, then the Vale of Glamorgan Council will be entitled to declare the application invalid and not register or process it. In this case, a letter will be sent to the applicant saying the application is invalid and stating what additional information is required. If an application is not accompanied by information outlined in these notes, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. It may also be that only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. ***It is important that applicants demonstrate why additional information is not supplied to avoid delay, failure to do so may delay consideration of your application.***

Pre-application Advice

The Authority is able to provide pre-application advice for all types of applications (except householder) to guide applicants through the process and to ensure that applicants are aware of the information requirements. This is especially useful for larger and more complex schemes (such as those accompanied by a Statutory Environmental Impact Assessment) and those involving listed buildings and development in conservation areas. This can help minimise delays later in the determination process. It can also identify whether other permissions/consents may be required and the additional information required. When seeking advice, applicants should submit design proposals in writing for consideration by officers. Such initial or sketch plans should be submitted to ensure that real value is added by the process. Advice cannot be provided on the basis of phone only requests, when no proposals are submitted in writing or when a developer has no firm proposals. A written response will be provided as

the LPA's informal comments. A guidance note is available to explain this process fully. Some sites may require a meeting to discuss issues further.

The Vale of Glamorgan Unitary Development Plan

The supporting information required reflects the requirements of relevant policies of the UDP, which is available to view on the website at: www.valeofglamorgan.gov.uk
Development proposals should accord with relevant policies and proposals of this document unless material circumstances indicate otherwise.

Government Advice

Other material planning considerations include Planning Guidance provided by Central Government. Copies of Welsh Assembly Government, Technical Advice Notes and Circulars may be viewed on the Government website at www.wales.gov.uk and www.communities.gov.uk.

Part I

Compulsory Requirements

Applications may be submitted as either a hard copy or as an on-line application. Application forms can be obtained from the Vale of Glamorgan Council Offices at Docks Office, Barry CF63 4RT or on line at www.valeofglamorgan.gov.uk and an online application can be made via the Planning Portal at www.planningportal.gov.uk. When an application refers to the need for more than one copy of a plan or document, it is referring to this requirement for a hard copy application. Where an electronic application is submitted, only one copy will be required.

All applications for full planning permission must include:

- **The Completed Application Form**

The Vale of Glamorgan Council requires 4 copies, which must each be signed and dated.

Applications for Listed Building Consent involving demolition of all or part of a Listed Building require 10 copies.

- **The Correct Fee (where necessary)**

Please see the current fee sheet.

Applications for Listed Building Consent, Conservation Area Consent and those submitted under the Article 4 procedures in the Penarth Conservation Area do not attract a fee.

- **Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Section 5 of The General Development Procedure Order 1995 and Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council must not entertain an application for planning permission, Listed Building or Conservation Area consent unless the relevant certificates concerning the ownership of the application site have been completed. All applications must include the appropriate certificate of ownership.

An ownership certificate must be completed stating the ownership of the property. Certificates A, B, C and D are listed. 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.

- **Agricultural Holdings Certificate**

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

- **Part 1 Notice**

A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate.

- **A Location Plan**

All applications must include copies of an accurate location plan based on an up-to-date Ordnance Survey map at a scale of 1:1250 (urban areas only) or 1:2500 (imperial scales will not be accepted). 4 copies of this plan should be submitted. The location plan should show, at a minimum, two named roads where possible and all surrounding buildings named and numbered. These plans can be purchased from the Vale of Glamorgan Council or any Ordnance Survey Mapping and Data Centre. Full details can be found at www.valeofglamorgan.gov.uk

The application site should be edged clearly with a **red** line, including all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, landscaping, car parking and visibility splays).

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

- **Block Plan**

4 copies of a block plan should be submitted at a recognised metric scale of at least 1:500 (imperial scales will not be accepted). This plan should show accurately:

- (i) the direction North;
- (ii) the layout of the proposed development in relation to the site boundaries and other existing buildings on the site, with annotated dimensions;
- (iii) all the buildings, roads and footpaths on land immediately adjoining the site including access arrangements;
- (iv) the species, trunk position and accurate crown spread of all trees within the boundaries of the site and any proposed building works. Trunk diameters measured in millimetres at 1.5 metres height (or immediately above the roof flare for multi-stemmed trees) must also be provided; and
- (v) the boundary treatments, including walls or fencing where this is proposed.

- **Drawings**

4 copies of all drawings should be submitted at a metric scale of either 1:100 or 1:50 (Imperial scales will not be accepted). These drawings must include proposed floor plans and elevations where alterations are proposed together with existing floor plans and elevations. Where existing buildings or walls are to be demolished these should be clearly shown.

- **Sectional Drawings**

Cross-sectional drawings at a metric scale of at least 1:50 through the proposal to the adjoining land and buildings must be submitted where a proposal involves a change in ground levels and on sloping sites. Full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. The drawings of the proposal should include spot levels, finished floor levels and access gradients as appropriate.

- **Design and Access Statement**

Further guidance on design and access statements is available on the council's website. Design and Access Statements are mandatory from 1st June 2009 on all but Householder Applications and those involving the interiors only of listed buildings and other developments as specified in the guidance.

Part II

Additional Information

The Vale of Glamorgan Council may also request additional information prior to the validation of the application depending on the nature and type of application or the nature of the character of the area within which the application site is situated. Applicants are advised to seek advice on the need for such additional information at the pre-submission stage and to study relevant policies within the Vale of Glamorgan Unitary Development Plan, Supplementary Planning Guidance and National guidance to see what kind of information may be required. Such information could include:

- **Arboricultural Statement**

An arboricultural statement must be submitted showing how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy.

The statement must be produced in line with the guidelines set out within BS5837:2005 and the Council's Supplementary Planning Guidance "Trees and Development" and shall include:

- (i) *Tree Survey Drawing and Schedule* - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their *existing context* and not within the context of the proposals.
- (ii) *Arboricultural Constraints Plan (ACP)* - An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.
- (iii) *Tree Protection Plan* - Scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.

(iv) *Arboricultural Statement. Method Statement (AMS)* - sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. I also details the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.

Further advice is available in the Vale of Glamorgan Council's Supplementary Planning Guidance "Trees & Development".

- **Affordable Housing Statement**

Affordable housing will be required in accordance with the requirements of the Vale of Glamorgan Council's Adopted Unitary Development Plan and Supplementary Planning Guidance. Further Guidance is available in the Council's Supplementary Planning Guidance "Affordable Housing".

- **Agricultural/Forestry Dwelling Justification**

Where an application is made for a dwelling in association with agricultural/forestry need it will be required to demonstrate a functional and financial justification in accordance with government guidance.

- **Air Quality Assessment**

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

- **Archaeological Sites and Scheduled Ancient Monuments**

Where a proposal is in an archaeologically sensitive area (including where a Scheduled Ancient Monument is at the site or nearby) prospective applicants should as a first step contact the [Glamorgan Gwent Archaeological Trust](#), Heathfield House, Heath Avenue, Swansea SA1 6EL (Tel. 01792 655208) or [CADW](#), Welsh Assembly Government, Plas Carew, Unit 5/7, Cefn Coed Parc, Nantgarw, Cardiff CF15 7QQ (Tel. 01443 336000). Supporting information shall be provided that includes an assessment and, where appropriate, field evaluation of the impact of the development on existing features and proposals to mitigate against that impact.

- **Conservation Area Assessment**

For proposed development in conservation areas (including any demolition), a written statement will be required that demonstrates how the scheme will preserve or enhance the character or appearance of the locality. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Further advice can also be found in TAN 12 Design and the Vale of Glamorgan Council's Conservation Area Appraisals.

- **Contaminated Land Assessment**

Some sites (especially those that have been previously developed) have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination. For example:

- ◆ where contamination is suspected a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined;
- ◆ where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out; and

- ◆ if the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.
- ◆ Comprehensive information and guidance on how to undertake a contaminated land assessment and the information that must be submitted is available in TAN 21 Waste.

- **Conversion Assessment for the Change of Use of Rural Buildings to Residential Use**

Where a proposal is submitted for the conversion of a rural building to a residential use (other than as an agricultural/forestry dwelling) a report should be submitted that demonstrates that it is not practical or viable to use the building for other purposes or there is an amenity or environmental reason why these purposes are not acceptable.

- **Details of any Lighting Scheme including a Light Pollution Assessment**

This should include technical specification designed to ensure nuisance from lighting is minimised/prevented.

- **Draft Travel Plan**

A draft travel plan is a requirement for larger applications and should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in *'Using the planning process to secure travel plans: Best practice guidance'* - ODPM.

- **Energy Statement**

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards.

- **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 require a developer to prepare an Environmental Statement for certain types of projects. The Regulations provide a checklist of matters to be considered for inclusion in the Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

Applicants may seek a 'Screening Opinion' from the Council to ascertain whether or not an Environmental Statement is required. Applicants are encouraged to do this for large-scale developments or those within sensitive areas at the pre-submission stage in order to avoid delay later in the application process.

- **Flood Risk Assessment/Drainage Strategy**

A flood risk assessment may be required if a development falls within an Indicative Flood Plain or 'Flood Zone' – these maps are available from the Environment Agency. TAN 15: 'Development and Flood Risk' provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

- **Landscape Assessment**

A significant proportion of the Vale lies within designated areas including the Heritage Coast and Special Landscape Areas. The Council is obliged to assess whether or not proposals preserve or enhance the character or appearance of this landscape. Particularly where proposals are in open countryside, on the fringe of settlements or potentially visible from a wider area, a written statement will be required that assesses the impact of the proposal on the area and provides a written justification for the development. The scope and degree of detail necessary will depend on the particular circumstances of the case but the assessment should include photographs/photomontages of the site and its surroundings and other illustrations such as perspectives.

- **Listed Building Appraisal and Drawings**

Vale of Glamorgan Council is legally obliged to preserve the special character and setting of its many listed buildings. It is essential that the Council be provided with detailed information that allows for the proper assessment of any proposed additions or alterations. Detailed advice and guidance notes are available on the Council's website or by contacting the Conservation and Design Team (01446 704626/8).

- **Nature Conservation/ Ecological Assessment**

Development proposals that may impact upon important species, habitats or sites (in particular those protected under national or European legislation or that are Section 74 species or habitats of principal importance for the conservation of biological diversity) must be accompanied by an ecological assessment of the proposed development site. Certain types of development are particularly likely to require ecological assessments, for example barn conversions.

The type of assessment will depend on the scale and type of development. The assessment should be carried out by a suitably qualified and experienced person and should include :-

- ◆ The current status of the site;
- ◆ A general description of the site;
- ◆ Presentation and analysis of existing ecological data;
- ◆ Up-to-date survey information for the site (carried out at an appropriate time of year), including survey methods;
- ◆ Evaluation of the ecological importance of the site;
- ◆ Impact of the proposed development on the nature conservation interests;
- ◆ Mitigation/compensation proposals;
- ◆ Habitat management, enhancement and creation proposals; and
- ◆ Net impacts on nature conservation interests.

This information might be incorporated into an Environment Statement, if one is necessary, and surveys should be carried out at a time of year that allows the main features of wildlife interest to be identified.

For further information refer to "Think Wildlife - Think Protected Species", guidance produced by the Glamorgan Biodiversity Advisory Group and the Gwent Biodiversity Action Group.

- **Noise Impact Assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.

- **Non-Mains Sewage Disposal Details**

Applications made in areas where there is no mains sewerage/sewage disposal must be accompanied by a statement that demonstrates that the proposed sewerage system is appropriate. Please note that a private sewage treatment plant generally needs consent to discharge from the Environment Agency.

- **Planning Obligations**

Where appropriate the submitted application should include a draft Section 106 legal agreement or unilateral undertaking. Applicants should clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide. Further advice is available in Circular 1/97: Planning Obligations.

- **Pollution Statement**

Applications that involve development that could pollute the environment should demonstrate that the specific pollution is controlled to acceptable levels. The Council has a planning responsibility

to determine the location of potentially polluting development as well as controlling other development in proximity to any sources of pollution.

- **Retail Impact Assessment**

When a development could harm the vitality and viability of existing shopping centres, a retail impact assessment should be undertaken.

The assessment should include the need for development, which demonstrates it is of an appropriate scale, that there are no sites close to a town centre for the development, that there are no unacceptable impacts on existing centres and that locations are accessible. The Assessment must include a sequential assessment in accordance with Government guidance.

- **Sound Insulation Requirements**

Advice should be sought from the Council's Environmental Health Service for individual Council requirements for sound insulation in residential and commercial developments and from Building Control about the need to submit either a 'Full Plans' application under the building regulations or a Building Notice for the erection of most types of buildings, material alterations to existing buildings. Works will need to be inspected on site during the construction process.

- **Street-scene Elevations**

New buildings should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are in close proximity to another building should also highlight this relationship, detailing the positions of the openings on each property.

- **Structural Survey**

A structural survey of a property may be required, for example, when considering listed building applications or the demolition of unlisted buildings that make a positive contribution to the conservation area. Surveys must accompany applications for the proposed conversion of agricultural and other rural buildings to residential use and replacement dwellings in the countryside.

- **Sunlight / Daylighting Assessment**

Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight / daylighting enjoyed by adjoining properties and building(s) – further guidance is provided in the Building Research Establishment's (BRE) guidelines on daylighting assessments.

- **Supporting Planning Statement**

Information will include how the proposed development accords with policies in the Unitary Development Plan, Regional Planning Guidance, Development Briefs, Supplementary Planning Guidance or Advice Notes. It should also include details of consultations with Vale of Glamorgan Council officers and wider community/statutory consultees undertaken prior to submission.

- **Sustainability Appraisal**

A sustainability appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. (please note the relevant supplementary planning guidance including an easy to complete check list is available at www.valeofglamorgan.gov.uk) and see 'Design and Access' statements.

- **Transport Assessment**

Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring,

servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

- **Ventilation/Extraction details**

All applications for restaurants, hot food takeaways and bars/pubs, which sell hot food, should include details of measures for fume extraction where they are proposed next to residential property. Residential property includes flats above neighbouring shops. The measures for fume extraction should include details of the mechanical equipment proposed, the location of any external pipe work or flues and the means by which a chimney would be capped to prevent ingress by rain.

PLANNING APPLICATION VALIDATION SUMMARY CHECKLIST

IN GENERAL

Your application MUST include the following:

- 1 original and 3 copies of the completed planning application forms, signed and dated
- 1 original copy of the Article 7 Certificate (Agricultural Holdings), signed and dated
- 1 original copy of the completed signed and dated Ownership Certificate (A, B, C or D)
- If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer
- 4 original copies of an up to date location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 to show at least two main roads and surrounding buildings and should show the direction of North
- The application site should be edged clearly with a red line and a blue line must be drawn around any adjoining land owned by the applicant
- 4 copies of any other drawings or documents required (see application specific checklist)
- Design and Access Statement (except for Household Applications) and other exceptions (see advice)
- The correct fee.

HOUSEHOLDER APPLICATIONS

The following additional plans will be required:

- 4 copies of the existing and proposed site layout at a scale of not less than 1:100 or 1:200. This should include all buildings and structures, gardens, open spaces and car parking in the context of adjacent buildings including the location of any window.
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100

In addition to the information that MUST be submitted with your application, the following information may also be required:

- 4 copies of existing and proposed sections (scale not less than 1:100)
- Supporting Planning Statement
- New or Altered Access to a Public Highway or a Public Right of Way
- Details on existing and proposed car parking arrangements
- Drainage Strategy or Flood Risk Assessment
- Tree Survey

OTHER FULL PLANNING APPLICATIONS

If you are submitting all the details of new buildings, engineering works or extensions, the following additional plans will be required:

- 4 copies of the block plan of the site to a scale of not less than 1:500
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100
- 4 copies a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- 4 copies of a site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping.
- Design and Access Statement

In addition to the information that **MUST be submitted with your application, the following information may also be required:**

- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Retail Assessment
- Design Statement
- Supporting Planning Statement
- Regeneration Assessment
- Air quality Assessment
- Noise Impact Assessment
- Sound Insulation Assessment
- Energy Statement
- Nature Conservation and Ecological Assessment
- Historical and Archaeological Assessment
- Listed building and Conservation Area appraisal
- Flood Impact Assessment
- Assessment for the treatment of foul sewage
- Utilities Statement
- Affordable housing statement
- Ventilation/extraction and refuse disposal details
- Structural Survey
- Tree Survey
- Lighting Assessment/Details of Lighting Scheme
- Sunlight/Day Lighting Assessment
- Planning Obligation(s)/Draft Heads of Terms

FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS

For applications that involve changing the use of a building or land but are not proposing any external works to the building, the following additional plans will be required:

- 4 copies of the block plan of the site to a scale of not less than 1:500
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100
- Access Statement

FULL PLANNING APPLICATION FOR CHANGE OF USE WITH EXTERNAL BUILDING WORKS

If your proposal involves the change of use of a building or land and involves external alterations e.g. construction of a flue, insertion of new windows, additional plans will be required:

- 4 copies of the block plan of the site to a scale of not less than 1:500
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100
- 4 copies of existing and proposed sections at a scale of not less than 1:100
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100
- 4 copies a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- 4 copies of a site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping
- Design and Access Statement (as relevant - see advice)

In addition to the above, the following information may also be required for all change of use applications:

- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Regeneration Assessment
- Retail Assessment
- Sustainability Appraisal
- Supporting Planning Statement
- Air Quality Assessment
- Noise Impact Assessment
- Sound Insulation Assessment
- Energy Statement
- Assessment for the treatment of foul sewage
- Listed building and Conservation Area Appraisal
- Affordable Housing Statement
- Ventilation/extraction and refuse disposal details
- Structural Survey
- Lighting Assessment/Details of Lighting Scheme
- Sunlight/Day Lighting Assessment
- Planning Obligation(s) / Draft Heads of Terms

OUTLINE PLANNING APPLICATION

If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to 'reserve' some or all of the details for future consideration, you will need to submit the following:

- 4 copies of the maximum envelope of the proposed buildings (to show whether the proposed floor space can be adequately accommodated within the site).
- 4 copies of other plans/drawings or details, which you would like to be considered at this stage, e.g. access arrangements, external appearance.
- Design and Access Statement
- Sustainability Appraisal

In addition to the information that MUST be submitted with your application, the following information may also be required:

- Transport Assessment
- Environmental Statement
- Supporting Planning Statement
- Design Statement
- Flood Impact Assessment
- Utilities Statement
- Tree Survey
- Planning Obligation(s) / Draft Heads of Terms
- Regeneration Assessment
- Energy Statement

PRIOR NOTIFICATION PROCEDURE

In addition to the form, the following information may also be required:

- Supporting Planning Statement
- Design Statement
- Access Statement
- Flood Impact Assessment
- Tree Survey

TELECOMMUNICATIONS

In addition to the information required to be submitted under Part 24 of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 1995 (as amended) for a prior approval application and the requirements specified on the Council's application forms for planning permission it is recommended that the following information is also submitted in order to assist with the processing of the application:

- A signed declaration that the equipment and installation fully complies with the ICNIRP requirements
- Site type (micro or macro)
- Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites
- Details of annual rollout and pre application discussions with the Council
- Details of all consultations carried out and copies of all written comments
- Details of any consultations carried out with a particular school or further education college if relevant
- Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant
- Area of search
- Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials
- A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- A statement explaining the reasons for the choice of the design
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification - details about the purpose of the site and why the particular development is required
- Details of alternative sites rejected with a justification for rejecting them:
- This should include existing masts, structures and other buildings within the search area
- An explanation if no alternatives considered
- Visual impact assessment where relevant
- Acoustic report where relevant
- Any other relevant additional information

LISTED BUILDING AND CONSERVATION AREA CONSENT APPLICATIONS

For specific information requirements, please refer to the Council's website or to the Conservation and Design Team (Tel. 01446 704626/8).

CERTIFICATES OF LAWFULNESS

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided. This may include the following:

- Existing and Proposed floor plans (for all applications involving use of a building) to a scale not less than 1:100
- Existing and proposed extensions (for all proposed building works) to a scale not less than 1:100
- Sworn Affidavit(s) or Statutory Declarations from people with personal knowledge of the existing use or works carried out
- Description of all uses of land within the site (if relevant)
- Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)
- Any other Evidence as may be necessary such as utility bills or Council Tax statements.

TREE APPLICATIONS

Information that MUST be submitted with your application:

- 3 copies of dimensioned Plan showing the precise location of all tree(s).
- The trees should be numbered
- Tree Survey identifying the types of trees and full details of the proposed works e.g. thin crown by X%

In addition to the information that MUST be submitted with your application, the following information may also be required:

- Supporting Statement stating reasons for the proposed work
- Photographs

ADVERTISEMENT CONSENT

Information that MUST be submitted with your application:

- 3 copies of all Advertisement Drawings (showing advertisement size, position on the land or building, materials to be used, colours, height above the ground and extent of projection - all details to be in metric)
- If the advertisement is to be illuminated, give full details of the method of illumination, including the colour
- Site Plan scale 1:1250 (urban areas) or 1:2500 identifying the location of the site

In addition to the above, the following information may also be required:

- Photomontages
- Supporting Statement
- 3 copies of existing and proposed sections at a scale of not less than 1:100
- 3 copies of the advertisements in the context with adjacent buildings

18. Glossary

18.1. The following definitions are intended to assist in the use of this guidance document:

- **Amenity Space:** The garden space serving a property, including private garden space and front gardens, but not including a driveway.
- **Appearance:** The visual impression a property makes within the area within which it sits.
- **Character:** A description of the size, form, massing and architectural style of a property, a description of the open space within which the property sits and the relationship between the property and its open space.
- **Context:** The area within which a property is located and within which it will be viewed.
- **Form:** A description of the type of property (i.e. detached, semi-detached or terrace) as well as a description of its roof form and the shape of its footprint.
- **Habitable Rooms:** A room within a house that occupiers spend a significant amount of time in undertaking activities that require a degree of privacy.
- **Massing:** How a building is arranged and how its volume is broken up (e.g. is it formed of a number of single, two or three storey elements).
- **Proportionate:** Correct or suitable in size, amount, or degree when considered in relation to other buildings (e.g. the host property). In most cases this will mean subservient.
- **Residential Amenity:** A person's enjoyment of their own property.
- **Scale:** How large a building is when compared to neighbouring buildings.
- **Street Scene:** The appearance and character of the street within which a property is located, as this is viewed from the public highway or public area.

- **Subservient:** Smaller or subordinate in its proportions when considered in relation to other buildings.
- **Visual Amenity:** The pleasantness of a place.



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