



Glossary

Amended plans

There may be circumstances when minor revisions or the submission of additional details can be beneficial to a proposal. The Planning Officer assigned to your case will consider whether these can be accommodated on live applications, provided they meet the following criteria:

- They do not materially change the nature and scale of the proposal
- They do not increase in size of or materially change the red edge site boundary
- They do not trigger the need for a fresh 21-day consultation
- They are submitted within 28 days of registration of application

Revised plans/additional information will only be accepted following completion and submission of the table below.

Revisions which do not meet the above criteria will only be accepted in exceptional circumstances, at the discretion of the Planning Officer and will be subject to agreement of an extension of time of 4 weeks (minor applications) and 8 weeks (major applications). The LPA retains the right to determine whether revised plans can be accepted.

If your agreement to the extension of time is not given you are advised to either withdraw your proposal and resubmit or allow the application to continue based on the plans/documents originally submitted.

NB

Amended plans should be submitted to planning@dartmoor.gov.uk
Please do not submit amended plans through the Planning Portal.

Archaeological Assessment

Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, LPAs should require developers to submit an appropriate Desk Based Assessment (DBA) and, where necessary, a field evaluation (NPPF paragraph 194). Designated heritage assets such as listed buildings or conservation areas can also hold archaeological interest which contributes to their significance for decision-making purposes. DBAs provide a mechanism for assessing the archaeological interest of a site and the potential impacts of the proposal by collating and analysing the data available (see [HEAN 17 Planning and Archaeology](#))

Biodiversity Net Gain

Biodiversity Net Gain (BNG) is a way of creating and improving natural habitats that may be affected by development. BNG makes sure development has a positive impact ('net gain') on biodiversity.

The Government has made BNG a mandatory requirement from 12 February 2024. Developers must ensure a BNG of 10%; delivering a better-quality natural habitat than there was before development took place.

Some minor development may be exempt from BNG. Please see link for further detail, requirements for development type and exemptions [Biodiversity net gain - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Applicants must fill in the relevant part of the application form relating to BNG, providing additional information relative to development type as required.

Applications cannot be validated without reference to BNG.

Business Plan - Agricultural, forestry and rural land-based enterprise (non-residential)

A statement which clearly describes the need for the development in the context of the enterprise and its operations. Applicants are encouraged to submit as much detail as possible, so that Officers and consultees can clearly understand how the development is justified. The statement should include full details of all owned/tenanted land, buildings, stocking levels, (including land/buildings off the holding if forming part of the business), financial accounts for the last 3 financial years and a business plan to show how the business has been/will be developed (DNP Local Plan para 5.5/ policy 5.8)

Business Plan – Farm Diversification/Holiday lets

A statement that describes the Farm Diversification/holiday let proposal and how it relates to the existing farm enterprise. The statement should include details of the overall farm business, how the development will contribute to the business and a business plan to show how the development will be financed and developed alongside the existing farm enterprise.

Contaminated Land Assessment

Contaminated Land Assessments consider the risks to human health and controlled waters, on land which may contain substances that are either potentially hazardous or actually hazardous to the environment and/or to health has been identified. The primary causes of contaminated land come from;

- Mining activity
- Industrial use
- Waste disposal/Quarrying
- Land subjected to chemical or oil spills
- Agricultural use
- Underlying geology

A land contamination assessment will be required for all applications which:

- Are on or adjacent to potentially contaminated land
- Involving the significant importation of soils and infill material onto the land

A Phase 1 desktop assessment will be the minimum requirement for sites which are adjacent to potentially contaminated land.

A Full Phase 2 assessment will be required on sites which are designated brownfield sites or land known or suspected to be contaminated as a consequence of former uses.

The assessments shall include a preliminary conceptual site model (showing all potential pathways between contaminants and receptors - known as pollutant linkages). It will also include a preliminary risk assessment of these pollutant linkages. The report should meet the requirements of BS:10175 2011 and shall be undertaken by a competent person. Land affected by contamination - GOV.UK (www.gov.uk)

They should demonstrate that any risk from contamination can be reduced to an acceptable level and any mitigation. (DNP Local Plan Policy 1.8)

Cross Sectional Drawings

Where there are changes in ground levels or floors, Cross-Sectional drawings must be provided. These can help illustrate how ground levels are affected or where floor plans are proposed to change. Sections should;

- Be at scale of 1:50 or 1:100 (i.e. compatible with the elevation drawings and floor plans) and must show at least one cross-section through the new building/land.
- For larger developments, more than one cross section may be required, together with a longitudinal section drawing.
- Cross section and longitudinal section drawings must indicate existing and proposed levels by reference to a defined permanent, fixed datum point.

Custom and Self-Build Housing

Custom or self-build housing means the building or completion of a house by:

- individuals;
- associations of individuals; or
- people working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals.

More specifically, custom build housing is: a home commissioned by an individual for their own use, and to which they have had a significant influence over the design, layout and specification.

Self-build housing is: a home built in whole or in part by an individual for their own use and to which they have had a significant influence over the design, layout and specification.

Custom or self-build housing does not include the building of a house on a plot purchased with detailed planning permission provided by the seller. (DNP Local Plan policy 3.6)

Applicants are encouraged to complete our register of interest questionnaire [Register your interest in Custom Self Build | Dartmoor](#)

Dartmoor Wildlife Trigger Table

All planning applications must be submitted with a [Wildlife, Geology, Invasive Species and Biodiversity Trigger Table](#) to identify if the proposed development will require a wildlife, geology, invasive species and biodiversity report to assess impacts on protected habitats or species.

Please ensure you complete the Dartmoor specific Wildlife Trigger Table; this will be the only table accepted.

If there is a 'yes' in any column of Part A or Part B of your trigger table, a wildlife, geology invasive species and biodiversity report must be prepared by a qualified and suitably experienced ecologist and submitted with your application.

If the report indicates that detailed protected species surveys are required these must be included with your planning application. The application cannot be validated without them.

We will not hold applications awaiting reports, please be aware that some surveys can only be undertaken at certain times of year such as emergence surveys.

Detailed Plans/Elevations

It may be necessary to show specific details at a larger scale (1:5, 1:10 or 1:20) to show architectural detailing, technical specifications, etc. For example, where it is necessary to show details of windows, doors, construction details.

These plans are often required for applications involving changes to listed buildings.

Design and Access Statement

A Design and Access Statement (DAS) is a concise report required to accompany certain applications for planning permission and applications for listed building consent. The statement should explain how the proposed development responds to the site and its setting and demonstrate that it can be adequately accessed by all users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the process that has led to the design of a development proposal.

A DAS must:

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

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application,

Foul & Surface Water Drainage

All new developments (other than householder where they are outside of flood zone 2 & 3 or a critical drainage area)) must be accompanied by a surface water management plan which demonstrates how surface water from the development will be disposed of in a manner that does not increase flood risk, in accordance with Sustainable Drainage Systems (SuDS) principles, and following the hierarchy of discharge solutions set

out in Section 10 of [Devon County Council's SuDS guidance](#). If surface water is to be discharged to the combined sewer it will be necessary to demonstrate that South West Water agree to this principle.

All developments which are not connected to the main sewer need to be accompanied by details of the alternative foul drainage arrangements, (Foul Drainage Assessment (FDA)).

Dartmoor Householder and Building screening checklist (Bat roost/bird nesting issues only)

In order to speed up ecological assessment by the Local Planning Authority (LPA), a checklist for householder/building applications which have been identified as having bat roost or bird nesting issues has been produced. This checklist should be submitted at the beginning of every Ecology Report.

The checklist is to be completed by the Ecological Consultant and not the LPA.

The checklist is provided at https://www.dartmoor.gov.uk/_data/assets/pdf_file/0026/530288/Low-Risk-Householder-Guidance-DCC-2022-003.pdf

Elevation Drawings

Elevation drawings should show the aspects from a recognised perspective eg. North/South/East or West. Proposed elevations must be provided with all applications for new, replacement, or extended buildings, and applications for external alterations.

For Listed Building Consent Applications, you must submit both existing and proposed elevations at scale 1:50 and include the whole building elevation (rather than a part of it).

All elevations must:

- Be to a scale of 1:50 or 1:100 and indicate the elevation direction
- Show all elevation(s) relevant to the proposal
- Be annotated with the proposed materials and mark key dimensions (length, width, height) of any new structures
- Indicate other buildings attached to the elevation and the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling); and
- Show ground levels either side of any structure, where a change of level is proposed the difference in levels should be shown and show existing and proposed Finished Floor Levels.

Environmental Impact Assessment (EIA)

Environmental Impact Assessment seeks to protect the environment by ensuring that a local planning authority when deciding whether to grant planning permission for a project, which is likely to have significant effects on the environment, does so in the full knowledge of the likely significant effects, and takes this into account in the decision-making process.

The regulations set out a procedure for identifying those projects which should be subject to an Environmental Impact Assessment [Environmental Impact Assessment - GOV.UK \(www.gov.uk\)](http://www.gov.uk), and for assessing, consulting and coming to a decision on those projects which are likely to have significant environmental effects.

Energy Efficiency - Residential Development

All new residential buildings must achieve a minimum 10% reduction in carbon emissions over Building Regulations Part L 2013; or Association for Environment Conscious Building (AECB) or Passivhaus certification. (DNP Local Plan policy 1.6)

The Design and Access Statement (DAS) must confirm which of the required energy efficiency standards will be met. Evidence should indicate that these requirements, and the air tightness tests, and on-site training required by policy, can be achieved.

Meeting the requirements will be a condition of consent. Provision of all the relevant post-completion and training certification will allow planning conditions to be signed off.

<https://www.gov.uk/government/publications/conservation-of-fuel-and-power-approved-document-l>

Energy Efficiency - Non-residential development

All new commercial non-residential residential buildings must achieve a minimum 10% reduction in carbon emissions over Building Regulations Part L 2013 (DNP Local Plan policy 1.6)

The Design and Access Statement (DAS) must confirm the required energy efficiency standards will be met. Providing evidence that these requirements, and the air tightness tests and on-site training required by policy, can be achieved.

Meeting the policy requirements will be a condition of consent. Provision of all the relevant post-completion and training certification will allow conditions to be signed off.

Equestrian Development

Equestrian development can include commercial stabling, training, livery yards and trekking establishments. The cumulative impact of personal horse keeping, training schools, stabling and field shelters can also impact on a protected landscape. Grazing of horses may in some cases lead to a change of use of land. In order to assess the impacts all applications for equestrian development must include information on:

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

Applicants should be able to demonstrate proposals accord with accepted welfare practice. [Code of practice for the welfare of horses, ponies, donkeys and their hybrids \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/421247/code-of-practice-for-the-welfare-of-horses-ponies-donkeys-and-their-hybrids.pdf)

Evidence Statements

Evidence statements will be required to support applications for Certificate of Lawfulness. Depending on the type of certificate application these should include land registry documents, copies of tenancy agreements, Council Tax records, Utility Bills, etc. Sworn affidavits and witness statements may also be presented as supporting evidence.

Fire Statement

Development of a building 18m or 7 storeys high which consists of 2 or more dwellings or educational accommodation will require a Fire Statement.

Exemptions include where:

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

Applications for outline planning permission may be exempt from the requirement to submit a fire statement because matters such as layout and scale can be reserved.

Flood Risk Assessment (FRA)

When the site falls within a Flood zone and/or Critical Drainage Area a Flood Risk Assessment will be required. [Government guidance on FRAs](#)

Development which takes place in a flood zone will need to demonstrate that it is safe from flooding and does not increase flooding elsewhere. This includes developments:

- In flood zone 2 or 3 including [minor development](#) and [change of use](#)
- More than 1 hectare (ha) in flood zone 1
- Less than 1 ha in flood zone 1 in the case of more vulnerable uses, and other flood sources
- in an area within flood zone 1 which has critical drainage problems (a Critical Drainage Area)

A Flood Risk Assessment (FRA) undertaken by a suitably qualified professional must:

- Identify and assess flood risk to and from the site and how the risk may be avoided or mitigated
- Contain a Sequential Testing Statement, where it is explored whether the development can be accommodated on land in other preferable zones of lower flood risk
- Include the design of surface water management systems, including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at great risk of flooding.

SuDS are required for all major development, and development which is within a Critical Drainage Area.

You can check whether your property is at risk from flooding on the [Environment Agency website](#) together with their [standing advice](#).

Devon County Council are the lead Local Flood Authority and are consulted on all proposals for all Major and other development schemes where there is potential for flood risk.

The Environment Agency are consulted on development (other than minor development, defined in [Flood Risk Standing Advice](#)) in flood zone 2/3, or in zone 1 in a Critical Drainage Area(CDA).

Floor Plans

Floor plans will be required where there are changes to existing layouts which may also affect external details. [Floor plans should be of the whole building and clearly identify the proposed changes/additional floor area.](#)

For Listed Building Consent Applications, you must submit both existing and proposed floor plans at scale 1:50 and include the whole building elevation.

The floor plans must:

- Be to scale 1:50 or 1:100 and must show the whole floor area concerned; and
- Identify any walls, features or buildings to be demolished
- For change of use applications, floor plans should denote the use of each room and use colour (boundary edged rather than block shading) to distinguish between existing and proposed floorspace.

Gypsy and Traveller Accommodation Assessment

Proposals for new permanent or transit Gypsy and traveller accommodation must demonstrate need through a Gypsy and Traveller Accommodation Assessment. This should be compiled by a recognised professional in conjunction with the local Gypsy and Traveller Liaison Officer. For further information on what should be included in the assessment please visit ([accommneedsassessments.pdf](https://publishing.service.gov.uk) (publishing.service.gov.uk)) (DNP Local Plan policy 3.1)

Habitable Floorspace

Residential extensions, alterations, outbuildings and replacement dwellings should not exceed the habitable floorspace of the original dwelling by more than 30% (DNP Local Plan policy 3.7)

All schemes must provide an assessment which evidences:

- The floor area (GIA) of the 'original dwelling'
- The habitable floorspace (GIA) of the proposed development
- The non-habitable floorspace (GIA) of the proposed development.

The 'original dwelling' is defined in the Dartmoor Local Plan (para 3.8.5) as the dwelling as it existed on 1 April 1995 or the original dwelling if constructed after this date. Information can include dated photographs, building regulation certificates, aerial photographs, planning decisions and drawings, etc.

'Habitable floorspace' is defined in the Local Plan (para 3.8.6) as the areas of the dwelling which are usually lived in (living rooms, kitchens, bathrooms, hallways etc.)

The areas of a house which are usually lived in (e.g. living rooms, kitchens, bathrooms, corridors etc.). Habitable floorspace is measured using Gross internal floor area (GIFA), but should exclude areas not typically lived in.

Habitable floorspace includes:

- Areas occupied by internal walls and partitions, columns, piers chimney breasts, stairwells, lift-wells, other internal projections, vertical ducts, and the like
- Atria and entrance halls with clear height above, measured at base level only
- Voids over stairwells and lift shafts on upper floors
- Internal open sided balconies, walkways, and the like
- Structural, raked or stepped floors are treated as a level floor measured horizontally
- Corridors of a permanent essential nature
- Areas in the roof space and mezzanine areas converted for use with permanent access and a ceiling height of at least 1.8m at its highest point
- Service accommodation such as toilets, toilet lobbies, bathrooms, showers, changing rooms, cleaners' rooms and the like
- Conservatories

And excludes:

- Perimeter wall thickness and external projections
- External open-sided balconies, covered ways and fire escapes
- Areas in the roof space not intended for use
- Garages, workshops, greenhouses, garden stores, fuel stores and the like
- Loading bays, lift rooms, plant and utility rooms, fuel stores, tank rooms
- Canopies, open ground floors and the like

Heritage Statement/Statement of Significance

A Heritage Statement describes the architectural and historic significance of a heritage asset and its setting. They describe the significance and special character of historic assets and assess the impact of development proposals on the asset and its significance.

They should include a summary of a site's historical development and how that relates to its current character, state of preservation and significance.

Heritage statements are most commonly associated with applications affecting listed buildings (designated heritage assets), development within conservation areas, or locally listed buildings (non-designated heritage assets). A heritage statement is also required for applications that may affect the setting of such buildings/areas.

In addition to demonstrating compliance with the National Planning Policy Framework (NPPF), the Heritage Statement should be used to guide development proposals.

It must be included with:

- Applications for listed building consent
- Applications within the curtilage of a listed building
- Applications in conservation areas (including demolition)
- Applications affecting Scheduled Monuments
- Applications affecting a Registered Park and Garden
- Applications affecting an archaeological site
- Applications affecting non-designated heritage assets, such as those identified on the Historic Environment Record (HER)
- Applications affecting the setting of a heritage asset (whether designated or non-designated)

A Heritage Statement must be proportionate to the heritage asset's importance, and sufficient to understand the potential impact of the proposal on its significance. It should include a mitigation strategy to address any impacts of the proposed development on the significance of the heritage asset.

Further information can be found here: <https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/>

Housing Needs Assessment (HNA)

A Housing Needs Assessment will identify the number of homes needed in an area, normally carried out for, or on behalf of, the housing or planning authority. Assessing housing need is the first step in the process of deciding how many homes need to be planned for. It should refer to the Housing Register - the list of all the people who want to rent social housing, held by the relevant Housing Authority.

An up-to-date Housing Needs Assessment will be required for all schemes of six or more houses within Local Centres, or schemes of four homes or more within Rural Settlements, Villages and Hamlets. Schemes of fewer numbers need to be evidenced using housing register. (DNP Local Plan Policy 3.1) The HNA should be prepared in conjunction with the local Housing Authority.

Landscape and Visual Impact Assessment (LVIA)

An LVIA assessment may be required for major development or other proposals that will have a significant impact (e.g. telecommunications development). It should be prepared by an accredited professional and follow industry guidelines. [Guidelines for Landscape and Visual Impact Assessment - Landscape Institute](#) The Authority will engage a third-party assessor to examine the submitted assessment. The cost of any independent assessment will be recharged to the applicant.

It should assess impacts of development against acknowledged Landscape Character types, receptors and model any visual and other impacts. The report should be submitted as part of the documents for validation of major applications.

Listed Building Consent

Listed Building Consent is necessary if you wish to alter or extend a listed building in a way that affects its character or appearance. You can check whether your building is listed here (link to [Search the List - Find listed buildings, monuments, battlefields and more | Historic England](#)) Listed Building Consent may be necessary for both external and internal works together with those that affect buildings within its curtilage or setting.

Carrying out unauthorised works to a listed building is a criminal offence and individuals can be prosecuted.

A planning authority can insist that all work carried out without consent is reversed.

For Listed Building Consent Applications, you must submit both existing and proposed floor plans at scale 1:50 and include the whole building elevation.

The floor plans must:

- Be to scale 1:50 or 1:100 and must show the whole floor area concerned; and
- Identify any walls, features or buildings to be demolished
- For change of use applications floor plans should denote the use of each room and use colour (boundary edged rather than block shading) to distinguish between existing and proposed floorspace.

Lighting Assessment/ Plan

The Authority will seek to minimise artificial lighting. Where a lighting plan is required it should take into account existing and proposed lighting impacts, ensuring light spill in rural areas is minimised. This has multiple benefits including energy reduction, less light spill and less disturbance to light sensitive wildlife.

Major development proposals will be required to address lighting issues through a lighting plan. This should be compiled by a competent professional.

All development proposals should avoid external lighting. Where external lighting is absolutely necessary it should avoid all adverse impacts, or as a last resort mitigate them to the greatest possible extent.

The location and design of any external lighting must be clearly shown on submitted plans. Justification for the proposed lighting should be provided in the DAS, together with a description of what has been done to avoid and/or mitigate potential impacts.

As a minimum the assessment must meet the requirements of the Institute of Lighting Professionals standards for National Parks; Zone E1. (see [GN01 - ILP Guidance Note 1 the reduction of obtrusive light - 2021 v2-60iqak.pdf](#))

Low Impact Residential Development

Low Impact Residential Development is defined in the Dartmoor Local Plan. It is typically development which has a minimal impact, incorporating green credentials and able to demonstrate high biodiversity credentials. Applicants will be expected to provide evidence which demonstrates;

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

A Travel Plan and Transport Statement/Assessment: to assess traffic generated and site suitability and sustainability

Marketing Evidence

Marketing evidence demonstrates a property has been marketed to an appropriate audience and for a set time period. It is typically used to test whether there is demand for a property in its existing or a comparable use before planning permission is granted for a less desirable or more harmful use.

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

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

- Appointment of a qualified and experienced agent
- Marketing at a realistic price or rent

- Erection of a prominent signboard on the site
- Production of agent's particulars/brochure
- Website entry appropriate to the use

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

- Evidence of any updates to the marketing strategy, including price revisions or changes of approach
- Photos of signboard, dated
- Copy of brochure(s), dated
- Details of targeted marketing, including address list and dates sent
- Copies of adverts with dates and rationale for choice of publication
- Copy of webpage and dates
- Details of any enquiries and viewings
- Details of any reasons given for not proceeding by potential purchasers
- Details of any offers and reasons turned down, if applicable

Materials

Where a change of materials is specified on the application form, details must be provided e.g. roofing slate or tiles, cladding, surfacing materials etc. This may avoid a condition for approval of detailed materials at a later date, speeding up the process.

Details of solar panels and air source heat pumps etc should be provided in the form of the manufacturer's brochure.

Noise Impact Assessment (NIA)

Noise sensitive developments or those that may give rise to disturbance may require a Noise Impact Assessment. [Noise - GOV.UK \(www.gov.uk\)](https://www.gov.uk) Examples include;

- New restaurants, snack bars, cafes, nightclub and takeaways, places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms, cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos Residential development
- New industrial development close to existing residential development
- New residential development adjacent to industrial estates or transport networks
- Energy generation development including wind turbine development

The assessment should include potential sources of noise generation; whether these have a negative effect on local amenity and environmental receptors. The assessment should include any proposed mitigation.

Ownership Certificate and Agricultural Land Declaration

What is an ownership certificate?

A certificate which applicants must complete that provides details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). The forms of notice are in [Schedule 2 to the Town and Country Planning \(Development Management Procedure \(England\) \(Order\) 2015](#).

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.

(Link to Gov.uk Paragraph: 025 Reference ID: 14-025-20140306)

Which ownership certificate should be signed?

- **Certificate A – Sole Ownership and no agricultural tenants** This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- **Certificate B – Shared Ownership (All other owners/agricultural tenants known)** This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- **Certificate C – Shared Ownership (Some other owners/agricultural tenants known)** This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.
- **Certificate D – Shared Ownership (None of the other owners/agricultural tenants known)** This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

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

Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.

(Link to GOV.UK Paragraph: 026 Reference ID: 14-026-20140306)

Can a planning application be made on someone else's land?

The planning system entitles anyone to apply for permission to develop any plot of land, irrespective of ownership. However, an applicant is required to notify owners of the land or buildings to which the application relates, as well as any agricultural tenants, in accordance with [article 13 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). When making an application, an applicant is required to sign a [certificate confirming the ownership of the land](#) to which the application relates and that the relevant notices have been served.

(Link to Gov.uk Paragraph: 027 Reference ID: 14-027-20140306)

What is an agricultural land declaration?

All agricultural tenants on a site must be notified prior to the submission of an application for planning permission. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This declaration is required whether or not the site includes an agricultural holding. It is incorporated into the ownership certificates on the standard application form.

Link to Gov.uk Paragraph: 028 Reference ID: 14-028-20140306)

Photographs and Photomontages

Photographs and photomontages can help illustrate a proposal.

For example:

- To show the proposal site and its surroundings
- Large-scale developments
- Listed Building applications, where photographs are contained within a Statement of Heritage Significance

Photographs cannot be used a substitute for required planning drawings.

Planning Obligations (S106/Unilateral Undertaking)

Applications that require the consideration of planning obligations [Planning obligations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/planning-obligations) in the form of on-site affordable housing, play/open space, maintenance agreements, etc may require the compilation of a s106 legal agreement. This can also be used to influence necessary works off-site or collect monetary contributions for infrastructure improvements. All requests will be scrutinised and need to be applicable to the scale and type of the development proposed. Costs associated with the completion of an agreement will be recharged to applicants.

Applicants may choose to present a unilateral undertaking to cover such an eventuality.

Plans, Drawings and Documents

The following general principles apply to all plans and drawings submitted with planning applications. They must:

- Be up to date, accurate and consistent
- Be drawn to a recognised metric scale, which must be indicated on the drawing
- Include a scale bar
- Be drawn in 2 dimensions only
- Show the direction of north and be orientated in the same direction
- Be clearly labelled, including numbered revisions
- Be capable of being printed to a maximum of A3 size. (The plan should indicate the size to be printed at A3, A4 etc)
- Not show previous application numbers or date stamps (e.g. for resubmitted applications)
- Be of a quality that will be clear once uploaded to the website
- Be no larger than 10mb in file size as these cannot be published online
- Not contain any signatures, due to GDPR
- Be submitted as PDF file types

All documents (in particular Site Location Plans and Site/Block Plans) should not breach Crown Copyright (e.g. A Land Registry document, photocopy or an image copied from the internet, such as Google Maps). To protect copyright, plans should clearly indicate a Licence Number to confirm that the user has the authority to reproduce the plans.

Planning Statement

A Planning Statement will be required for more complex developments. It should set out the development's planning context, assess the need for the development and how the proposal accords with relevant planning policies.

The Statement should provide the justification for development. It should demonstrate:

- Local context;
- The need for the proposed development;
- How the proposed development accords with relevant national, regional and local planning policies;
- Set out other material considerations that should be taken into consideration
- Material considerations are those matters which may not be directly addressed by planning policy. See below

A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

Issues such as loss of view, or negative effect on the value of properties are not material considerations.

A planning statement may also include details of pre-application consultations with the DNPA, statutory consultees and/or the wider community.

Replacement dwellings

The wholesale replacement of a dwelling should be supported by a statement that identifies clear reasons and provides commentary on why removal of the existing building is considered to be justified in the context of the policy criteria (see DNP Local Plan Policy 3.8) This should include explanation of the design process and environmental and energy efficiency benefits of the scheme.

Applications should provide:

- A condition survey of the existing dwelling by a suitably qualified person
- An assessment of the energy efficiency of the existing and proposed dwelling in order to demonstrate a significant uplift in energy efficiency
- Commentary on whether the efficiency gains could be achieved through modification or adaptation of the existing dwelling
- Commentary on whether the efficiency improvements justify the loss of the existing dwelling's embodied energy
- A detailed statement on the design process

Retail Impact Assessment

A Retail Impact Assessment Town centres and retail - GOV.UK (www.gov.uk) assesses the impact the development may have on the vitality and viability of existing centres within the surrounding area. It is required for all retail and leisure development outside of designated Town Centres for proposals exceeding 500 m² floorspace. It should assess;

- recent retail permissions
- developments under construction
- completed developments

Roof Plans

Existing and proposed roof plans will be necessary where there are new roofs or alterations to existing roofs. They will;

- Be to scale 1:50 or 1:100
- Identify all roofs and roofing materials
- Include details of verges, soffits and rainwater goods

Rural workers' housing and annexes

Rural worker's and other businesses that are established in the countryside may need dedicated accommodation to help them function effectively. Applications for new dwellings or accommodation will be subject to rigorous examination to test whether new facilities are required.

Applicants must provide:

- An independent appraisal carried out by a suitably qualified professional to assess the essential need for a full-time rural worker to live permanently at or near their place of work; and
- A rural business appraisal demonstrating the business has been established for a minimum three-year period, profitable for at least one, is currently financially sound and has a clear prospect of remaining so; and
- A statement assessing the business' contribution to conserving and enhancing Dartmoor's Special Qualities.

Proposals should also submit details of the floor area of the proposed dwelling to be assessed against policy.

All submitted information will be placed in the public domain as part of the planning application process. The Authority may commission an independent assessment of any submitted appraisal. The cost will be recharged to the applicant.(DNP Local Plan policy 3.9)

Simple Calculation of Atmospheric Impact Levels (SCAIL)

SCAIL is a type of Environmental Impact Assessment that estimates the effect of agricultural emissions on designated ecological sites.

SCAIL can be required for proposals involving new buildings for cattle, pig and poultry housing, slurry lagoons and farmyard manure storage.

The SCAIL screening tool [SCAIL - Simple Calculation of Atmospheric Impact Limits \(ceh.ac.uk\)](http://ceh.ac.uk) models the emissions of nitrogen oxide, sulphur dioxide and ammonia and their subsequent deposition on sensitive sites within a set radius of a site.

The model determines the exceedance or non-exceedance of the habitat's impact limit, which can lead to further modelling or site-specific investigation of proposed emissions if required.

Site Location Plan

A Site Location Plan will identify the proposed development site. It will;

- Be based upon an up-to-date Ordnance Survey Map and drawn to scale 1:1,250 or 1:2,500
- In isolated locations, a plan at a smaller scale (e.g. 1:10,000) may be necessary to show the site's location relative to nearby settlements.

- Copyright plans from other sources must not be used, such as extracts from published policy documents or online mapping services.
- Show North and include a Scale bar
- Show the application site edged in red (this must include all land necessary to carry out the proposed development such as site access from the public highway, car parking, visibility splays, engineering and drainage works, on- and off-site biodiversity enhancement, landscaping and open areas around buildings).
- Show a blue line around any other land within the applicant's ownership, close to or adjoining the application site.
- Where possible identify two named roads
- Site Location Plans can be purchased via the Planning Portal [Buy a planning map - Buy a planning map - Planning Portal](#)

Site/Block Plan

A Site/Block Plan will identify the development site at the local level. It will;

- Be drawn to scale 1:200 or 1:500;
- Must provide both existing and proposed block plan
- Show North and Scale bar
- Site area to match area shown in red on the Site Location Plan
- Provide accurate details of the location of the development and its relationship to other buildings and boundaries on or adjoining the site;
- Include any buildings to be demolished
- Include any drainage works
- Identify a fixed Ordnance Survey (OS) Datum point (a permanent reference point from which measurements or levels may be taken); and
- Identify any features, landscaping (including any significant trees on or adjoining the site), roads (including any access arrangements), details of any public rights of way crossing or adjoining the site, the extent of any hard surfacing and any boundary treatment including walls, fencing or hedge banks.

Site Levels Plan

Where new buildings are proposed, and/or there are proposed engineering works or changes to the site levels, a Site Levels plan must be provided.

The plans must:

- Be drawn to a scale of 1:200 or 1:500,
- Show existing site levels and Finished Floor Levels of any new building/s. The levels shown must relate to a permanent, fixed datum point, clearly shown on the Site Levels plan. Show existing and proposed ground levels where any engineering works or changes to ground levels are proposed. The levels shown must relate to a permanent, fixed datum point, clearly shown on the Site Levels plan.

Staff Accommodation

Accommodation may be required to service existing rural businesses. Applications will need to demonstrate a clear relationship between the proposed accommodation and the business undertaken on the site. This will include information on the extent of the business, a recognised business plan and supporting evidence as to why the business requires on-site supervision. (DNP Local Plan Policy 3.9)

Street Scene Elevations

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

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

Surface Water Drainage Strategy

A surface water drainage strategy [SuDS guidance - Flood Risk Management \(devon.gov.uk\)](#) is required for:

- All Major developments
- Minor development at risk of flooding including surface water, ground water or within flood zones 2 and 3 and falls within a Critical Drainage Area
- Minor development that is likely to increase flood risk locally and falls within a Critical Drainage Area

The Authority relies on the Lead Local Flood Authority (LLFA) Devon County Council, as a statutory consultee, to provide commentary on surface water drainage issues.

For Major Planning Applications (including Outline Planning Applications) the following is required;

- A Flood Risk Assessment (FRA)
- A Detailed Drainage Strategy
- Sustainable drainage principles for the development
- A topographical survey showing how water naturally flows on the site together with groundwater and land drainage flows
- Details of surface water drainage post-development
- Ground investigation results for infiltration
- Existing and/or proposed watercourses
- Existing and/or proposed surface water sewers and/or pumping stations
- Surface water flows onto the site, flows from the site and flood risk to and from the site
- Offsite works which may be required to provide surface water drainage or mitigate against flood risk
- Sensitive receptors
- General maintenance principles

For Full Planning Applications;

- A Detailed Drainage Strategy (and FRA if appropriate)

For Minor Applications;

The Authority may consult the Local Lead Flood Authority in respect of minor applications where surface water and/or flood risk issues have been identified.

Sustainable Urban Drainage Schemes (SUDs)

Sustainable urban drainage systems (SuDs) ensure a natural approach to managing drainage on development sites. Where vegetation and permeable surfaces are replaced by structures, hard surfaces, paving, etc., less surface water is absorbed into the ground, and more is directed to the surface water drains.

A SuDs approach seeks to avoid directing water to a watercourse or sewer, slowing flows and holding back the water, allowing natural processes to break down pollutants, and releasing water flows in a controlled way.

This reduces the impact of new and existing developments on surface water drainage, minimising flooding events in extreme weather conditions. [Devon County Council's SuDS guidance](#).

Telecommunications Statement

Telecommunications development can have a significant impact in a protected landscape. It includes the installation of new infrastructure, masts, etc and the addition of new apparatus on existing structures. Where this requires planning permission it will be necessary to submit a Telecommunications Statement which includes the following information:

- A plan showing the infrastructure's network coverage and the need for new apparatus
- A statement explaining the reasoning behind the proposed siting and how the National Parks England Joint Accord and Mobile UK Code of Best Practice on Mobile Network Development have been considered [National Parks Accord - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Compliance with ICNIRP (International Commission on Non-Ionizing Radiation Protection) Guidelines [ICNIRP](#)
- Evidence of what mast- and site-sharing opportunities have been investigated; and
- Evidence showing how equipment is located and designed to minimise its impact on the character and appearance of the built environment and/or the National Park's Special Qualities. (DNP Local Plan policy 4.7)

Transport Assessment

All developments which are likely to generate significant amounts of vehicle movement i.e. major developments will require a Transport Assessment.

Where a Transport Assessment is submitted, this should analysis volumes, types and frequency of existing/post development vehicle movements. It must include Annual Average Daily Traffic flow (AADT) as well as peak traffic flows.

The scope of the Transport Statement/Assessment should be agreed with the Highway Authority (Devon County Council) before submission. Where the proposed development will have an impact

Tree Survey and Tree Protection Plan

If there are existing trees or mature hedgerows an arboriculturalist should undertake a survey of the application site and adjoining land in line with British Standard 5837:2012 [BS 5837:2012 Trees in relation to design, demolition and construction](#)

Trees to be felled and trees to be retained should be clearly marked on a plan. Information on the amenity value of each tree together with details of species, size, age and condition should be provided in an accompanying schedule.

A tree constraints plan should show root protection areas and the canopy spread of the tree(s) on the application site and adjoining land.

The survey should also indicate any features such as ponds, hedges and wildlife corridors that may be affected. For larger applications applicants should provide a landscape strategy, including a new planting schedule.

Measures to protect trees and hedgerows during construction should be indicated, together with proposals for long-term maintenance

Vacant Building Credit

National planning policy provides an incentive for brownfield development on sites containing vacant buildings. Where a vacant building is brought back into any lawful use or is demolished to be replaced by a new building, the developer can be offered a financial credit equivalent to the existing gross floorspace of relevant vacant buildings where there is a local policy requirement to provide an affordable housing contribution.

Vacant Building Credit does not apply to vacant buildings which have been abandoned.

The National Planning Policy Framework (NPPF) definition of brownfield (previously developed) land is relevant in interpreting this policy, specifically (the site) occupied by a permanent structure, this excludes:

- Land that is or was last occupied by agricultural or forestry buildings
- Land in built-up areas such as residential gardens, parks, recreation grounds and allotments
- Land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape

Viability Assessment

A Viability Assessment may be required to explain why a development is unable to meet policy requirements. This can be where abnormal costs of development make it unviable to meet known contributions whilst maintaining an acceptable level of profit to ensure the development takes place. Viability considerations can affect the amount of affordable housing provision, contributions to on and off-site works, community facilities, etc.

A viability assessment should be compiled by a competent professional and should adhere to RICS guidelines. [Financial viability in planning: conduct and reporting \(rics.org\)](https://www.rics.org/uk/insights/publications/financial-viability-in-planning-conduct-and-reporting/)

The applicant will be expected to provide an assessment where there is a deviation from policy. The Authority may require an independent assessment of the report. The cost of such an assessment will be recharged to the applicant.

Waste Audit Statement

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

- Types and quantities of waste that will be generated during demolition and construction phases
- Measures to segregate waste materials to enable their separate reuse, recycling or recovery (DNP Local Plan Policy 6.4)