



Application for Planning Permission. Town and Country Planning Act 1990

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG
Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd SA11 2GG

For Office Use Only

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Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:
Last name:
Company (optional):
Unit: House number: House suffix:
House name:
Address 1:
Address 2:
Address 3:
Town:
County:
Country:
Postcode:

2. Agent Name and Address

Title: First name:
Last name:
Company (optional):
Unit: House number: House suffix:
House name:
Address 1:
Address 2:
Address 3:
Town:
County:
Country:
Postcode:

3. Description of the Proposal

Please describe the proposed development, including any change of use:

I HAVE CHANGED THE FLAT FROM LIVING ACCOM
TO AN OFFICE.

Has the building, work or change of use already started?

☒ Yes

☐ No

If Yes, please state the date when building,
work or use were started (DD/MM/YYYY):

2 | 01 | 2019

(date must be pre-application submission)

Has the building, work or change of use been completed?

☒ Yes

☐ No

If Yes, please state the date when the building, work
or change of use was completed: (DD/MM/YYYY):

2 | 01 | 2019

(date must be pre-application submission)

4. Site Details

Please provide the full postal address of the application site.

Unit:

House

number:

74.9

House

suffix:

House
name:

Address 1:

HERBERT STREET

Address 2:

PONTARDANE

Town:

SWANSEA

County:

Postcode
(optional):

SA8 4ED

If you cannot provide a postcode, the description of the site
location must be completed. Please provide the most accurate site
description you can, to help locate the site - for example "field to
the North of the Post Office".

Easting:

Northing:

Description:

5. Pre-application Advice

Has pre-application advice been sought from the local
authority about this application?

☐ Yes

☒ No

If Yes, please complete the following information about the advice
you were given. (This will help the authority to deal with this
application more efficiently).

Please tick if the full contact details are not
known, and then complete as much as possible:

☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or pedestrian access proposed to or from the public highway?

☐ Yes ☒ No

Are there any new public roads to be provided within the site?

☐ Yes ☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

☐ Yes ☒ No

Do the proposals require any diversions /extinguishments and/or creation of rights of way?

☐ Yes ☒ No

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste?

☒ Yes ☐ No

If Yes, please provide details:

A LARGE BIN SUPPLIED BY
NPTC. HAS BEEN PAID FOR
AND IS EMPTIED WEEKLY

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

☐ Yes ☒ No

If Yes, please provide details:

9. Authority Employee / Member

With respect to the Authority, I am:

- a) a member of staff
- b) an elected member
- c) related to a member of staff
- d) related to an elected member

Do any of these statements apply to you?

☐ Yes ☒ No

If Yes, please provide details of the name, relationship and role

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls			☒	☐
Roof			☒	☐
Windows			☒	☐
Doors			☒	☐
Boundary treatments (e.g. fences, walls)			☒	☐
Vehicle access and hard-standing			☒	☐
Lighting			☒	☐
Others (please specify)			☒	☐

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☐ Yes

☒ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

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11. Vehicle Parking

Is vehicle parking relevant to this proposal?

☒ Yes

☐ No

There are 5 parking spaces
already here

If Yes, please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans.

12. Foul Sewage

Please state how foul sewage is to be disposed of:

☒ Mains sewer

☐ Cess pit

☐ Package treatment plant

☐ Septic tank

☐ Other

Are you proposing to connect to the existing drainage system?

☐ Yes

☒ No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes on the Planning Portal website (see "Local level requirements and additional documentation"). The notes provide further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals. Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

☐ Yes, on the development site

☐ Yes, on land adjacent to or near the proposed development

☒ No

b) Designated sites, important habitats or other biodiversity features:

☐ Yes, on the development site

☐ Yes, on land adjacent to or near the proposed development

☒ No

c) Features of geological conservation importance:

☐ Yes, on the development site

☐ Yes, on land adjacent to or near the proposed development

☒ No

Supporting Information Requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

Your Local Planning Authority will be able to advise on the content of any assessments that may be required.

14. Trees and Hedges

Are there trees or hedges on the proposed development site?

☐ Yes

☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

☐ Yes

☒ No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste?

☐ Yes

☒ No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

16. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?

☒ Yes

☐ No

If you answered "Yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

CHANGE OF USE FROM RESIDENTIAL TO OFFICE

17. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

☐ Yes☒ No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1					
Shops	☐				
Net tradable area:	☐				
A2					
Financial and professional services	☐				
A3					
Restaurants and cafes	☐				
B1 (a)					
Offices	☐				
B1 (b)					
Research and development	☐				
B1 (c)					
Light industrial	☐				
B2					
General industrial	☐				
B8					
Storage or distribution	☐				
C1					
Hotels and halls of residence	☐				
C2					
Residential institutions	☐				
D1					
Non-residential institutions	☐				
D2					
Assembly and leisure	☐				
OTHER	☐				
Please Specify	☐				
Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	☐			
C2	Residential Institutions	☐			
OTHER		☐			
Please Specify		☐			

18. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees	4		
Proposed employees			

19. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known
OFFICE	8-5pm	N/A	N/A	

20. Site Area

Please state the site area in hectares (ha)

If Yes, please complete the following information regarding public open space:

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space?

☐ Yes ☐ No

	Open Space Lost	Open space gained
Area of Land (ha)		

21. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Welsh Government's Development Advice Maps website - <http://data.wales.gov.uk/apps/floodmapping/>)

☐ Yes ☒ No

If Yes, and you are proposing a new building or change of use, please add details of the proposal in the following table:

Floodplain Area	Residential (Number of units)	Non-residential (Area of land - hectares)
Floodplain C1		
Floodplain C2		

If the proposed development is within an area at risk of flooding you will need to consider whether it is appropriate to submit a flood consequences assessment. (Refer to Section 6 and 7 and Appendix 1 of TAN 15 - <http://wales.gov.uk/topics/planning/policy/tans/tan15/?lang=en>)

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere?

☐ Yes ☒ No

From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' Statutory SuDS Standards. SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.

How will surface water be disposed of?

☐ Sustainable drainage system ☐ Soakaway ☐ Main sewer ☒ Existing watercourse ☐ Pond/lake

22. Existing Use

Please describe the current use of the site:

FLAT FOR LIVING ACCOM

Is the site currently vacant?

☐ Yes

☒ No

If Yes, please describe the last use of the site:

When did this use end (if known)? (DD/MM/YYYY)

(date where known may be approximate)

Does the proposal involve any of the following:

Land which is known or suspected to be contaminated for all or part of the site

☐ Yes

☒ No

A proposed use that would be particularly vulnerable to the presence of contamination?

☐ Yes

☒ No

If you have answered Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building?

☐ Yes

☒ No

If Yes, please complete the following information regarding the element of the site area which is in previously developed land or greenfield land:

	Previously Developed Land	Greenfield Land
Area of land (ha) proposed for new development		

23. Renewable and Low Carbon Energy

Does your proposal involve the installation of a stand-alone renewable or low-carbon energy development? ☐ Yes ☒ No

If you have answered Yes to the question above please state the proposed energy output capacity in MegaWatts (MW):

Renewable Energy Type	Energy Capacity (MW)
Anaerobic digestion	
Biofuels	
Biomass	
Combined heat and power (CHP)	
District heating	
Fuel cells	
Geothermal	
Ground/water/air heat pumps	
Hydropower	
Solar	
Waste heat energy	
Wind	
Other low carbon or renewable energy (please specify below)	

24. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

ANSWERING PHONES & SENDING
EMAILS TO ENCL. USERS

Is the proposal a waste management development? ☐ Yes ☒ No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	☐		
Non-hazardous landfill	☐		
Hazardous landfill	☐		
Energy from waste incineration	☐		
Other incineration	☐		
Landfill gas generation plant	☐		
Pyrolysis/gasification	☐		
Metal recycling site	☐		
Transfer stations	☐		
Material recovery/recycling facilities (MRFs)	☐		
Household civic amenity sites	☐		
Open windrow composting	☐		
In-vessel composting	☐		
Anaerobic digestion	☐		
Any combined mechanical, biological and/or thermal treatment (MBT)	☐		
Sewage treatment works	☐		
Other treatment	☐		
Recycling facilities construction, demolition and excavation waste	☐		
Storage of waste	☐		
Other waste management	☐		
Other developments	☐		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

25. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☐ No ☒ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)		Ethylene oxide (tonnes)		Phosgene (tonnes)	
Ammonia (tonnes)		Hydrogen cyanide (tonnes)		Sulphur dioxide (tonnes)	
Bromine (tonnes)		Liquid oxygen (tonnes)		Flour (tonnes)	
Chlorine (tonnes)		Liquid petroleum gas (tonnes)		Refined white sugar (tonnes)	

Other:

Other:

Amount (tonnes):

Amount (tonnes):