

Information for your Planning Application

Prepared by the Design Commission for Wales
in association with the Welsh Assembly Government
and the Welsh Local Government Association.

IS YOUR PLANNING APPLICATION LIKELY TO BE REVIEWED BY THE DESIGN COMMISSION FOR WALES?

This leaflet is provided to help
your planning application
through the local planning
authority's procedures and
its route through the design
review panel process.

Introduction

The Design Commission for Wales (DCFW) was established in 2002 by the Welsh Assembly Government as the nation's champion for architecture, landscape and urban design. (See Design Commission for Wales: Our Mission ref: www.dcfw.org).

There are similar commissions in England (CABE) and Scotland (A&DS) and Northern Ireland (CMAG).

Design review process

The design review process is used by the Commission to review development proposals, which are considered likely to have a significant impact on their surroundings. The Design Review Panel offers constructive advice to designers, developers, planning authorities and others, on selected development proposals in Wales. (See Design Review: The Process ref: www.dcfw.org) The Panel can ask to review any development proposal; your Local Planning Authority's Planning Case Officer or the Head of Design Review at the Commission will advise if review is appropriate for your application. Any Local Planning Authority could if so minded ask an applicant to bring their proposal to Design Review.

Statutory weight within the planning system

The comments and representations of DCFW may be a material consideration in the determination of planning applications and may therefore influence a planning authority's decisions.

DCFW and Sustainable Development

- Good Design and Sustainability are Inextricably Linked.

Under the Government of Wales Act 1998, the National Assembly for Wales has a legal commitment to promote sustainable development. DCFW is charged with, and is well placed to play, a key role in supporting sustainable development. DCFW is concerned with sustainable development primarily as a design issue. Design is about the physical world, about the physical form of settlements and buildings: urban and landscape design and architecture.*

Information required to support your application

Appendix One of the Welsh Assembly Government's planning Technical Advice Note 12 Design (TAN 12) sets out the information to be supplied to the Local Planning Authority with your planning application. In order for your application to be effectively processed by the local planning authority and, if necessary, by the design review process at DCFW, your application should provide the following as a minimum:

- + **Location Plan** with north point, scale (no smaller than 1: 2500), outline of the application site and surrounding area, including vehicle access/ adjoining properties and boundaries.
 - + **Relevant photographs** are an aid in appropriate circumstances, to show the existing and adjacent context of the proposals.
 - + **Details of existing site layout** with north point, date, drawing number, at a scale - typically 1:200 or appropriate to show detail clearly including all buildings, gardens, open spaces and car parking.
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Where appropriate, Tree Survey, nature conservation, biodiversity, drainage and other natural features, and existing services.

- + **Details of proposed site layout** with north point, date, drawing number, at a scale - typically 1:200 or appropriate to show detail clearly, including the siting of any new buildings or extension, vehicular /pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences and new (hard-surfaced) open spaces. Proposals should be shown in the context of existing buildings
- + **Floor plans scale 1: 50 or 1:100.** In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating new work. Show floor plans in the context of adjacent buildings where appropriate. Include a roof plan (where necessary).
- + **Elevations Scale 1:50 or 1:100** (consistent with floor plans). Show every elevation of new building or extension. Clearly distinguish existing / proposed as appropriate. Include details of materials and external appearance. Show elevations in context of adjacent buildings where appropriate.
- + **Cross Sections Scale 1:50 or 1:100** (consistent with floor plans) where appropriate.
- + **Design Statement** (where there are design implications), explaining; design principles and concept, how these are reflected in the development, how the design relates to the wider context (through a full contextual appraisal), how development reflects policy in the Development Plan and any Supplementary Planning Guidance or Design Briefs. The Statement must be illustrated, as appropriate, by plans, elevations, photographs and perspectives. (Other matters, which should be included where appropriate, are: Energy use and efficiency aspects, onsite waste management), future maintenance implications and commitments. A statement on access should be incorporated to illustrate compliance with the Disability Discrimination Act.

Your Planning Application should be submitted in a clear, concise format. This will help the local planning authority, and everyone who is consulted, understand and process your application fairly and efficiently.

**A sustainability statement should be included covering energy use & efficiency, renewable energy generation, waste management, future maintenance etc.*

Remember, the more clearly you show your proposals, the easier it will be for people to understand and reach a decision. Applicants are advised to contact their Local Planning Authority where it may be possible to seek a pre application discussion / meeting as early as possible and confirm if there are any specific requirements in respect of their application specific to the Local Planning Authority. Copies of the following documents can be obtained from the Welsh Assembly Government, on the their web site www.wales.gov.uk

- Technical Advice Note 12: Design
- Planning Policy Wales
- Wales Spatial Plan
- The Sustainable Development Action Plan

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