**Local Planning Authority Questionnaire**

**For Planning, Conservation area, Listed Building and Advertisement applications/appeals**

The LPA must send the completed questionnaire and any attachments to [PEDW.casework@gov.wales](file:///D%3A%5CUsers%5CTurnerN%5CObjective%5CObjects%5CPEDW.casework%40gov.wales) and the appellant (or their agent) **within 5 working days of the start date** specified in our start letter.

**Case details**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 1. | PEDW reference(s): | Insert PEDW reference number(s) |  |
|  |  |  |  |
| 2. | LPA reference(s): | Insert LPA reference number(s) |  |
|  |  |  |  |
| 3. | Site address / grid ref: | Insert site address and/or grid reference |  |
|  |  |  |  |
| 4. | Case type(s): | Planning application (s78) |[ ]   |
|  |  | Planning application (Household HAS / Minor Commercial CAS) |[ ]   |
|  |  | Conservation Area consent |[ ]   |
|  |  | Listed Building consent |[ ]   |
|  |  | Advertisement consent |[ ]   |
|  |  |  |  |

**Appeal procedure and site visit**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 5. | Which procedure do you consider the appeal should follow? | Choose |  |
|  |  |  |  |
|  | If Hearing or Inquiry, provide reasons here for why you consider this to be justified |  |
|  |  |  |  |
| 6. | Will the Inspector need to enter the appeal site/property? | Yes/No |  |
|  |  |  |  |
| 7. | Do you consider that the Inspector needs to enter neighbouring private land/property to view the site? | Yes/No |  |
|  |  |  |  |
|  | If Yes, give reasons and provide the neighbouring site address. If you have them, provide the contact details of the landowner in an attachment. |  |
|  |  |  |  |
| 8. | If access to private land/buildings is required, are you content for the Inspector to visit the site on an ‘access required’ basis, with only the landowner or their representative present? | Yes/No |  |
|  |  |  |  |
|  | If No, give reasons for why you consider an Accompanied Site Visit to be necessary |  |
|  |  |  |  |
| 9. | Are you aware of any health and safety issues which would need to be considered when the Inspector visits the site? | Yes/No |  |
|  |  |  |  |
|  | If Yes, describe the health and safety issues to be considered |  |
|  |  |  |  |
| 10. | LPA contact for site visit, hearing or inquiry arrangements: |  |  |
|  |  |  |  |
|  | Provide name, email address and phone number |  |
|  |  |  |  |

**Supporting documents**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 11. | LPA case file and representations: | * Insert weblink(s) to case file and representations on the LPA’s public portal. This must include all documents which were before the LPA at the time of its decision or when the appeal was made. Ensure that you link directly to the case documents list, not to a generic page on the LPA’s portal. If web-based comments were also made, insert a second link to that page. Alternatively, state here if you are sending relevant case file documents under separate cover.
 |  |
|  |  |  |  |
| 12. | LPA’s adopted local development plan and Proposals Map: | * Insert weblinks to the Written Statement of the adopted LDP/UDP, and the accompanying Proposals Map (including map key). Alternatively, list relevant policies here and attach excerpts.
 |  |
|  |  |  |  |
| 13. | Adopted local guidance relevant to the proposal: | * Insert weblink(s) to any relevant any local guidance (e.g. Supplementary Planning Guidance, Conservation Area appraisals) which the LPA considers relevant, specifying the document name before the web link. Alternatively, list the relevant guidance and attach copies/excerpts.
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|  |  |  |  |
| 14. | If applicable, do you intend to submit a full statement at the 4-week stage? | Yes/No |  |
|  |  |  |  |

**Statutory considerations**

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| --- | --- | --- | --- |
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| 15. | Is all or part of the site within an Area of Outstanding Natural Beauty? | Yes/No |  |
|  |  |  |  |
| 16. | Does the site include any public rights of way? | Yes/No |  |
|  |  |  |  |
|  | If Yes, attach or insert a link to the definitive map and statement for the local area |  |
|  |  |  |  |
| 17. | Is all or part of the site within a Conservation Area? | Yes/No |  |
|  |  |  |  |
|  | If Yes, attach or insert links to a plan showing the Conservation Area boundary |  |
|  |  |  |  |
| 18. | Would the proposal involve works to, or affect the setting of, a listed building, Scheduled Monument or other designated historic asset? | Yes/No |  |
|  |  |  |  |
|  | If Yes, attach or insert links to the listing description(s) and location plan |  |
|  |  |  |  |
| 19. | Is any part of the site subject to a Tree Preservation Order? | Yes/No |  |
|  |  |  |  |
|  | If Yes, attach or insert links to the relevant plan and details |  |
|  |  |  |  |
| 20. | Is the site within or likely to affect an International or National Designated Site for nature conservation (as defined in Planning Policy Wales)? | Yes/No |  |
|  |  |  |  |
|  | If Yes, specify the name and attach any relevant details |  |
|  |  |  |  |
| 21. | Are any protected species likely to be affected by the proposal? | Yes/No |  |
|  |  |  |  |
|  | If Yes, specify which and attach any relevant details |  |
|  |  |  |  |
| 22. | Does the case involve persons claiming Gypsy/Traveller status, whether or not this is accepted by the LPA? | Yes/No |  |
|  |  |  |  |
| 23. | Have you received comments or directions from any government department/agency or statutory undertaker, including in response to a statutory notification or consultation? | Yes/No |  |
|  |  |  |  |
|  | If Yes, specify which and attach any relevant details |  |
|  |  |  |  |

**Suggested conditions**

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| --- | --- | --- | --- |
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| 24. | Review the following standard conditions and advise whether they would be necessary if permission/consent is granted *(not applicable to Advertisement consent proposals)*: |  |
|  |  |  |  |
| a) | The development shall begin not later than five years from the date of this decision.Reason: To comply with Section 91 of the Town and Country Planning Act 1990 / Section 18 of the Town and Country Planning (Listed Building and Conservation Areas) Act 1990. | Yes/No |  |
|  |  |  |  |
| b) | The development shall be carried out in accordance with the following approved plans and documents: ……………………….Reason: To ensure the development is carried out in accordance with the approved documents, plans and drawings submitted with the application. | Yes/No |  |
|  |  |  |  |
|  | * If Yes, list the approved plans, documents and drawings here or list them in an attached document
 |  |
|  |  |  |  |
| c) | No development shall take place until a scheme for biodiversity enhancement has been submitted to and agreed in writing by the local planning authority. Development shall be carried out in accordance with the approved details.Reason: In the interests of maintaining and enhancing biodiversity, in accordance with Future Wales Policy 9. | Yes/No |  |
|  |  |  |  |
| 25. | Do you consider other conditions, or amended versions of the above standard conditions, to be necessary? | Yes/No |  |
|  |  |  |  |
|  | * If Yes, list them here or in an attached document. Include reasons and relevant development plan policies. If you intend to send suggested conditions alongside your 4 week statement, state this here.
 |  |
|  |  |  |  |

**Before sending, have you attached or provided a web link to:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 26. | A copy of the applicant’s certificate confirming that they notified persons with an interest in the land?\* | Yes/No |  |
|  |  |  |  |
|  | Insert weblink here if available online. If No, give reasons |  |
|  |  |  |  |
| 27. | Evidence of any publicity given to the application, including site notices and local advertisement?\*\* | Yes/No |  |
|  |  |  |  |
|  | Insert weblink here if available online. If No, give reasons |  |
|  |  |  |  |
| 28. | A copy of the letter with which you notified people of the appeal AND a list of the people you notified? | Yes/No |  |
|  |  |  |  |
|  | Insert weblink here if available online. If No, give reasons |  |
|  |  |  |  |
| 29. | The LPA’s Environmental Impact Assessment Screening Opinion, if applicable? | Yes/No |  |
|  |  |  |  |
|  | If Yes, insert weblink or attach a copy of the Screening Opinion and any related correspondence |  |
|  |  |  |  |
| 30. | Advertisement consent proposals only: A true copy of the Discontinuance Notice (if one has been issued)? | Yes/No |  |
|  |  |  |  |
|  | If Yes, state how the use of the site or the display of the advertisement(s) enjoys the benefit of deemed consent |  |
|  |  |  |  |
| 31. | Details of other appeals or applications relating to the site, or a nearby site, which are still being considered by PEDW or the Welsh Ministers? | Yes/No |  |
|  |  |  |  |
|  | If Yes, provide reference numbers and, if applicable, attach or insert links to relevant documents |  |
|  |  |  |  |
| 32. | Details of any previous appeal decision relating to the site or a nearby site referred to by the LPA or applicant? | Yes/No |  |
|  |  |  |  |
|  | If Yes, provide the reference number(s) and address(es) and attach or insert links to the decision(s) and any relevant application documents |  |
|  |  |  |  |
| 33. | Any other relevant information that we should know about? | Yes/No |  |
|  |  |  |  |
|  | If Yes, provide a brief description and attach or insert links to the relevant details |  |
|  |  |  |  |

**Declaration**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Signed: |  |  | Name of officer |  | Date: | Date |  |
|  |  |  |  |  |  |  |  |
| On behalf of: |  |  | Name of LPA |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Now email to** [**PEDW.casework@gov.wales**](file:///D%3A%5CUsers%5CTurnerN%5CObjective%5CObjects%5CPEDW.casework%40gov.wales) **in PDF format**

*\* Article 11 of The Town and Country Planning (Development Management Procedure) (Wales) Order 2012; Regulation 7 of The Town and Country Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012*

*\*\* Article 12 of The Town and Country Planning (Development Management Procedure) (Wales) Order 2012; Section 67/73 of The Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990; Regulation 10 of The Town and Country Planning (Listed Buildings and Conservation Areas) (Wales) Regulations 2012*