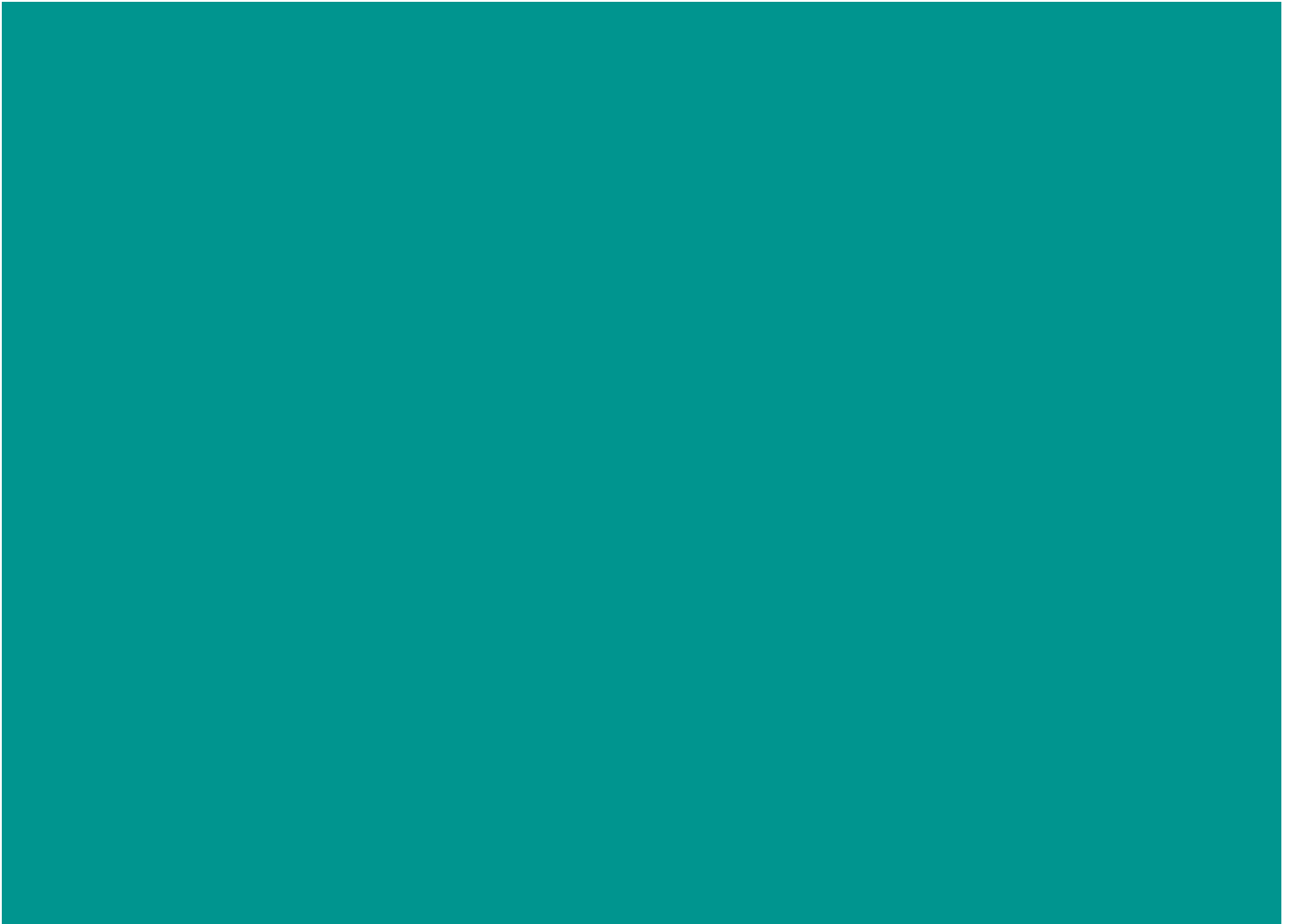




The Planning Inspectorate
Yr Arolygiaeth Gynllunio

Developments of National Significance

Submission



3. Submission

- 3.1 Following the notification and pre-application stages, the next stage of a DNS application is submission.
- 3.2 Any application must be submitted within 12 months of notification (previous stage).
- 3.3 The DNS application, once submitted, cannot undergo any significant changes, and so the application submitted must be the final proposal.

Application Acceptance Checklist

- 3.4 To help determine whether applications are of a satisfactory standard to be validated, the table below identifies the minimum general requirements that a DNS application must consist of.

Documents to be Submitted with a DNS Application

All DNS Applications must include:

- Completed application form
- Copy of the notice of acceptance (the notification)
- Site location plan
- All other applicable plans
- Copy of land ownership certificates
- A Design and Access Statement
- A Pre-Application Consultation Report

If the development requires EIA:

- An Environmental Statement (ES) must also be submitted.

If the development does not require EIA:

- negative screening direction must also be submitted.

If the development involves Crown Land:

- a statement with authorisation must also be submitted.

If the application involves Secondary Consents:

- a written statement outlining any secondary consents must accompany an application.

- 3.5 Compliance with this checklist will not guarantee acceptance of the application.
- 3.6 Associated with the submission of a DNS application is an 'initial fee', further details of which can be found in the Fees and Finance section.

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3.7 The table below sets out the actions to be taken by the applicant prior to submission of an application.

Actions to be taken by the Applicant prior to submission

- Consultation with relevant consultees
- Written notification to owners/occupiers of land adjacent to site
- Notice published in local newspaper
- Site notice displayed on or near site (minimum 42 days)
- Application/supporting documents published on website (minimum 42 days)
- Payment of required fee
- Copy of application to LPA
- *If application consists of secondary consents: consultation with relevant body*

How should application documents be prepared?

3.8 In preparing application documents, the advice set out below should be followed:

- Each application document must be paginated, and paragraphs must be numbered. Paragraphs within appendices should also be numbered.
- Written documents should, as far as possible, be printed on both sides of each page.
- Documents submitted by e-mail should have a maximum file size of 15MB each and should be in PDF format.
- Each document should contain a table of contents setting out chapter or topic headings, unless it comprises a short statement of no more than two A4 pages.
- Where the document comprises a plan or plans, these must be clearly labelled.
- A list of revisions should be produced so at any stage it is easy to identify the latest version of the plan or document.
- A glossary should be included for each written document. Larger documents should include a clearly referenced bibliography as well.
- The main body of text in reports should have a minimum font size of 11pt, and a recognisable and clear font should be used, such as Arial or Verdana.
- Any references made to relevant documents should be made to the specific passage, policy or relevant part of the document.

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- In all but exceptional cases, video or audio information should not be submitted. Applicants are strongly recommended to consult with the Inspectorate before the submission of such information.
- Any photographs should be correctly labelled, annotated and dated. The location at which photographs have been taken should be identified on a map. Specifications of the camera and type of lens used must also be provided.

Appendices

- 3.9 Appendices should be referenced and indexed and may be separately bound where appropriate.
- 3.10 It is important that the relevance of appendices is clearly explained in the document to which they relate.

How should application documents be organised?

- 3.11 It is important to ensure that large volumes of information are easily navigated. Duplication and superfluous content should be avoided.
- 3.12 It is recommended that a structured electronic application index is supplied, identifying all documents submitted with the application, and provides a plain English description of the information comprised within each document.
- 3.13 To assist with validation, the hard copies of an application should be organised in the same order as the electronic version.
- 3.14 Each document submitted that exceeds 1,500 words should include a summary of the key issues contained within it. The summary should be no longer than 1,500 words, or 10% of the original document size, whichever is the shorter.
- 3.15 File referencing for each plan or document submitted with the application should include: the scheme name; a document or plan title; a unique plan or document reference number; the appropriate Regulation paragraph number to which the document relates; the date of production of the plan or document; the author(s); and a chronological note of any revisions made to the plan or document including the revised plan or document number.
- 3.16 Applications that are poorly organised and presented could be at greater risk of not being validated.

How should the application be submitted?

- 3.17 Applicants may submit a DNS application electronically via the [DNS Wales website](#). The applicant should contact the Inspectorate to discuss the electronic submission of large documents.
- 3.18 Where an application is made electronically, on the same day the applicant must provide a hard copy to the Inspectorate and the LPA.

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- 3.19 The paper copies of applications should be submitted within the working hours of 9am-5pm, Mondays to Fridays (excluding UK public holidays). Applications received after 5pm will be treated as if they were received on the following day.
- 3.20 Each paper copy of the application should be provided as an individual package.
- 3.21 Hard copies of applications should be submitted to:
- Major Casework Team
The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

What happens after the application is submitted?

- 3.22 The Inspectorate has a period of 28 days (42 days where the development requires EIA) to decide whether the application is valid.
- 3.23 The applicant will be notified of the decision including the reasons why it has not been validated should that be the case.

Publication of Submission Documents

- 3.24 The Inspectorate will publish application documents as soon as practicable.
- 3.25 Whilst most of the application documents will be published on [the DNS website](#), there are some circumstances where it will be appropriate for information to be kept confidential.
- 3.26 Where documents are intended to remain confidential, the applicant should provide these as separate documents with their confidential nature clearly indicated in the title, and watermarked as such on each page.
- 3.27 Confidential information should not be incorporated within other documents that are intended for publication or which the Inspectorate would be required to disclose under the Town and Country Planning (Environmental Impact Assessment) (Wales) Regulations 2017. This could include, for example, information regarding the location of badger setts.

Data Protection and Privacy

- 3.28 Applicants should avoid the inclusion of any personal data relating to individuals in the documents they submit; in particular the consultation report.
- 3.29 The Inspectorate must ensure that it complies with the General Data Protection Regulation (GDPR) 2018 when handling personal information and must redact personal details prior to publication.