

# Monmouth Town Council

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## Pre-Application Consultation in Wales Planning (Wales) Act 2015 Monmouth Town Council Guidance Note for Applicants

### Introduction

The purpose of this guidance note is to highlight Monmouth Town Councils' commitment to providing pre-application advice and its commitment to facilitating effective and meaningful pre-application community consultation thereby ensuring that opportunities to work collaboratively with applicants to improve the quality of developments are maximized.

### Sustainable development and the Wellbeing of Future Generation (Wales) Act 2015.

The Wellbeing of Future Generations Act is about improving the social, economic, environmental and cultural well-being of Monmouth. Our local Public Service Board identified the following:

In July 2017, the PSB agreed their purpose of *building sustainable and resilient communities*, three cross cutting aspirations that will apply to all objectives and steps, and four well-being objectives – two about people and two about place, as shown in the following table:

Purpose	Building Sustainable and Resilient Communities	
Our aspiration is to:	Reduce inequalities between communities and within communities Support and protect vulnerable people Consider our impact on the environment	
Our Well-being Objectives are:	<i>People / Citizens</i>	<i>Place / Communities</i>
	Provide children and young people with the best possible start in life	Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change
	Respond to the challenges associated with demographic change	Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

The planning system has an important role to play in creating and building a sustainable and resilient Monmouth

Pre-application community consultation gives local communities the opportunity to be better informed about development proposals. Early collaborative discussions with communities can help to shape better quality, more accepted schemes and ensure improved outcomes for the community. Developers are strongly encouraged to engage with local communities at the pre-application stage

### **What does this apply to?**

#### **Procedure for seeking pre-application community discussion**

Applicants for schemes comprising 'major development' will need to undertake formal pre-application community consultation.

Major development under the Act is defined as:

- housing developments of 10 or more dwellings or where the site area is of 0.5 ha or more (if the number of dwellings is not known)
- the provision of a building(s) where the floorspace created exceeds 1,000 sq m
- the winning and working of minerals or the use of land for mineral-working deposits
- waste development
- development carried out on a site of 1 ha or more.

### **What is the MTC process?**

To comply with the pre-application requirements of the Act and to prevent delays during the community consultation process we recommend applicants follow the steps outlined below:

1. Contact our Town Clerk as early in the process as possible.
2. Complete the enclosed proforma in electronic format that:
3. Establish the technical documents required to support the application.
4. Agree a consultation strategy with the MTC Planning Committee and or Town Clerk. This must include who you intend to consult, the level of information required for consultation and when you intend to consult. Prepare the draft planning application documents as agreed at step 1.
5. The statutory 28-day consultation period will begin once the applicant has
  - Erected Site notices (in English and Welsh) are placed for public view in and around the site.

- Owners or occupiers of land adjoining the application site have been notified via a letter (in English and Welsh).
- ‘Community’ and ‘specified’ consultees, see MTC community consultation list have been consulted via email or a letter.
- A copy of the draft planning application is made available for public viewing at MTC- developers are encouraged to make this information available for viewing online.

## Conclusion

General advice obtained from the MTC’s website or indeed information obtained through the pre-application discussion process does not bind the MTC Planning Committee in making a formal recommendation at the regulatory planning stage, following public consultation with all interested parties and formal consultation with the local County Council.

 Planning Committee

## Request for Pre-application Support from potential Developers

Planning Act (Wales) 2015  
Monmouth Town Council

Please complete this form using BLOCK CAPITALS and **black ink** and return to the address above.  
If you have any queries relating to your request, please call us on telephone number 01291 626370.

**It is important that you complete the form correctly and accurately and any incomplete form may delay the processing of your request.**

### 1. Applicant Details

Name:

Address:

Postcode:

Tel. (day):

Fax:

E-mail:

### 2. Agent/Developer Details (if applicable)

Please note that if an Agent is used, all correspondence will be sent to them.

Name:

Address:

Postcode:

Tel. (day):

Fax:

E-mail:

**3. Interest in Property/Land**

State your interest in the property or land, e.g. owner/occupier, developer, prospective purchaser etc.

**4. Location of Proposed Development**

If there is **no** postal address, please give a clear and accurate description of the site location and the size of the development.

**5. Type of pre application Support Requested from the Council**

- Meeting with the full the Planning Committee and with Council
- Advertisement on the town council website
- Hold and facilitate a community meeting
- One-off meeting with the Town Clerk at the Town Council's offices where no formal response is required
- Advise on a venue
- E mail network to access the community
- Entry into a Newsletter

**6. Viewing the Site**

If relevant, can the site be seen from a public road, footpath, bridleway or other public land? Yes  No

If No, is there a need for a Councillor to enter the site (does not apply to one-off meetings)? Yes  No

Contact details in the event that a Councillor needs to visit the site Applicant  Agent  Other

Contact Name Telephone number

Email address

**7. Description of Proposal along with description with full disclosure details including values proposals for Community Planning Gain that will benefit the Community and residents of Monmouth Town**

Please provide an accurate, detailed description of the proposed development along with practical costed examples of the Community Related Benefits(CIL) the Scheme can deliver to the residents businesses and visitors of Monmouth Town.

**8. Plans and Supporting Information along with examples of previous successful delivered Community Related Benefits**

Below is a checklist of information that should normally accompany a request where a formal response to Planning Committee and Council s required.

Where just a meeting with the Town Clerk with no formal response is required, any information submitted in advance will help subsequent debate However in the interests of openness and transparency developers are advised that a presentation with full details is the preferred method of assessing the Community Related Benefits of your scheme.

The more information you can provide, the more informed and quicker the Town Council's response will be.

(i) Site Location Plan with the site clearly identified Yes  No

(ii) Existing use of the land (if known) .....

(iii) Plans/ Drawings Yes  No  Plan numbers/details .....

(iv) Example of Community related benefits that can be accessed  
.....  
.....

(iv) Draft Design & Access Statement (not required for householder applications or for change of use) Yes  No

(v) Draft Environmental Impact Statement and Heritage Statement (required for designated assets such as listed buildings and conservation areas) Yes  No

(vi) Does the proposal only involve internal alterations to a listed building and no change of use is Proposed? Yes  No

(vii) Photographs of the site if only written advice is required (optional) Yes  No

Any other supporting information provided. Please list:

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**Please Note:**

The Town Council encourages pre-applications to be submitted electronically. If you are submitting documents in CD form or in electronic format, please note that in order to ensure complete compatibility with our on-line system, all documents must be under 5MB in size. They should also be correctly orientated and are either in Adobe pdf or Microsoft Word format. If you are submitting your request in hard copy please ensure you enclose sufficient copies for all Councillors (16 in total)

**9. Freedom of Information Act**

Disclosure of the information you have provided may be requested by a third party under the Freedom of Information Act 2000. If so, the Town Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Act. To assist the Town Council in this exercise please answer the following questions. Whilst your views will be taken in to account, ultimately the Town Council reserves the right to determine whether the information should be withheld or released.

1. Would disclosure of any of the information harm someone's commercial interests? If so, which information and what would that harm entail?

Yes  No

2. Do you consider that you are giving the information in confidence? If so, what is it about the information that has the necessary quality of confidence (i.e. how is it sensitive)?

Yes  No

3. If considered necessary, do you have any objection to the details of your request being shared either with an elected member of the Town Council or the County Council?

Yes  No

Signed:

Date:

Name (in BLOCK CAPITALS):

On behalf of:

Revised September 2017 First Draft