



# EXMOOR

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## NATIONAL PARK

EXMOOR NATIONAL PARK AUTHORITY  
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22nd August 2025

### EXMOOR NATIONAL PARK AUTHORITY PLANNING COMMITTEE

**To: The Members of the PLANNING COMMITTEE of the Exmoor National Park Authority**

A meeting of the Planning Committee will be held in the **Committee Room, Exmoor House, Dulverton** on **Tuesday, 2<sup>nd</sup> September 2025 at 2pm.**

The meeting will be open to the press and public subject to the passing of any resolution under s.100(A)(4) of the Local Government Act 1972.

There is Public Speaking at this meeting, when the Chairperson will allow members of the public two minutes each to ask questions, make statements, or present a petition relating to any item on the Agenda. Anyone wishing to ask questions should notify the Corporate Support Officer as soon as possible, or at the latest by 4pm on the working day before the meeting of the agenda item on which they wish to speak, indicating a brief summary of the matter or matters to be raised (contact [Committees@exmoor-nationalpark.gov.uk](mailto:Committees@exmoor-nationalpark.gov.uk)).

The meeting will be **recorded**. By entering the Authority's Committee Room and speaking during Public Speaking you are consenting to being recorded. We will make the recording available via our website for members of the public to listen to and/or view, within 72 hours of the meeting taking place.

Members of the public may use forms of social media to report on proceedings at this meeting. Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairperson so that those present may be made aware.

(The agenda and papers for this meeting can be downloaded from the National Park Authority's website [www.exmoor-nationalpark.gov.uk](http://www.exmoor-nationalpark.gov.uk)).

Sarah Bryan  
Chief Executive

As set out above, the Authority welcomes public engagement with its work and believes that everyone attending a meeting of Exmoor National Park Authority or one of its Committees has the right to be treated with respect and to feel safe at all times, including before, during and after the meeting they attend.

The Authority understands that some situations can be difficult and lead to frustration; however, the Authority is committed to promoting an environment where everyone feels listened to and respected and is not subjected to unacceptable behaviour. Further guidance is provided in our Customer Notice, available on our [website](#).

# AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest/Lobbying of Members/Unaccompanied Site Visits**  
Members are asked to declare:-
  - (1) any interests they may have in relation to items on the agenda for this meeting;
  - (2) any lobbying by anyone concerned with a planning application and any unaccompanied site visits where contact has been made with any person concerned with a planning application.
3. **Minutes**
  - (1) To approve as a correct record the Minutes of the meeting of the Planning Committee held on 3<sup>rd</sup> June 2025 (Item 3)
  - (2) To consider any Matters Arising from those Minutes.
4. **Business of Urgency:** To introduce any business which by reason of special circumstances the Chairperson, after consultation with the Chief Executive, is of the opinion should be considered as a matter of urgency and to resolve when such business should be ordered on the Agenda.
5. **Public Speaking:** The Chairperson will allow members of the public to ask questions, make statements, or present a petition on any matter on the Agenda for this meeting or in relation to any item relevant to the business of the Planning Committee. Any questions specific to an agenda item can be posed when that item is considered subject to the discretion of the person presiding at the meeting.
6. **Appeal Decisions:** To note the decision of the Secretary of State to dismiss the following appeal:

## Agenda Item

### 6.1 Appeal Ref: APP/F9498/W/24/3350731

Unit 6, Middle Burrow, Burrow Road, Timberscombe, Minehead, Somerset TA24 7UD. Proposed change of use of the barn known as North Barn (ancillary use) to holiday accommodation.

7. **Development Management:** To consider the report of the Head of Climate, Nature & Communities on the following:-

Agenda Item	Application No.	Description	Page Nos.
7.1	6/14/25/004	Application Under Regulation 3 of The Town & Country Planning General Regulations 1992 for the proposed replacement of existing artificial roof slate with natural slate, erection of 2 No. Flues for a burning stove, together with, the creation of a ground-floor external doorway where a window currently exists. Retrospective. Pinkery Centre for Outdoor Learning, Simonsbath, Minehead, TA24 7LL	1-14

- 8. The Local List of Requirements for the Submission of Planning and Other Applications** To consider the report of the Head of Climate, Nature & Communities (Item 8)
- 9. Application Decisions Delegated to the Chief Executive:** To note the applications determined by the Chief Executive under delegated powers (Item 9).
- 10. Schedule of Section 106 Agreements:** To note the Schedule of Section 106 Agreements being undertaken by Devon County Council on behalf of Exmoor National Park Authority (Item 10).
- 11. Site Visits:** To arrange any site visits agreed by the Committee (the reserve date being Friday, 3<sup>rd</sup> October (am)).

Further information on any of the reports can be obtained by contacting the National Park Authority at the address and telephone numbers at the top of the agenda. Details of the decisions taken at this meeting will be set out in the formal Minutes which the Committee will be asked to approve as a correct record at its next meeting. In the meantime, details of the decisions can be obtained by emailing [Committees@exmoor-nationalpark.gov.uk](mailto:Committees@exmoor-nationalpark.gov.uk)

**EXMOOR NATIONAL PARK AUTHORITY  
PLANNING COMMITTEE**

**MINUTES** of the Meeting of the Planning Committee of Exmoor National Park Authority held on Tuesday, 3 June 2025 at 1.30pm in the Committee Room, Exmoor House, Dulverton.

**PRESENT**

Mr S J Pugsley (Chairperson)  
Dr M Kelly (Deputy Chairperson)

Mr A Bray  
Mr D Elson  
Mr B Geen  
Mr J Holtom  
Mr R Hopley

Mrs F Nicholson  
Mr J Patrinos  
Mrs F Smith  
Miss E Stacey

Apologies for absence were received from Mr T Butt Philip.

1. **ELECTION OF CHAIRPERSON:** Mr S J Pugsley was elected Chairperson of the Planning Committee for the ensuing year.
2. **ELECTION OF DEPUTY CHAIRPERSON:** Dr M Kelly was elected Deputy Chairperson of the Planning Committee for the ensuing year.
3. **DECLARATIONS OF INTEREST/LOBBYING OF MEMBERS/  
UNACCOMPANIED SITE VISITS:**

In relation to Application No: 6/43/24/011 - Willsfield House, Wootton Courtenay, Minehead TA24 8RD - Proposed single storey ancillary store extension added to the rear/north elevation of the house. Existing stables removed and new stables constructed. Solar panels to be installed on the roofs of both the extension and stables. Landscaping works to form northern courtyard and terracing. Formation of new garage and pool to south of house – Mr A Bray declared an interest as a Member of Wootton Courtenay Parish Council. Mr Bray confirmed he had not attended the Parish Council meeting at which the application was discussed.

4. **MINUTES:**
  - i. **Confirmation:** The **Minutes** of the Committee's meeting held on 6 May 2025 were agreed and signed as a correct record.
  - ii. **Matters arising:** There were no matters arising.
5. **BUSINESS OF URGENCY:** There was none.
6. **PUBLIC SPEAKING:** See Minutes 9 and 10 below for details of public speakers.

7. **APPEAL DECISIONS:** The Committee noted the **decisions** of the Secretary of State to dismiss the following appeals:

- Appeal Ref: APP/F9498/W/24/3352269 – Chapel Knap, Porlock Weir, Minehead TA24 8PA – proposed change of use of existing ancillary garden building to a Holiday Let.
- Appeal Ref: APP/F9498/W/24/3357657 - Hurlstone Bungalow, Bossington Road, Selworthy, Somerset TA24 8HQ - proposed is replacement of existing bungalow and shed with eco timber bungalow and new shed.

## DEVELOPMENT MANAGEMENT

8. **Application No: 6/43/24/011**

**Location: Willsfield House, Wootton Courtenay, Minehead TA24 8RD**

**Proposal: Proposed single storey ancillary store extension added to the rear/north elevation of the house. Existing stables removed and new stables constructed. Solar panels to be installed on the roofs of both the extension and stables. Landscaping works to form northern courtyard and terracing. Formation of new garage and pool to south of house.**

The Committee considered the **report** of the Development Manager.

### **Public Speakers:**

1. Mr T Burton – Applicant's agent

### **The Committee's Consideration**

It was confirmed that the application was brought before the Committee because the officer recommendation was contrary to the view of Wootton Courtenay Parish Council, not Winsford Parish Council.

The meeting recognised the legitimate anxiety of the local community about this application; however, it was agreed that working with Planning Officers, the applicant had successfully sought to address concerns relating to landscaping, drainage and noise. It was confirmed that the conditions set out in the report reflected the additional landscaping information.

Members were advised that the re-use of excavated soil on the applicant's landholding would be difficult to enforce; however, it was considered unlikely that the applicant would not choose to re-use this material on site as a cost effective and efficient option.

<p><b>RESOLVED:</b> To approve planning permission subject to the conditions set out in the report.</p>
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9. **Application No: 6/40/25/001**

**Location: Little Ham, Winsford, Minehead TA24 7JF**

**Proposal: Proposed demolition of cottage and erection of 1 no. rural workers dwelling without complying with condition 10 (windows, doors and external joinery) and condition 2 (approved plans) of approved application 6/40/21/120 to allow change in windows, doors and external joinery material from timber to uPVC.**

The Committee considered the **report** of the Development Manager.

**Public Speakers:**

1. Ms S Winzer – applicant
2. Mr W Lock – Exmoor Young Voices
3. Mr R Milton – Member, Exmoor National Park Authority
4. Mr A Gill – in support

**The Committee’s Consideration**

Members noted that the proposed doors and windows within the approved development would be relatively plain and would not be detailed with glazing bars or adorned. Members considered that given that the development would be set back and down from the road, within a context set away from historic buildings, the use of flush fitting slimline uPVC windows and doors would do little to alter the character and appearance of the approved development and the locality.

Whilst clause 1.b of Policy CE-S6 of the Local Plan required that the materials and design elements of a new building should complement the local context through the use of traditional and natural sustainable building materials, Members noted that the preamble to the Policy gave some flexibility, particularly outside of conservation areas and in non-traditional buildings, where the built context of a site may provide scope to include alternative materials without causing harm to the character and appearance of the area.

Therefore having considered the application on its individual merits, Members concluded that even though uPVC was not a traditional and natural sustainable material, having regard to the site context and the scheme already granted planning permission, the proposal would deliver a development that conserved and enhanced the local identity and distinctiveness of that part of Exmoor in accordance with the aims of Policies GP1, CE-S1, CE-D1 and CE-S6.

**RESOLVED:** To approve planning permission subject to the following conditions:

1. The development hereby approved shall not be carried out except in complete accordance with details as shown in the plans as listed on the decision notice dated 11 April 2022 for planning permission reference 6/40/21/120 (specifically drawing numbers 681.103 rev C – proposed floor plans and 684.102 rev C proposed layout) unless otherwise amended by the plans submitted with this application and listed below:

- Location Plan 684.100 Rev A; and
- Proposed Elevations drawing numbers 684.104 rev D and 684.105 rev D.

Reason: For the avoidance of doubt and to ensure the development accords with the approved plans, as amended.

2. The windows and doors hereby permitted shall be slimline and all casements shall be flush fitting within the frame. There shall be no external trickle vents or external hinges. Furthermore, prior to their installation, details including large scale drawings at 1:10 or 1:20 scale (including a cross section), the colour and external finish of the windows and doors hereby permitted shall be submitted to and agreed in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the agreed details.

Reason: In the interests of the character and appearance of the development and the locality.

3. The occupation of the dwelling hereby approved shall be limited to a person or persons solely or mainly working, or last working, in the locality in agriculture (as defined in Section 336 (1) of the Town and Country Planning Act 1990), or in forestry, or a widow or widower of such a person, and to any resident dependants.

Reason: To acknowledge the justification for the development, with the proposed larger dwelling required to meet the functional requirements of the farm holding, and to ensure that the dwelling hereby permitted is occupied only by a person or persons employed locally in agriculture or forestry in accordance with the policy of restraint set out in the Development Plan.

4. A beech hedge, comprising a double staggered row of at least 4 to 5 plants per metre, shall be planted along the northeast boundary of the application site. The planting shall be carried out in the first planting season after commencement of the development, unless agreed otherwise, in writing, by the Local Planning Authority and shall be maintained for a period of 5 years. Such maintenance to include the replacement of any trees or shrubs that die, are damaged or becoming seriously diseased. For the purposes of this condition the expression 'planting season' shall mean the period between the 15 September and 15 March.

Reason: To confirm details not already clearly provided as part of the application and to aid the suitable integration of the development, in the interests of the character and appearance of the locality.

5. The natural slate for the roof of the approved dwelling and the roof of the approved garage/outbuilding shall accord with the sample and details approved under application reference 6/40/23/010DC on 19 October 2023. The roofs shall be finished in the agreed natural slate and thereafter natural slate shall be retained on the roofs of the house and outbuilding.

Reason: To ensure that the character and appearance of this building is sympathetic to this location within the National Park.

6. Prior to its installation, details of the type and colour finish of the render for the external elevations of the dwelling and garage hereby approved shall be submitted to and agreed in writing by the Local Planning Authority. Once agreed the dwelling and garage shall be rendered and painted in accordance with the agreed details.

Reason: In the interests of the visual appearance of this building in this location within the National Park.

7. Prior to first occupation of the dwelling hereby approved, the access hereby approved over at least the first 5 metres of its length, as measured from the edge of the adjoining carriageway, shall be properly consolidated and surfaced (not loose stone or gravel).

Reason: In the interests of highway safety.

8. Prior to installation of any entrance gate(s) to the vehicular access, details of the position, design and appearance of the gate(s) shall be submitted to and approved

by the Local Planning Authority, and any gate(s) shall thereafter be installed in accordance with the agreed details. Any entrance gates erected shall be hung to open inwards and be set back from the carriageway edge of the adjoining public highway, unless otherwise previously agreed in writing by the Local Planning Authority.

Reason: In the interests of highway safety.

9. Provision shall be made within the site for the disposal of surface water so as to prevent its discharge onto the highway. Such provision shall be installed before the first occupation of the dwelling house and thereafter maintained at all times.

Reason: In the interests of highway safety.

10. All external frames shall have a minimum 100 mm (4 inches) reveal unless agreed otherwise in writing with the Local Planning Authority.

Reason: In the interests of the satisfactory appearance of the development upon completion and in the interests of the visual appearance of the development in this location within the National Park.

11. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and reenacting that Order with or without modification), no extensions to the dwelling hereby permitted shall be erected without the prior permission, in writing, of the Local Planning Authority.

Reason: To control the size of the dwelling interests of ensuring the size of the dwelling is such that it remains affordable to the agricultural community and in the interests of visual amenity. Additionally, the replacement dwelling has a net internal floorspace that is greater than 93sqm and the internal floorspace of the existing dwelling, contrary to Policy HC-D17 of the Exmoor National Park Local Plan 2011 – 2031, and has only been concluded as acceptable due to the merits of the. To prevent a further increase in floorspace under permitted development rights, which would see the replacement dwelling become larger than the floorspace granted under the previous planning permission, it is necessary to remove such rights so that the Local Planning Authority can formally consider a proposal to increase the floorspace further.

12. There shall be no more than one dwelling within the application site.

Reason: To confirm the terms of the permission and ensure that the existing dwelling is removed through the development.

13. The solar panels on the roof of the replacement dwelling hereby approved shall only be matt black with matt black frames. The solar panels shall be retained as such thereafter and any subsequent replacement solar panels shall comply with the requirements of this condition.

Reason: In the interests of the satisfactory appearance of the development and to conserve the character and appearance of the landscape and locality.

14. The garage/outbuilding hereby approved shall not be used other than for the parking of vehicles and the storage of domestic items associated with the dwelling. The garage shall not be used as ancillary living accommodation, unless planning permission is granted by the Local Planning Authority for such a use.

Reason: The replacement dwelling has a net internal floorspace that is greater than the internal floorspace of the existing dwelling, contrary to Policy HC-D17 of the Exmoor National Park Local Plan 2011 – 2031, and has only been concluded as acceptable due to the merits of the application. To prevent a further increase in habitable and so that the Local Planning Authority can formally consider a proposal to increase the floorspace further.

15. Prior to first occupation of the replacement dwelling hereby approved, a “Lighting Design for Bats”, following Guidance Note 8 - Bats and Artificial Lighting (ILP and BCT 2018), shall be submitted to, and approved in writing by, the Local Planning Authority. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory or having access to their resting places. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. Under no circumstances should any other external lighting be installed without prior consent from the Local Planning Authority.

Reason: In the interests of the ‘Favourable Conservation Status’ of populations of European protected species and in accordance with Exmoor National Park Local Plan Policy CE-S3 (Biodiversity and Green Infrastructure) and to safeguard the character of the locality, including its dark night sky.

16. Unless otherwise agreed in writing, the development hereby approved shall not be carried out other than strictly in accordance with the “Mitigation & Compensation Measures” as set out under Table 5.1 of the Ecological Appraisal prepared by jh ecology ltd dated December 2021 and submitted in support of the application reference 6/40/21/120. The mitigation measures shall include the provision of a dedicated bat loft above the new garage and the provision of bat access slates in the roof pitch of the garage, in accordance with the Ecological Appraisal, prior to the first use or substantial completion of the dwelling hereby approved, whichever is the sooner.

Reason: In order to secure the ‘strict protection’ of European protected species in accordance with the Conservation of Habitats and Species regulations 2017 and policy CE-S3 of the Exmoor National Park Local Plan 2011-2031.

17. Unless otherwise agreed in writing by the Local Planning Authority, 1 x integrated bee brick shall be incorporated into the wall of the southwest elevation of the garage building hereby approved. The bee brick shall be sited at least 1 metre off the ground. Unless otherwise agreed in writing by the Local Planning Authority, 1 x woodstone or woodcrete nest box, with a 32mm entrance hole, shall be installed under the eaves on the southeast elevation of the garage hereby approved at the northeast end. These features shall be installed prior to the first use of the dwellinghouse hereby approved.

Reason: To ensure the development contributes to the Government's target of no net biodiversity loss as set out in the National Planning Policy Framework; ENPA Local Plan: Policy CE-S3 Biodiversity and Green Infrastructure and the authorities obligations for biodiversity under the Natural Environment and Rural Communities Act 2006.

18.No vegetation removal works to facilitate the proposal shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of the trees and hedgerow, and any tall ruderal vegetation to be cleared for active birds' nests immediately before works proceed and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to the local planning authority.

Reason: Nesting birds are afforded protection under the Wildlife and Countryside Act 1981 (as amended). Although this is a legal obligation the law does not specify a time period – some species can breed outside the time frame given.

**10. AMENDMENT TO APPROVED MINUTES FROM 1 APRIL 2025 PLANNING COMMITTEE MEETING: APPLICATION 6/27/22/115 – PROPOSED CONSTRUCTION OF A LOCAL NEEDS AFFORDABLE DWELLING AT LAND WEST OF SPARKHAYES LANE, PORLOCK, SOMERSET TA24 8NE**

The Committee considered the **report** of the Development Manager.

**RESOLVED:** To amend the minutes of the 4 February 2025 Planning Committee meeting to properly reflect the resolution made by the Planning Committee to grant planning permission subject to the conditions set out in the report including a revised condition 11, and subject to a Section 106 Agreement to ensure that the dwelling is a local needs affordable dwelling and that safe egress from the site is secured, in perpetuity.

- 11. APPLICATION DECISIONS DELEGATED TO THE CHIEF EXECUTIVE:** The Committee noted the **decisions of the Chief Executive determined under delegated powers**.
- 12. SCHEDULE OF SECTION 106 APPLICATIONS:** The Committee noted the **Schedule** of Section 106 Applications being undertaken by Devon County Council on behalf of Exmoor National Park Authority.
- 13. SITE VISITS:** If there were any site visits to arrange, these would take place on the morning of Friday 27 June 2025.

The meeting closed at 2.50pm

(Chairperson)



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## Appeal Decision

Site visit made on 12 June 2025

by **C Butcher BSc MA MRTPI**

an Inspector appointed by the Secretary of State

Decision date: 8<sup>th</sup> July 2025

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**Appeal Ref: APP/F9498/W/24/3350731**

**Unit 6, Middle Burrow, Burrow Road, Timberscombe, Minehead, Somerset  
TA24 7UD**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
  - The appeal is made by Mr Adrian Giblett against the decision of Exmoor National Park Authority.
  - The application Ref is 6/43/24/001.
  - The development proposed is a proposed change of use of the barn known as North Barn (ancillary use) to holiday accommodation.
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### Decision

1. The appeal is dismissed.

### Preliminary Matters

2. I have determined the appeal on the basis that retrospective permission is sought for the change of use which has already been implemented.
3. I have used the description of development as provided on the Authority's decision notice as this summarises the proposal more concisely.

### Main Issue

4. The main issue is whether the change of use would be appropriate, taking account of development plan policies.

### Reasons

5. Middle Burrow currently comprises three ancillary bed and breakfast rooms associated with the main dwellinghouse, and one holiday cottage. The proposal seeks to formalise a change of use of an existing barn, identified by the appellant as Unit 6, so that it can also be used for holiday accommodation.
6. Policy RT-D4 of the Exmoor National Park Local Plan 2011 – 2031 (the LP), which concerns non-serviced accommodation, is the most relevant policy for the determination of this appeal. It states that proposals for the change of use and conversion of buildings to non-serviced accommodation will be permitted should the requirements of any one of four criteria be met.
7. Part 1(a) of the policy relates to the creation of additional units on an existing self-catering complex. Paragraph 8.38 notes that this is defined as a property where there is more than one holiday let unit with a holiday occupancy condition. Even if the existing cottage was considered to meet that requirement, there is not more than one such facility at Middle Burrow.

8. Part (b) refers to changes of use from serviced accommodation and is therefore not relevant to this appeal. Part (c) relates to the re-use of a redundant building associated with a hotel or guesthouse. In the case of Middle Burrow, the arrangement is a main dwellinghouse with three ancillary rooms for bed and breakfast use. It is therefore not a hotel or guesthouse. I note that the appellant's agent, in an email to the Authority on 3<sup>rd</sup> April 2024, agreed that the proposal would not conform with Parts (a), (b) or (c) of the policy.
9. Part (d) enables the diversification of a rural land-based business where the building is well related to an existing grouping of buildings. The glossary to the LP states that rural land-based businesses are those that manage the land in a way that conserves the National Park's special qualities. It then goes on to explain that they can be defined as farming enterprises based on primary food production, rural estates, forestry, mixed enterprises such as equestrian activities or game shooting, and other businesses that manage the land for conservation or recreation.
10. I acknowledge that Middle Burrow previously supported a large farm, and that the buildings are associated with this former use. I also accept that the appellant looks after their property and land, and that holiday guests enjoy staying there. However, I simply cannot conclude that this use falls within the definition set out within the LP which is centred around specific countryside related activities rather than the provision of general tourist accommodation.
11. I therefore conclude that the change of use would conflict with LP Policy RT-D4, which in part, seeks to control the re-use of buildings for non-serviced accommodation.

### **Other Matters**

12. Part of the reason for restrictive policies, such as RT-D4, is to keep open the possibility of such buildings being used for other purposes such as affordable housing or as business units. The appellant has briefly set out why alternative uses may not be feasible in this case, including the remote location, lack of utilities, increase in traffic and the living conditions of neighbouring occupiers. The appellant has also sought to draw my attention to an appeal decision<sup>1</sup> wherein the Inspector concluded that the lack of reasonable alternatives to the use of a building for holiday accommodation was an issue that outweighed the identified policy conflict.
13. I do not have the full details of that appeal available to me, and it is therefore unclear what evidence the Inspector was presented with in terms of the potential for other uses. With regards to the appeal before me, I do not consider that I have compelling or particularly substantive evidence that would lead me to conclude that alternative uses are unlikely to be feasible. Indeed, beyond some very brief reasoning, it is unclear to me why the appellant considers that Unit 6 is suitable for use as holiday accommodation, but not suitable for any other use.
14. The appellant's Design and Access Statement sets out that the Authority have informed them that the use of Unit 6 for bed and breakfast accommodation is unlawful. Indeed, the Authority's officer report notes that permission was previously granted<sup>2</sup> in 1988 for the creation of eight holiday units but that the

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<sup>1</sup> APP/F9498/W/15/3070037

<sup>2</sup> Authority ref: 6/43/87/109

permission was never implemented. The appellant has refuted this position, including by providing evidence of previous advice received from the Authority. Determining whether such a use is, or is not, lawful clearly falls outside of the remit of this appeal, and I do not provide any conclusions on that issue either way. However, in so far as it is relevant to this appeal, and based purely on the evidence before me, it seems to me that I do not have certainty that Unit 6 can be lawfully used for bed and breakfast purposes. As such, its potential as a fallback position is not determinative in this case.

15. Paragraph 189 of the National Planning Policy Framework states that great weight should be given to conserving and enhancing landscape and scenic beauty within National Parks. Furthermore, the Levelling Up and Regeneration Act 2023 requires decision makers to actively seek to further the purpose of conserving and enhancing natural beauty within National Parks. Given that the change of use would not involve any external changes to Unit 6, it is clear that these requirements would be met.

### **Conclusion**

16. The change of use conflicts with the development plan when considered as a whole. Whilst the use of the building as holiday accommodation would have some economic benefits for the local area, and would make use of the existing building, the small-scale nature of the scheme means that any such benefits are likely to be very limited. Accordingly, there are no material considerations, either individually or in combination, that outweigh the identified development plan conflict. The appeal is therefore dismissed.

*C Butcher*

INSPECTOR



### Committee Report

Application Number:	6/14/25/004
Registration Date:	01-Jul-2025
Target Determination Date:	21-Aug-2025
Extension of Time:	03-Sept-2025
Applicant	Mr A Lawes
Agent:	Mr A Lawes
Case Officer:	Joe White
Site Address:	PINKERY CENTRE FOR OUTDOOR LEARNING, SIMONSBATH, MINEHEAD, TA24 7LL
Proposal:	Application Under Regulation 3 of The Town & Country Planning General Regulations 1992 for the proposed replacement of existing artificial roof slate with natural slate, erection of 2 No. Flues for a burning stove, together with, the creation of a ground-floor external doorway where a window currently exists. Retrospective.
Recommendation:	Approve subject to conditions
Reason for bringing before Authority Committee:	Exmoor National Park Authority is the applicant

### Relevant History

6/14/02/102 Application under Regulation 3 of the Town & Country Planning General Regulation Approved 03/11/2002  
6/14/04/107 Application under Regulation 3 of the Town & Country Planning General Regulation Approved 02/01/2005  
6/14/09/102 Application under Regulation 3 of the Town and Country Planning General Regulati Withdrawn 07/01/2009  
6/14/13/107 Application under regulation three of Town & Country Planning General Regulation Approved 02/04/2014  
6/14/16/102 Application under Regulation 3 of the Town and Country Planning General Regulati Approved 09/07/2016  
6/14/19/101 Application under Regulation 3 of Town and Country Planning General Regulations Approved 04/04/2019  
6/14/21/104 Application Under Regulation 3 of The Town & Country Planning General Regulation Approved with Conditions 10/05/2021

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6/14/22/106 Application under Regulation 3 of the Town & Country Planning General Regulation Approved with Conditions 12/09/2022  
6/14/80/006 Proposed dining room extension and resiting of fire escape at Pinkery Farm Explo Approved 08/20/1980  
6/14/84/103 Proposed erection of replacement classroom at Pinkery Farm Exploration Centre, S Approved 06/21/1984  
6/14/87/109 Proposed redevelopment of teaching , sleeping and storage accommodation: Provis Approved 02/02/1988  
75375 Proposed use of Pinkery Farmhouse and adjoining barn together with an open area Approved 03/02/1970  
75375/A Proposed provision of additional toilet accommodation at Pinkery Farm, Simonsbat Approved 05/06/1971  
75375/C Proposed alterations to existing storage area to provide sleeping accommodation Approved 09/18/1972

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## Site Description & Proposal

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The application site is Pinkery Outdoor Education Centre near Simonsbath. The Pinkery Centre is owned and run by Exmoor National Park Authority and accommodates groups of up to 36 students with 8 staff on a self-catered or fully catered basis. Accredited training courses in a number of outdoor activities and special interest courses are also provided throughout the year. The accommodation is predominantly in bunk rooms. Each bunk room sleeps around 4-6 people and there are communal areas including a large common room, classroom, dining room, drying and boot room.

The application site is remote and isolated, it is set in the heart of Exmoor National Park between the villages of Challacombe and Simonsbath. The site lies within the Dark Sky Reserve Core Zone, where the landscape is dramatic and sensitive. The North Exmoor Site of Special Scientific Interest (SSSI) is close by and within approximately 90 metres of the application site.

The centre essentially comprises a grouped quadrangle of buildings and adjacent buildings. Pinkery is historically a Knight farm, and although its exact date of construction is not known, it is thought not to have been completed until around 1864.

It is not clear how much fabric of the historic buildings remain on the site, but the buildings do occupy largely the same positions. The western range of building is likely part of the original group and is likely to have historically been a barn.

The planning application proposes works to the western section, the historic barn, of the building group. The existing roof covering over the building is artificial slate. These slates are near to the end of their serviceable life and the proposal is that these be replaced with natural slates. The scheme also includes the removal of an existing sun tube, which lies in the west facing roof slope of the historic building.

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In addition, permission is sought for a flue that exits near to the ridge of the roof of the building. A second wood stove has also been installed in the lounge of the single storey range of building at the northern end of the building complex. The flue for that stove protrudes from the north facing roof slope and permission is sought for that through this application. There is an existing flue within the same roof slope, which is now redundant, and this would be removed as part of the works.

A new external door access would be installed within the historic barn. That would be installed on the west elevation of the building and would be formed at the position of an existing window.

Planning permission has previously been granted for the development hereby proposed under application reference 6/14/21/104 on 5 October 2021. However, whilst woodburning flues have been installed in accordance with the permission, a pre-commencement condition of the planning permission was not satisfied prior to those works commencing, accordingly the planning permission granted in 2021 has lapsed and a fresh grant of planning permission is required for the whole development.

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### Consultee Representations

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**Natural England** – No comments received

**ENPA Ecologist** – No objection

Based on the proposal it is good to have received an Updated Bat Roost and Breeding Bird Assessments: Seasons Ecology, ref: SET\_330.02, dated 26th November 2025. The ecological report details the findings of a field survey (carried out 13/11/25). The methods, presentation of results and recommendations within the reports are satisfactory.

The survey concluded that there were no significant changes from the previous survey and that even though a flue has been added, the previously identified bat roost locations were unlikely to have been affected. The surveys have identified two summer day roosts for low numbers of common pipistrelle bats. The proposed works will impact suitable bat roosting opportunities and therefore a European Protected Species Licence from Natural England along with: the re-instatement or roosts or provision of alternative roosts; only 'bat-safe' roofing membranes can be used to line the roof; a 'Toolbox talk' for all site contractors; pre-works checks by suitably licenced bat ecologist; and a licenced bat handler to supervise all works that affect roosting opportunities, including the removal of roof tiles. This should be secured by condition.

During the previous survey bird nesting was confirmed, it was therefore recommended that works should be carried out outside of the breeding bird season (March to September). If this is not possible, then the site should be surveyed by a suitably qualified ecologist immediately prior to demolition/clearance. If active nests

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are found then works cannot continue until young have fledged. Also, the provision of suitable bird boxes should be provided as recommended in the ecology report.

The site is within the Pinkworthy and Driver Farm Site of Special Scientific Interest Impact Risk Zone and Natural England should be consulted.

The re-instatement of bat roosting opportunities could include integrated bat tiles in the roof or bat boxes could be installed in a suitable location on site to provide alternative roosts. In addition to the bat and bird boxes provided as mitigation, wildlife enhancements should be included. Appendix 1 of the Exmoor Biodiversity Net Gain Technical Guidance Note also provides some suggestions for the applicant to consider those appropriate for their site. I am happy to advise on the suitability and siting of these, if required. Please secure by condition once agreed.

There is no external lighting proposed and this should be secured by condition.

Please apply conditions to any permission granted to secure enhancements as detailed above and for the following for which I have provided some suggested wording below:

- The development hereby approved shall not in any circumstances commence unless the Local Planning Authority has been provided with either: a) a copy of the licence issued by Natural England pursuant to Regulation 55 of The Conservation of Habitats and Species Regulations 2017 authorising the development to go ahead; or b) a statement in writing from a licensed bat ecologist or Natural England to the effect that the specified development will not require a licence.
- The works hereby approved shall not place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check for active birds' nests immediately before the works to the buildings commences and provides written confirmation to the Local Planning Authority that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. In no circumstances shall netting be used to exclude nesting birds.
- The development hereby approved shall be carried out in strict accordance with all ecological measures as set out in Section 5 of the Update Bat Roost and Breeding Bird Assessment (Seasons Ecology, November 2025), unless any variation is recommended by Natural England.
- Prior to the installation of any external lighting on site, a "lighting design strategy for bats" shall be submitted to and approved in writing by the local planning authority. The strategy shall: a) identify those areas/features on site that are particularly sensitive for bats and that are likely to cause disturbance in or around their resting places, foraging habitat and commuting routes; and b) show how and where external lighting will be installed (for example through the provision of appropriate lighting contour plans and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent the above species using their territory or having access to their resting places. all external lighting shall be installed in accordance with the specifications and locations set out in the strategy,

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and these shall be maintained thereafter in accordance with the strategy. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.

**Senior Heritage Officer** – No objection/concerns

**SCC Highways** – No observations.

**Exmoor Parish Council** – Support

Exmoor Parish Council has discussed the application and agrees to support it. The proposed works appear to be necessary to keep the centre in a good state of repair and ensure its long term viability.

No other comments received from consultees

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## Representations

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No comments received

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## Policy Context

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EXMOOR NATIONAL PARK LOCAL PLAN 2011-2031  
GP1 Achieving National Park Purpose and Sustainable Development  
CE-S1 Landscape Character  
CE-D1 Protecting Exmoor's Landscapes and Seascapes  
CE-S2 Protecting Exmoor's Dark Night Sky  
CE-S4 Cultural Heritage and Historic Environment  
CE-D3 Conserving Heritage Assets  
CE-S3 Biodiversity and Green Infrastructure  
CE-D2 Green Infrastructure Provision  
CE-S6 Design and Sustainable Construction Principles  
CC-S1 Climate Change and Mitigation and Adaption  
CC-D1 Flood Risk

The National Planning Policy Framework is a material consideration.

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## Planning Considerations

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The main planning issues are the effect of the proposed development on character and appearance of the building and the locality, including its dark sky, and whether the proposal would adversely impact on the North Exmoor SSSI and ecology.

CHARACTER AND APPEARANCE

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Policy GP1 advises that sustainable development will conserve and enhance the National Park, its natural beauty, wildlife and cultural heritage and its special qualities. Development should promote opportunities for their understanding and enjoyment by the public and, in doing so, foster the social and economic wellbeing of local communities. Policy CE-D1 advises that development will be permitted where it can be demonstrated that it is compatible with the conservation and enhancement of Exmoor's landscape.

Policy CE-S4 of the Local Plan advises, among other things, that development should make a positive contribution to the local distinctiveness of the historic environment and ensure that the character, special interest, integrity, and significance of any affected heritage asset and its setting is conserved and enhanced. Policy CE-D3 advises that development should demonstrate a positive contribution to the setting, understanding and enjoyment of the heritage asset. Policy CE-S6 requires that development proposals deliver high quality sustainable designs that conserve and enhance the local identity and distinctiveness of Exmoor's built and historic environment.

In accordance with Policy CE-S2 the tranquillity and dark sky experience of the Exmoor National Park Dark Sky Reserve and the National Park as a whole, will be maintained and improved.

These policies are consistent with the National Planning Policy Framework and the protection of the National Park and have regard to the purposes of designated National Parks and their status.

The proposed development is limited in its extent. The external changes requiring planning permission are the insertion of two flues within the building group, which serve two wood fire stoves, a new access door and the replacement of artificial slates on the west building roof with natural slate.

The flues are with a matt black finish. The new door would be on the west facing elevation of the building at the western side of the building group. A flue is also on this elevation, and another is on the north facing roof slope. The elevations affected are "outward" facing elevations and, therefore, have the potential to be viewed from wider areas.

There is a tree/shelter belt plantation to the west side of the buildings and rising land to the north side, which would provide some screening. In addition, the development is small scale in the context of the site, and it is considered to have a negligible impact on scenic quality and landscape character. The proposal to provide natural slate on the roof and remove a sun tube and redundant flue are works of enhancement.

The application does not include any proposal for external lighting.

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The west end building is the earliest section of the farmstead and is likely to have historically been a barn. The roof of the building is clad with artificial slate. This detracts from the historic character of the building, and the proposal to replace the roof cladding with natural slate would enhance the appearance of the building.

The flue in this part represents modern interventions into the building. This would be mitigated to some extent by the removal of the sun tube. The flue, which is required for the stove, contributes to improving the condition within the meeting/classroom, to the benefit of users experience.

The door on the west elevation is to improve access from the dining room to the grass area adjacent to the building. The door would be at the position of an existing window opening, which contributes to minimising the loss of historic wall fabric.

The flue to the north facing roof slope serves a stove to the lounge, which is accommodated within a more modern section of the building. The proposal includes the removal of a flue within the same roof slope, which is now redundant.

The development proposed supports the on-going use of the building group and retains the site in a viable use. The package of development includes the removal of late twentieth century developments on the building, which are of benefit to the overall appearance of the building, and this also contributes to mitigating the impact of the two new flues. The change to natural slate on the roof is positive and, overall, the package of development would have an acceptable effect on the character and appearance of the building and the locality, including its dark sky. Consequently, the proposal would comply with Policies GP1, CE-D1, CE-S4, DE-D3 and CE-S6 of the Local Plan where they seek to conserve and enhance the National Park, its natural beauty, wildlife and cultural heritage and its special qualities.

Whilst a condition relating to external lighting has been suggested, given that no external lighting is proposed and having regard to the scale and nature of the development involved, it is not considered necessary or reasonable to apply such a condition to the existing buildings as a result of the scheme of development.

### NORTH EXMOOR SSSI AND ECOLOGY

In accordance with CE-S3 the conservation and enhancement of wildlife and habitats will be given great weight and development likely to cause harm to sites designated for their international, national or local importance will not be supported. Development should also not lead to harm to legally protected species or lead to the loss of or damage to their habitats.

The application site lies near to the North Exmoor Site of Special Scientific Interest (SSSI), which is nationally important for its lowland heath communities and for transitions from ancient semi-natural woodland through upland heath to blanket mire. The site is also of importance for its breeding bird communities, its large population of the nationally rare heath fritillary butterfly.

The ENPA Ecologist does not object to the application proposals. The works relate to the existing building and in themselves are not considered to impact on the significance of the SSSI. Consequently, the proposals are considered unlikely to have significant adverse impacts on statutorily protected nature conservation sites.

The proposals would impact on the roof of the building and there is potential for the development to impact on bat species and nesting birds.

An 'Update Bat Roost and Breeding Bird Assessment' (dated November 2024) by Seasons Ecology was submitted in support of this application. The survey identified that the western end of the building range has moderate suitability for roosting bats and the report confirms that the building supports summer day roosts for low numbers of common pipistrelle bats. There is no evidence of a maternity roost and the presence of a hibernation roost is considered unlikely. There was evidence of nesting birds recorded in 2021. No evidence of any other protected species was noted on the site.

The Update Report found no significant changes to the building than those identified in the 2021 assessment. It notes that although a flue has been added to the western building in the meantime, the previously identified bat roosting locations remain present and are unlikely to have been affected by the works. The previously recorded bat roosting/access locations remain and the Report considers that it is unlikely that the building supports a roost of high conservation status.

The report advises that a licence will need to be obtained from Natural England once planning permission has been obtained and prior to works affecting bats and/or their roosts commencing.

Mitigation is also proposed, including:

- Re-instatement or provision of alternative bat roosting opportunities
- A 'toolbox talk' for all site contractors
- A licenced bat handler to supervise all works that affect roosting opportunities
- Sensitive lighting strategy

Proposals for the provision of bat roosting opportunities in the form of bat boxes on nearby trees and buildings is recommended.

Therefore, having regard to the recommendations and advice of suitably qualified professionals, the scheme of development is unlikely to have a significant effect on protected species and habitats and that these could be mitigated through the use of conditions. As such, the proposal does not conflict with Policy CE-S3 of the Local Plan which, amongst other things, would not support development that would lead to harm to legally protected species or lead to the loss of or damage to their habitats.

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## Human Rights

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The provisions of the Human Rights Act 1998 and Equality Act 2010 have been taken into account in reaching the recommendation contained in this report.

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## Conclusion

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In terms of the character and appearance of the building and locality, the development scheme is of limited extent and closely related to the existing building complex. The proposals are such that they are considered to have a negligible impact on the character and scenic beauty of the landscape. No external lighting is proposed.

The development proposed supports the on-going use of the building group and retains the site in a viable use. Overall, the package of development is considered to conserve the significance and interest within the building and to have an acceptable impact on its character and appearance in accordance with CE-D3 and CE-S4.

The proposals are not considered to cause harm to the special interests of the SSSI and it is considered that a likely significant effect can be ruled out. Through the recommendations and advice of suitably qualified professionals it is considered that impacts to protected species and priority habitats from the proposed works would be acceptable subject to the use of conditions to ensure the development is carried out in accordance with the recommendations of the ecological survey report to protect bat and nesting bird interests at the site.

In having regard to the above, the impacts of the proposed development are considered to be acceptable and the proposal is judged, on balance, to comply with the relevant development plan policies. The recommendation is therefore one of Approval.

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## Recommendation

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Approve subject to the following conditions

2) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans; drawing numbers PC002, PC001, PC005, PC006 and PC007.

Reason: For the avoidance of doubt and to ensure the development accords with the approved plans.

3) The flues hereby approved on the building have been installed. Other than the insertion of the new door hereby approved, no further development in respect of works to replace the roof cladding shall take place until the Local Planning Authority has been provided with either:

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- a) a copy of the licence issued by Natural England pursuant to Regulation 55 of The Conservation of Habitats and Species Regulations 2017 authorising the approved development to go ahead; or
- b) a statement in writing from a licensed bat ecologist or Natural England to the effect that that the approved development will not require a licence.

Reason: In the interests of the strict protection of European protected species and in accordance with ENPA Local Plan: Policy CE-S3 (Biodiversity and Green Infrastructure).

4. The development hereby approved shall be carried out in accordance with the details contained in Section 5 – considerations and recommendations of the Update Bat Roost and Breeding Bird Assessment report undertaken by Seasons Ecology for Pinkery Outdoor Centre, Simonsbath and dated November 2024, submitted in support of the application. Specifically, including the following:

- Provision of alternative roosts; If the use of roof membranes is necessary, only Bitumen type 1F felt with a hessian matrix should be used; Toolbox talk to site contactors on bat legislation and sensitive working methods; Pre-works checks by a suitably licenced bat ecologist of the features used by and are suitable for roosting bats; Sensitive hand removal of roof structures (and other suitable features), under the supervision of a licenced bat ecologist; and a sensitive lighting strategy to minimise any place on the new roost features with reference to current guidance (Institution of Lighting Professionals, 2023); Adjacent habitats (grassland, trees and shrubs) are retained and protected; During works materials are stored appropriately and off the ground (on pallets if necessary), to avoid creating refuge opportunities for reptiles, amphibians and small mammals (such as hedgehog).

Reason: To ensure the proposal meets the requirements within the National Planning Policy Framework, allowing the development to contribute to and enhance the natural and local environment by minimising impacts on and providing net gain for biodiversity, and in accordance with Policy CE-S3 of the Exmoor National Park Local Plan 2011-2031.

5. The flues hereby approved on the building have been installed. Other than the insertion of the new door hereby approved, no further development in respect of works to replace the roof cladding shall take place during the breeding bird season (1 March to 30 September inclusive) unless a competent ecologist has undertaken a careful, detailed check for active birds' nests immediately before the works commence. If active nests are found, works must be delayed or appropriate mitigation measures implemented to ensure no birds are harmed. In no circumstances shall netting be used to exclude nesting birds. The inspection shall take place immediately prior to the commencement of development (within the preceding 24 hours). Providing that this is adhered to and appropriate evidence provided in writing to the Local Planning Authority, this condition does not require discharging prior to the

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commencement of development in order to avoid an unacceptable delay between the inspection and the commencement of development.

Reason: To protect nesting birds during the breeding season in accordance with the Wildlife and Countryside Act 1981 (as amended) and Policy CE-S3 of the Exmoor National Park Local Plan 2011-2031.

6. Within 6 months of the date of this decision notice, a minimum of 1 Schwegler 2FN or Schwegler 1FF boxes (or similar) shall be installed in a position facing between south-west and south-east away from artificial light on the building or a nearby tree in a position as high as possible. Additionally, a minimum of 1 woodcrete nest boxes (or similar) shall be installed in a position facing between north and east at least 2metres off the ground, on the building and/or on nearby trees.

Reason: In accordance with Policy CE-S3 of the Local Plan, allowing the Development to contribute to and enhance the natural local environment.

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### **Informatives**

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#### **BIODIVERSITY NET GAIN (BNG)**

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for development of land in England is deemed to have been granted subject to the condition (biodiversity gain condition) that development may not begin unless: (a) a Biodiversity Gain Plan has been submitted to the planning authority, and (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan, if one is required in respect of this permission would be Exmoor National Park Authority. There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. Based on the information available this permission is considered to be one which will not require the approval of a biodiversity gain plan before development is begun because one or more of the statutory exemptions or transitional arrangements in the list below is/are considered to apply.

Statutory exemptions and transitional arrangements in respect of the biodiversity gain condition.

BNG is not required for planning permissions granted retrospectively under section 73A of the Town and Country Planning Act 1990. This means that developments that have already been completed or are in the process of being modified do not need to meet BNG requirements at this time.

Regulation 4 – De minimis exemption.

## CONDITIONS AND INFORMATIVES

Please check all the conditions and informatives attached to this Decision Notice. If there are any conditions which require submission of details and/or samples prior to work commencing on site it is vital that these are submitted and agreed in writing by the Local Planning Authority before work starts. Given the High Court's interpretation of the Planning Acts and their lawful implementation it is unlikely that the Local Planning Authority will be able to agree to a sample/details after the commencement of works if that sample/details should have been approved prior to commencement. If a sample/detail is not agreed as required prior to commencement and works have started then it is likely that this matter may only be able to be rectified by the submission of another application. To avoid delay, inconvenience and the need to submit a further application, please ensure that all appropriate details/samples are submitted and agreed at the specified time.

Please also note that due to other decisions of the High Court it is now not normally possible for the Local Planning Authority to agree to minor amendments to approved applications. It will be necessary to adopt a formal approach and that if changes to approved plans are proposed then it will be necessary to make a new planning application. Please ensure that works comply with the approved plans so as to avoid the possibility that works are unauthorised and liable for enforcement action.

## MONITORING OF DEVELOPMENT

The applicant/developer is reminded that it is their responsibility to ensure that the requirements of each planning condition are met and that the works are undertaken in accordance with the approved plans. Any failure to meet the terms of a planning condition or work which does not accord with the approved plans leaves the applicant/developer liable to formal action being taken. The National Park Authority endeavours to monitor on site the compliance with conditions and building works. This has benefits for applicants and developers as well as the National Park. To assist with this monitoring of development the applicant/developer is requested to give at least fourteen days notice of the commencement of development to ensure that effective monitoring can be undertaken. The Planning Section can be contacted at Exmoor National Park Authority, Exmoor House, Dulverton, Somerset, TA22 9HL or by telephone on 01398 323665 or by email [plan@exmoor-nationalpark.gov.uk](mailto:plan@exmoor-nationalpark.gov.uk).

## SUMMARY OF REASON FOR GRANTING PLANNING PERMISSION

The Local Planning Authority, having regard to all planning considerations material to the determination of this application, including particularly impact on amenity, design, highway safety, flood risk, archaeology and impact on the character and appearance of the designated landscape and wildlife, and all consultations and representations made in connection with the application, conclude that the proposal accords with the

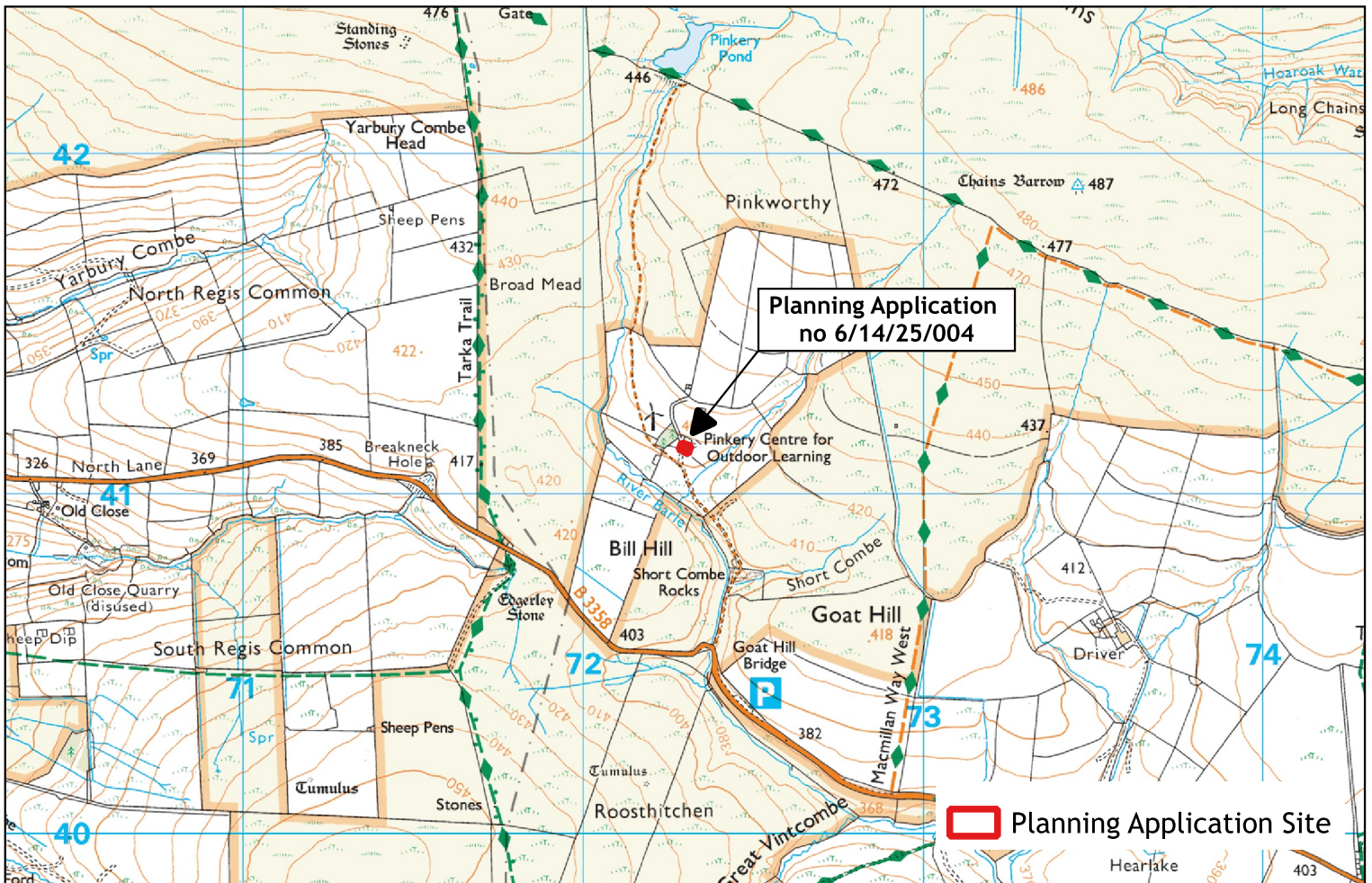
provisions of the development plan as applicable to it, including the policies and proposals noted below, and there are no grounds which justify its refusal.



Site Map

Scale 1:2,500

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Overview Map

Scale 1:20,000

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## EXMOOR NATIONAL PARK AUTHORITY

2 September 2025

### The Local List of Requirements for the Submission of Planning and Other Applications

#### Report of the Head of Climate, Nature & Communities

**Purpose of Report:** To update the Committee on the position of the Local List, to agree the contents of the draft Local List of Information Requirements and proceed to consultation.

**RECOMMENDATION:** That the Committee agrees the contents of the draft Local List of Information Requirements and instruct officers to proceed to consult on the draft document.

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## 1. INTRODUCTION

- 1.1 Since April 2008 there have been standard national planning application and other forms for the submission of various types of applications. As part of the process, it has been possible for local planning authorities to adopt a Local List of Information Requirements. These are additional information requirements that are required before an application can be registered as valid.
- 1.2 On 31 January 2013, legislation was introduced that required Local List requirements to be reviewed and updated every two years. If a Local List was not reviewed and updated every two years, then the requirements would not apply.
- 1.3 The current Local List was adopted on 5 May 2015. Consequently, it does not strictly apply as a document for validating planning applications. Nevertheless, the Local List has remained available, and many agents and applicants have referred to the document and provided details and information in accordance with the Local List. In doing so, these details have been helpful in ensuring that an appropriate level of information is submitted from the outset to assist consultees in the process, such as Town and Parish Councils, neighbours and other interested parties to gain a better understanding of a proposal.
- 1.4 The Local List has therefore continued to operate successfully even though it cannot strictly be used to validate applications against.
- 1.5 In order to bring the Local List up to date with the intention that it could be refreshed and adopted; it has been reviewed by officers. The most significant changes that have been required have been to reflect the requirements relating to Biodiversity Net Gain (BNG) and also to introduce a requirement for Simple Calculation of

Atmospheric Impact Limits assessment in relation to livestock buildings within Impact Risk Zones.

- 1.6 Other less significant updates and changes have been required to ensure they remain relevant, proportionate and reasonable.
- 1.7 Following this review by Officers, the revised Local List of Information Requirements is considered to be relevant and reasonable in the National Park context. The full revised Local List is attached to this report.

## **2. GUIDANCE AND LEGISLATIVE REQUIREMENTS**

- 2.1 The National Planning Policy Framework (NPPF) advises that local planning authorities should publish a list of their requirements for applications for planning permission. It says these requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question (para 45 of the NPPF).
- 2.2 The National Planning Policy Guidance says, in addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:
  - reasonable having regard, in particular, to the nature and scale of the proposed development; and
  - about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 2.3 A Local List should be reviewed at least every two years. Where a local planning authority decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its Local List.
- 2.4 Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation.

## **3. LOCAL LIST REQUIREMENTS**

- 3.1 Table 1 attached with this report sets out the list of subjects that are required to be covered by applicants together with some of the criteria and the types of application that are relevant. Attached at Table 2 is the analysis of the drivers for each item on the Local List.
- 3.2 There is a requirement to only ask for information when it is necessary to determine an application and it is important to ensure that the Authority is proportionate in its requests for information, as set out at 2.1 above.

3.3 It is considered that the Local List requirements as set out are relevant and important to the determination of applications on Exmoor.

#### **4. RECOMMENDATION**

4.1 It is recommended that the draft Local List requirements as set out in the attached table and document are agreed by this Committee and that the attached document is consulted on. Following the expiry of the consultation exercise, consultation responses would be taken into account before a further report is presented to the Committee in relation to a final revised list.

**Joe White**  
**Development Manager**  
**8 August 2025**

Background papers:  
National Planning Policy Framework  
National Planning Policy Guidance (validation requirements)  
Town and Country Planning (Development Management Procedure) (England) Order 2015

**Table 1**

	Affordable Housing Statement	Agricultural Justification	CLEUD list of information	Climate Emergency & Renewable	Excavated material Assessment	FRA	Foul Sewage & Surface Water	Heritage Statement	Landscaping	Lighting Assessment	Photographs	Planning Statement	Structural Survey	Adaptable & Accessible Housing Statement	Tree Survey and Impact Assessment	Ventilation/Extraction Statement	Ecological Impact Assessment & Enhancement	SCAIL	Biodiversity Net Gain **
Outline Planning Permission	✓1			✓	✓3	✓	✓		✓	✓	✓	✓		✓5	✓4	✓7	✓	✓6	✓
Full Planning Permission	✓1	✓		✓	✓3	✓	✓		✓	✓	✓	✓	✓	✓5	✓4	✓7	✓	✓6	✓
Approval of Reserved Matters	✓1			✓	✓3	✓	✓		✓	✓	✓	✓			✓4	✓7			
Householder Application				✓		✓				✓	✓	✓			✓4		✓		
Listed Building Consent				✓				✓		✓	✓		✓				✓2		
Demolition in a Conservation Area				✓				✓		✓	✓						✓2		
Removal or Variation of a Condition				✓		✓				✓	✓	✓					✓2		✓
Advertisement Consent				✓							✓								

Hedgerow Removal Notice											✓								
Prior Notification – proposed demolition				✓							✓						✓2		
Certificate of Lawful Existing Use or Devt			✓								✓								

1 Only for housing proposals 2 For where roof spaces are affected and in other cases subject to a checklist of considerations 3 Only for development excavating more than 250 cubic metres of material, 4 Only for trees within 15m of any development works 5 see Adaptable and Accessible Housing 6 For agricultural livestock buildings within Impact Risk Zone. 7 Only for catering proposals  
 \*\* See Biodiversity Net Gain section 4.7

- \* Non-Material Amendment applications – the same information requirements as for an original proposal.
- \* Minor Material Amendments – the same information requirements as for an original application.
- \* Application for approval of details reserved by Planning Condition – those details specifically required under the condition.

**Table 2**

**Local List Requirements**

<b>Information item</b>	<b>Policy Driver</b>	<b>Types of application</b>	<b>Reasoning</b>	<b>Further assistance</b>
<b>Adaptable &amp; Accessible Housing Statement</b>	HC-D4	Full and outline applications relating to residential schemes of five or more dwellings	To demonstrate that relevant schemes meet a requirement of at least 20% of housing meeting accessible and adaptable standards	Planning officers, planning agents
<b>Affordable Housing Statement</b>	HC-S1, HC-S2, HC-S3, NPPF	Affordable housing schemes only	To demonstrate accordance with the exceptions approach to housing	Planning officers
<b>Agricultural Justification</b>	SE-S4 and Part 6 of GPDO	All agricultural development schemes	To ensure that proposals are reasonably necessary for the purposes of agriculture on that holding	Planning officers, planning agents and land agents
<b>Biodiversity Net Gain</b>	TCPA, NPPF, Environment Act 2021	See section 4.7	To demonstrate a minimum 10% biodiversity net gain would be achieved	Environment Wildlife Officer, planning agents, planning officers
<b>CLEUD list of information</b>		Certificate of lawful existing use or development applications	To ensure that a reasonable level of information is provided to support a case	Planning officers
<b>Climate Emergency &amp; Renewable</b>	CE-S6, CC-S1, CC-S5, CC-D3, CC-D4, NPPF	All applications for development	To ensure that applicants consider the needs and opportunities to incorporate sustainable design and renewable energy into development schemes	

<b>Energy Statements</b>				Planning agents, planning officers, renewable energy consultants
<b>Ecological Impact Assessment &amp; Enhancement</b>	CE-S3, CE-D2, CE-S6, NPPF	Screened in accordance with wildlife checklist	To ensure that all legislation requirements are taken into account and that the wildlife on Exmoor is safeguarded. And to provide biodiversity enhancement within development schemes	Environment Wildlife Officer, local ecology consultants, Natural England
<b>Excavated material Assessment</b>	GP1, CE-S1, CE-D1, CE-S6, NP First Purpose	All applications where excavated material exceeds 250 cubic metres	To ensure that any resulting excavated material is considered at an early stage in the interests of visual amenity and the sustainability of the development	Planning agents, interested parties
<b>Flood Risk Assessment</b>	CC-D1, NPPF	All large scale applications and those in identified flood risk areas	To ensure that life and property is safeguarded from flood risk.	Environment Agency, Lead Local Flood Authority
<b>Foul Sewage &amp; Surface Water Assessment</b>	CC-D5	Predominately those development with no mains connection	To ensure that there is adequate means of waste disposal	Water and Drainage Boards, Building Regulations, Environment Agency and Lead Local Flood Authority
<b>Heritage Statement</b>	GP1, CE-S4, CE-D3, NPPF, NP First Purpose	Listed Buildings, conservation areas, areas of archaeological importance	To ensure that statutory tests and requirements are met, to comply with NP first purpose in the interest of the heritage of Exmoor	Conservation and Listed Building Officers, Historic England
<b>Landscaping</b>	GP1, CE-S1, CE-D1, CE-S6, NPPF, NP First Purpose	All planning applications where landscaping would be appropriate or necessary	To demonstrate how development can be assimilated into the area in the interests of the wider landscape and the requirements of the First NP Purpose	Planning agents, consultants, NP officers
<b>Lighting Assessment</b>	GP1, CE-S2, NP First Purpose	All applications when lighting is proposed	To ensure that the dark night sky of Exmoor is protected as this is a special quality reflected in Exmoor being a Dark Sky Reserve	Landscape officers, planning agents, lighting engineers
<b>Photographs</b>		All applications	This helps to demonstrate the location, context and setting of a scheme. It helps interested	

			parties, such a Parish Councils, with understanding a proposal without visiting the site	Planning agents, interested parties
<b>Planning Statement</b>	LP Policies, NPPF	All applications	This allows applicants to demonstrate compliance with planning policies and justify their proposals, thereby assisting consultees, interested parties, Parish Councils and the LPA. Speeds up the processing of planning applications	Planning officers, planning agents, consultants
<b>SCAIL</b>	CE-S3, NPPF	Livestock buildings within an Impact Risk Zone	To ensure effects of emissions from new livestock buildings do not harm habitat sites	Environment Wildlife Officer, local ecology consultants, Natural England
<b>Structural Survey</b>	CE-S5, NPPF	Conversion of building proposals to residential	To ensure that works constitute a conversion rather than a re-build, thus helping to demonstrate compliance with policies	Planning agents and Structural Engineers
<b>Tree Survey and Impact Assessment</b>	CE-S3, NPPF	All applications in proximity of a tree	To ensure the consideration of trees within the development process	Arboricultural consultants, Woodland Officers
<b>Ventilation/ Extraction Statement</b>	CE-S6, NPPF	Applications for catering establishments	To ensure the amenity of neighbours is protected	Environmental Health officers, Ventilation engineers

# Requirements for the Submission of Planning and Other Applications

## September 2025



# **Requirements for the Submission of Planning and Other Applications**

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## 1.0 Introduction

The Exmoor National Park is a working and living community where development is necessary to ensure that the needs of the community, businesses and visitors are met. The Local Plan sets out a range of policies that allow development to take place and the National Park permit approximately 93% of the applications which are submitted.

The planning policies seek to ensure that development is of the right scale, in appropriate locations and conserves and enhances the character and appearance of the National Park. Development proposals should, therefore, be of a high quality so that the natural beauty, heritage, wildlife and character and appearance of the National Park are maintained.

Additional national advice and information can be found within the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG). The National Park Authority is the sole Planning Authority for the area.

The Town & Country Planning (Development Management Procedure) (England) Order 2015 (as amended) requires that every Local Planning Authority publishes a list of requirements to be used when validating planning and related applications ensuring that correct information is submitted to be able to determine the application.

All Local Planning Authorities are required to produce a list and are encouraged to review it on a frequent basis whilst bearing in mind a proportionate approach to the nature and scale of development in line with paragraph 45 of the NPPF. Authorities are required to review their published local validation list and revise and republish the list on a two-yearly cycle.

With an appropriate level of information submitted at the outset, consultees in the process such as Town and Parish Councils, neighbours and other bodies such as the Environment Agency will have a greater understanding and are more likely to be supportive. This should lead to swifter decision making. Applications that are not controversial and comply with the planning policies can be made as a delegated decision.

**Pre- Application Advice:** Planning Officers are happy to look at draft proposals prior to submission.

Our pre-application service is a service aimed at giving applicants, architects and developers clear advice about whether the National Park would be likely to support a proposal. It is important to note that this service is for the provision of advice - it does not provide any formal approval or refusal and all advice is given without prejudice to any decision the National Park may make on any subsequent application.

### **Why is pre-application advice helpful?**

Open and constructive pre-application discussions are an opportunity for the National Park and applicants to work together. This helps to achieve developments

that deliver benefits to the individual, community, environment and the economy. It can also save time and costs and avoid unnecessary protracted discussions.

Benefits of pre-application enquiries and discussions include:

- Saving time and resources;
- Helping raise the quality of development;
- Speeding up the validation process;
- Gaining community acceptance through engagement if required;
- Reducing the number of unsuccessful planning applications;
- Identifying the need for specialist input earlier;
- Provide sufficient information to support final application

Pre-application advice requests should include:

- The relevant pre-application fee
- A site location plan, clearly identifying the site in question;
- A sketch plan showing the proposed development work;
- Full description of the development proposed; and
- Photographs of the site if they would help to put the development in context

and if appropriate;

- A summary of any community/neighbour consultation that has been carried out

Depending on the complexity of the proposal additional details may need to be provided. However, the more information you can give us initially, the more detailed and comprehensive the response from officers can be.

The charging schedule can be found here <https://www.exmoor-nationalpark.gov.uk/planning/planning-advice>

If there are queries regarding the level of information that is required with the submission, then please contact the Development Management Section of the National Park Authority.

For national planning guidance please see the details on the planning portal [www.planningportal.co.uk](http://www.planningportal.co.uk) and for details of the Exmoor National Park Local Plan 2011-2031 please see [www.exmoor-nationalpark.gov.uk/planning/planning-policy](http://www.exmoor-nationalpark.gov.uk/planning/planning-policy)

The Exmoor National Park Authority adopted its Local Plan at the Authority Meeting on the 4<sup>th</sup> July 2017.

The National Park Authority's website also has an interactive map to look at planning applications, planning policies and land constraints. These can be found here: For planning applications and land constraints: <http://mapping.exmoor-nationalpark.gov.uk/>. For planning policies: <http://localplan.exmoor-nationalpark.gov.uk/>

## 2.0 Standard Application Form

Standard planning application forms apply to all existing types of planning application forms, except for mineral workings. The forms are the only official method of submitting a planning application.

The forms can be found on the Planning Portal website at <https://www.planningportal.co.uk/app/downloadable-forms>

The Standard Application Form covers the following types of application;

- Householder consents
- Outline and full planning permission and approval of reserved matters
- Listed building consent
- Application for planning permission for relevant demolition in a conservation area
- Advertisement consent
- Consent under the Tree Preservation Orders and notification of proposed works to trees in conservation areas
- Lawful Development Certificates
- Applications for prior approval under the General Permitted Development Order 2015 (GPDO)
- Removal or variation of conditions
- Application for approval of details reserved by condition, and
- Non-material amendments to existing planning permissions.

Each application form type has a validation checklist that is unique and is available on the National Park Authority website: [Validation Requirements | Exmoor](#) Applicants should complete and return ensuring that all the required information is included. If you wish to discuss whether a specific element of information is required either discuss with Planning Officers or set out the case in writing with the application papers.

The information later in this document sets out the information requirements from the Local List that are required with each type of application.

The National Park Authority encourages the submission of your application electronically via the national Planning Portal. The Portal assists by providing a structured way to complete the forms; checks the planning fee and allows the process to be completed online (or partially online if you prefer). The Planning Portal also provides a range of planning and Building Control guidance. The Portal can be accessed at [www.planningportal.co.uk](http://www.planningportal.co.uk). It will also be necessary to visit the National Park Authority web page to ensure that the local list requirements, which are set out in this document, have been met.

If you do not wish to submit your application online then the planning application forms can be downloaded from the Planning Portal website [Planning Portal](#). Please ensure the correct form is used.

**However, you wish to submit your application please can we reinforce the need to check and submit the details required on the validation checklist.**

We aim to determine whether an application is valid within 3 working days of receipt. After this the application will either be registered and an acknowledgement letter sent, or, a written explanation will be provided to the applicant or their agent explaining the requirements before validation can proceed. An application will be deemed invalid if:

- The standard application form is insufficiently or incorrectly completed;
- The correct fee has not been provided;
- Mandatory or National List requirements are not met; and
- The necessary plans, drawings and information as identified in the Local List of Validation Requirements have not been provided or are deemed inadequate.

If we do not receive the requested information from the applicant or their agent within six weeks, we will assume that you no longer wish to proceed with the application, and we will update our records accordingly (unless we have been requested and agreed to an extension of time).

If there is a disagreement regarding the required documents between the National Park Authority and the applicant/agent, then this should first be discussed with the Case Officer. If the dispute cannot be resolved and 8 weeks have passed since the application was submitted for determination, (13 weeks if the application is major) there may be a right of appeal for Non-Determination on the grounds of invalidity.

### **3.0 National Requirements**

**Information requirements for applications for outline and reserved matters planning permission.**

Outline applications can be appropriate when the principle of a development proposal needs to be established. However, in the National Park, given the sensitivity of the area, a full detailed planning application will usually be necessary to help to demonstrate that the impacts are acceptable. The Development Management Team are happy to advise on whether an outline application will be suitable for your proposal.

Applications for outline planning permission generally need not give details of any proposed reserved matters unless the matters include layout, scale or access. However, if the National Park receives an application for outline planning permission but decides that the application ought not to be considered separately from all or any of the reserved matters it must notify the applicant within one month from the receipt of the application that further details are submitted. The Authority will also specify what further details are needed.

The reserved matters which can be considered as a second stage are;

- **Layout** – the way in which buildings, routes, and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – the aspects of a building or place which determine the visual impression it makes, excluding the external built form of the development.
- **Access** – this covers the accessibility to and within the site for vehicles, cycles and pedestrians in terms of positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **Landscaping** – this is the treatment of private and public space to enhance to protect the site's amenity through hard and soft measures, for example, through boundary treatments such as planting of trees or hedges or screening by fences or walls.

Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications for outline planning permission should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use (for retail this should be the gross retail floorspace expressed as square metres).
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

## 4.0 National Requirements

### Information requirements for applications for all planning permissions.

The National Park Authority encourages all applications to be submitted electronically. However, applicants retain the option of submitting paper versions of the forms and information. Two copies of all the forms and information are required, unless submitted electronically.

The Ministry of Housing, Communities and Local Government has set out the national requirements to be submitted with planning applications. It is important to note that the requirements are clearly set out and the information and plans should be supplied if your application is to be validated.

If a particular plan or document is not considered necessary or appropriate in relation to the specific development proposal, then an applicant or agent should set out in writing why this is the case, and the National Park Authority will take this information into account when deciding whether to register an application as valid.

### 4.1 The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500 and wherever possible the plans should be scaled to fit onto A4 or A3 size paper. In exceptional circumstances plans of other scales may also be required. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Where possible, these should include road names/numbers and postcodes to a grid reference.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking, areas of earth movement and/or disposal and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. For agricultural dwellings and buildings, a blue line should be drawn around the related farm holding.

***Crown Copyright – It should be noted that both Location and Site Plans should not breach Crown Copyright (e.g. A Land Registry document, photocopy or an image copied from the Web). Plans provided should clearly indicate a License Number to confirm that the user has the authority to reproduce those plans. If it is considered that Crown Copyright has been breached the Authority will contact the applicant or their agent to advise them.***

## 4.2 Site Plan

A site plan should be submitted with the application. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500, 1:200 or 1:100 (depending on what is the most appropriate scale to clearly show the proposals in relation to other buildings, features, boundaries and land) and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries and/or a scale bar.

And the following unless these would NOT influence or be affected by the proposed development.

- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements,
- d) all public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site,
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development,
- f) the extent and type of any hard surfacing, and
- g) boundary treatment including walls or fencing where this is proposed.

## 4.3 Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the Town & Country Planning (Development Management Procedure) (England) Order 2015, the Local Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership Certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.

#### 4.4 Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the Town & Country Planning (Development Management Procedure) (England) Order 2015. The Agricultural Holdings Certificate is now included in this Notice.

#### 4.5 The correct fee (where one is necessary)

Application fees are set nationally. The fee schedule is available to view online or on the Planning Portal website. The Planning Portal has a fee calculator available and with the submission of applications online, the fee is automatically calculated. The National Park are happy to advise on planning fees on specific cases.

A guide to fees for planning applications in England can be found on the Planning Portal on: [How much does a planning application cost? - Planning Portal](#).

#### 4.6 Design and Access Statement

A Design and Access Statement must be submitted for the following types of planning application:

- 1) Development categorised as “major”; (usually 10 or more houses or where the floorspace exceeds 1,000sqm) etc<sup>1</sup>
- 2) Development within a Conservation Area where the applications is for
  - i) the provision of one or more dwellinghouse, or
  - ii) the provision of a building or buildings where the floorspace created is 100sqm or more.

Where a Design and Access Statement is required, it shall

- a) Explain the design principles and concepts that have been applied to the development;
- b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) Explain the policy adopted as to access, and how policies relating to access in the Local Plan has been taken into account;

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<sup>1</sup> Clause 2 of Part 1 of The The Town and Country Planning (Development Management Procedure) (England) Order 2010 states that “major development” means development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwelling houses where—(i) the number of dwelling houses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

- d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultations; and
- e) Explain how any specific issues which might affect access to the development have been addressed

#### **4.7 Biodiversity Net Gain**

Biodiversity Net Gain (BNG) is a process designed for the planning system to ensure that development delivers a net positive impact on the natural environment. BNG is an approach to development and is defined as the achievement of measurable gains for biodiversity through new development i.e. biodiversity is left in a measurably better state than before development commenced.

BNG provision should make a meaningful contribution to nature recovery in line with the Exmoor Nature Recovery Vision and it must therefore be additional, over-and-above other mitigation or compensation requirements such as that required for protected species or priority habitats, not just what is lost as a result of an individual development. Development likely to result in the loss or deterioration of irreplaceable habitats or protected sites will not be permitted.

BNG forms a material consideration for planning applications under the National Planning Policy Framework and a minimum 10% biodiversity net gain is required unless they are specifically exempted. Information on which applications/proposals are exempted can be found here: **[Biodiversity net gain: exempt developments - GOV.UK \(www.gov.uk\)](#)**

All wildlife habitat created or enhanced through BNG must be maintained for at least **30 years** after the development is completed. Monitoring reports to evidence this must be provided to the National Park. Developers are required to pay for habitat creation, enhancement, management and monitoring over this 30 year period.

BNG is calculated using the statutory biodiversity metric which is available from the government website; a completed version needs to accompany all major applications. A simpler version can be chosen, the Small Sites Metric, for all non-major applications, as long as there are no European protected species, protected sites or priority habitats (excluding some hedgerows and arable field margins) onsite: **[Statutory biodiversity metric tools and guides - GOV.UK \(www.gov.uk\)](#)**.

Devon County Council has produced some useful guidance relating to BNG. Please refer to the Devon County Council website for further details: **[Biodiversity Net Gain - Environment \(devon.gov.uk\)](#)**

An Exmoor specific **[technical guidance note \(TGN\)](#)** has been produced to support implementation of the BNG requirements and the delivery of the biodiversity enhancement Local Plan policy. The guidance also provides information on what is required to support a planning application, and ideas on how to make a meaningful contribution to nature recovery.

## What other information is available to help with BNG?

The **Natural Environment Record (NER)** is Exmoor's repository for biological information, containing wildlife data collected from throughout the National Park. It includes an interactive map which can help with finding information on Exmoor's wildlife habitats, species and designations **Exmoor - Natural Environment Record**. For detailed data searches please contact the local records centre (Somerset Environmental Records Centre or Devon Biodiversity Records Centre).

This flow chart has been produced by Somerset Council (and edited by Exmoor National Park Authority) to help with BNG preparation and implementation by providing an overview of the process.

### Information required for validation:

If it is considered that the application is exempt from BNG provision, in order to validate an application a statement setting out the reason(s) for the exemption should be provided alongside the submission.

The list of information that should be submitted, as a minimum, alongside an application that is not exempt from BNG in order to validate an application is:

- A completed metric
- A BNG report/statement
- Existing and Proposed Habitat Management Plans
- Where on-site delivery for BNG is proposed this must be included within the red line boundary denoted on the submitted Location Plan

## 5.0 The Local List of Plan Requirements.

In addition to the statutory plan requirements other plans will normally be essential to explain the proposals. The following plans will normally be expected to be included in the application submission unless it is demonstrated why they are not required.

- **Existing and proposed elevations** (At a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there, where a change is proposed. If an elevation is not to be altered then this should be clearly stated on the plans, although it is not necessary to draw those unchanged elevations. The submitted elevations should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

External height measurements should be specified on the elevational plans for all new build parts of the building. This is especially useful for applications submitted electronically and can help to avoid confusion or misunderstanding

amongst third parties who may inspect the plans. Please include key written dimensions and/or a scale bar on the plans. These should be provided on both existing and proposed drawings.

- **Existing and proposed floor plans** (At a scale of 1:50 or 1:100)

Existing and proposed floor plans are needed for new development and for existing buildings altered by the proposed development. These plans should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should also show details of the existing building(s) as well as those for the proposed development. If the application relates simply to a change of use and no physical development work is to be carried out, a floor plan may not be necessary, although it could be helpful to explain how the new use may operate from a building.

Again, external dimensions for all extensions and new buildings should be specified on the floor plans. Please include key written dimensions and/or a scale bar on the plans. These should be provided on both existing and proposed drawings.

- **Existing and proposed site sections and finished floor and site levels** (At a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) and adjoining land. In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings and/or where there are earth movements.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (At a scale of 1:50 or 1:100)

A roof plan will be required for all development proposing residential use to ensure that materials, flues and other details are clearly identified. In other cases a roof plan may be helpful to explain complex roof formations with several pitches and ridges.

## 6.0 The Local List of Information Requirements.

In addition, following consultation and adoption, the National Park Authority has adopted a Local List of information required when submitting a planning and/or other application. The list has been tailored to the particular circumstances of the National Park and seeks to ensure that applicants and their agents submit detailed information which helps to justify their proposals and demonstrates that they are compatible with the planning policies seeking to conserve and enhance the National Park.

It is important to note that the scope and detail of the information which is submitted should be proportionate to the location and type of proposal. Each application will need to be considered on its merits and some proposals will require more detailed analysis of some information subjects than others. The National Park has set out guidance for each subject heading that forms part of the Local List to assist applicants in deciding the type and range of information that is needed in each case. It is recommended that each heading is set out in the accompanying statement so that it is clear that each subject has been considered and appropriate information submitted. Some information, such as the need for landscaping details, are a requirement of the local list and the Design and Access Statement (where necessary) and these can be cross referenced to prevent duplication. Planning Officers are happy to discuss the information requirements for each proposal.

The particulars and evidence required by the National Park Authority to be included in the application will be reasonable having regard, in particular, to the nature and scale of the proposed development and where those issues are about a matter which it is reasonable to think at the registration stage will be a material consideration in the determination of the application

**If a particular plan or document is not considered necessary or appropriate in relation to the specific development proposal, then an applicant or agent should set out in writing why this is the case and the National Park Authority will take this information into account when deciding whether to register an application as valid.**

There is a formal procedure for resolving these matters whereby the applicant can, if the Authority requires particular information, send a Notice under Section 12 of the 2015 Order<sup>2</sup> and the Authority then must decide how the matters are to be progressed including rights of appeal. While this is a formal process and is available to applicants, we would much prefer to discuss matters and agree on the detail of any application and submission because this is likely to be quicker and cheaper.

The table below sets out the Local List requirements for each type of application.

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<sup>2</sup> The Town & Country Planning (Development Management Procedure) (England) Order 2015

**7.0 TABLE OF LOCAL LIST REQUIREMENTS BY APPLICATION**

	Adaptable & Accessible Housing	Affordable Housing Statement	Agricultural Justification	Biodiversity Net Gain **	CLEUD list of information	Climate Emergency & Renewable energy Statements	Ecological Impact Assessment & Favourability	Excavated material Assessment	FRA	Foul Sewage & Surface Water Assessment	Heritage Statement	Landscaping	Lighting Assessment	Photographs	Planning Statement	SCAIL	Structural Survey	Tree Survey and Impact Assessment	Ventilation/ Extraction Statement
Outline Planning Permission	✓5	✓1		✓		✓	✓	✓3	✓	✓		✓	✓	✓	✓	✓6		✓4	✓7
Full Planning Permission	✓5	✓1	✓	✓		✓	✓	✓3	✓	✓		✓	✓	✓	✓	✓6	✓	✓4	✓7
Approval of Reserved Matters		✓1				✓		✓3	✓	✓		✓	✓	✓	✓			✓4	✓7
Householder Application						✓	✓		✓				✓	✓	✓			✓4	
Listed Building Consent						✓	✓2				✓		✓	✓			✓		
Demolition in a Conservation Area						✓	✓2				✓		✓	✓					
Removal or Variation of a Condition				✓		✓	✓2		✓				✓	✓	✓				
Advertisement Consent						✓								✓					
Hedgerow Removal Notice														✓					
Prior Notification – proposed demolition						✓	✓2							✓					
Certificate of Lawful Existing Use or Devt					✓									✓					

1 Only for housing proposals 2 For where roof spaces are affected and in other cases subject to a checklist of considerations 3 Only for development excavating more than 250 cubic metres of material, 4 Only for trees within 15m of any development works 5 see Adaptable and Accessible Housing 6 For agricultural livestock buildings within Impact Risk Zone. 7 Only for catering proposals \*\* See Biodiversity Net Gain section 4.7

\* Non-Material Amendment applications – the same information requirements as for an original proposal.

\* Minor Material Amendments – the same information requirements as for an original application.

\* Application for approval of details reserved by Planning Condition – those details specifically required under the condition.

## 8.0 Local List of Pre-Registration Requirements

### 8.1 Affordable Housing Statement

#### Background

The National Park has well established planning policies for the provision of affordable housing to meet the housing needs of local communities (these lie within Section 6 – Achieving a Thriving Community of the Local Plan). Up to date parish household need surveys are the most accurate way of assessing affordable housing need for parishes within the National Park, to enable housing to be delivered where it is needed, such surveys are made available on the National Park Authority’s website. Most applicants, (individuals, Registered Providers e.g. Housing Associations, or developers) proposing affordable housing will have had discussions with the Planning Policy Team or Somerset Council’s or North Devon Council’s Housing Officer to ensure that their application reflects the needs of that community or an individual household for housing.

Following a needs led approach, parish surveys will in practice be the basis for assessing local housing need for planning applications for affordable local need housing schemes. Where there are no up to date surveys, some information on local housing need may be sought from the Council’s Housing Officer, who may also consider evidence from Somerset Homefinder or Devon Homechoice - particularly if there appears to be a high level of households in housing need and a stated local connection – however, this is unlikely to provide detailed information that would ensure individual households meet the local connection criteria of the Local Plan. This may, however, be a potential source of information particularly where a conversion of a building to an affordable dwelling may be sought with no individual household identified to occupy the dwelling. Proof of an individual household’s need for an affordable dwelling, including for custom/self build affordable homes, will be established through a Local Housing Needs Questionnaire which is available on the National Park Authority’s website.

Planning Officers would welcome discussions to ensure that applicants provide sufficient information to demonstrate that there is a need for the type of affordable housing that is sought.

#### Requirements

That those proposing local needs affordable housing should demonstrate that there is a local need for the proposals and that may include the evidence from a Local Needs Survey or in parishes without a completed or up to date survey, the Local Housing Needs Questionnaire should be completed by individual households (this questionnaire will be analysed by the National Park and the details provided will remain confidential). The information provided with an application should specify the number of dwellings, the mix of units including size, type, gross internal area and the tenure, with numbers of habitable rooms and/or bedrooms showing how the housing needs of the community have been taken into account. The affordable housing statement should also include details of any Registered Providers acting as partners

in the development. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

### Viability

In certain circumstances it may not be viable to deliver 100% affordable homes and an element of Principal Residence market housing may be considered only where this is essential to facilitate the provision of needed affordable housing. Principal Residence housing is market housing that has a planning condition to ensure that they can only be occupied by someone as their sole or principal residence. This can only occur where:

- two or more affordable homes are proposed on a greenfield site in Local Service Centres and Villages, or
- for affordable homes proposed through the conversion of a building which would provide more than one dwelling unit in the named settlements.<sup>3</sup>

In such cases, the National Park Authority will require a robust viability assessment that will use an 'open book' approach to be certain that any Principal Residence market housing is essential for the viability and deliverability of the affordable housing scheme. The proposal should demonstrate that there are no alternative sources of funding and that development costs and land values are reasonable i.e. commensurate with rural exception site values. The number of any Principal Residence market homes which may be permitted will be the minimum number needed to deliver the affordable housing and will also need to reflect the sizes and types of homes to help create a more balanced housing stock for the area. The underlying principle is that the Principal Residence housing will enable the affordable homes to be built rather than increase value of the land or the building to be converted.

### Adaptable and Accessible Housing

New housing development is encouraged to be designed to enable it to meet the Building Regulation requirement for accessible and adaptable dwellings to help meet the needs of people over their lifetime.<sup>4</sup> This should improve the suitability of new housing so that as their needs change, people can remain in their own homes for longer. For housing developments of five or more dwellings, there is a requirement to meet this standard for at least 20% of the dwellings.

### **Extended Family Dwellings**

Policy HC-D5 Extended Family Dwellings Criteria, sets out criteria to assess proposals for the re-use of an existing traditional building as a dwelling for Extended Family. The existing building must be either in a settlement within the curtilage of an existing dwelling or on a farmstead within a group of buildings. The intention of the policy is to provide appropriate opportunities for the re-use of an existing traditional building to enable families to provide support for each other by living close by. Given

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<sup>3</sup> See policy GP3 Spatial Strategy and Table 3.1 in the Local Plan

<sup>4</sup> HM Government - The Building Regulations 2010 Approved Document M Access to and use of Buildings – Volume 1 Dwellings: Category M4(2) Accessible and adaptable dwellings

Exmoor's ageing population, it is considered particularly important to enable support within local communities.

In respect of local needs housing or Extended Family dwellings, permission will only be granted outside a settlement in the open countryside where there is an existing dwelling in a farmstead, and not in isolated locations. In assessing proposals for the conversion of groups of redundant traditional buildings, encouragement will be given to joint business use.

### **Rural Worker Dwellings and Succession Farm Dwellings**

Housing for rural workers in agriculture and forestry who have an essential need to live permanently at or near their place of work can sometimes justify a new home in the open countryside. Nevertheless, a rural enterprise must be acceptable in its location before a new home is even considered and it will often be more sustainable for workers to live in nearby towns or villages or in suitable existing housing.

Policies HC-D7 Conversions to Dwellings in the Open Countryside, and HC-D8 New Build Dwellings in the Open Countryside, therefore require applicants, in all cases, to demonstrate that the need for new housing in the open countryside cannot be met within the existing housing stock, from sites or buildings already with planning permission for housing or through the extension and/or subdivision of an existing home.

Proposals for new build rural worker or Succession Farm Dwellings will need to accord with HC-D8 New Build Dwellings in the Open Countryside, and be well related to existing buildings on the holding such that the dwelling and farm buildings operate as a single entity. Considerations will include whether there is a joint access. Ensuring that the proposal relates well to existing buildings can also provide other benefits such as increased security through 'natural surveillance'

HC-D9 of the Local Plan relates to rural workers dwelling and states that new housing to meet the needs of rural workers in the open countryside will be permitted subject to certain criteria.

HC-D10 of the Local Plan relates to succession farming – second dwellings on established farms and states that new housing to meet the needs of succession farmers in the open countryside will be in accordance with HC-D7 Conversions to Dwellings in the Open Countryside, or HC-D8 New Build Dwellings in the Open Countryside. A new second dwelling on a single farm holding within the open countryside will only be permitted subject to certain criteria.

### **Custom/Self Build Housing**

Policy HC-D6 seeks to encourage custom/ self-build housing where it will meet an identified local affordable housing need. Such proposals will be considered in named settlements (policy GP3 Spatial Strategy) in accordance with either policy HC-D2 Conversions to Dwellings in Settlements) or policy HC-D3 New Build Dwellings in Settlements. Policy HC-D6 Custom/Self Build Local Need Housing, also extends the principle of custom/self-build to rural communities to provide opportunities for small

scale development to address the needs of a community for affordable housing. Rural communities are very small communities in the open countryside. They are not identified in the settlement strategy, and are defined as those which have service provision in the form of a shop, public house or a community meeting place/hall and are therefore considered to be appropriate locations for self-build opportunities to meet local affordable housing needs. During the preparation of this Plan the rural communities that have such facilities are identified as: Allerford, Countisbury, Hawkridge, Heasley Mill, Kentisbury, Luccombe, Martinhoe, Oare/Malmsmead, Selworthy, Twitchen, West Porlock and Withycombe.

The Government wants to enable more people to build their own home and defines custom build housing as either that constructed by a builder contracted by a home owner to create a 'custom built' home or where an individual builds their own home as a 'self-build'. Surveys of local residents should be considered to assess local housing need for this type of housing, and a local list or register compiled of people who want to build their own homes. Exmoor National Park Authority has established a register of people, including local people, interested in self-build or custom build. It will be used to help identify and address the local need for affordable housing from those who have a local connection in the National Park in line with Policy HC-S1 Housing, and other housing policies in this plan. Potential sites can be on greenfield or brownfield land, including the conversion/change of use of existing buildings. Some sites have been assessed through the SHLAA process and would be considered for self-build schemes.

Custom or self-build housing can be achieved in different ways: a) Self-build: being physically involved in part or all of the construction; b) Self-finish: taking on a property which is structurally complete and finishing the building; c) Community self-build: being physically involved in part of all of the construction, as part of a wider scheme on one site; d) Custom build - where a house builder offers a serviced building plot and may also provide a design and build service.



ENPA: An example of a dwelling being built in Winsford

## **8.2 Agricultural Justification Statement.**

The National Park Authority is supportive of farming activity on Exmoor not least because of the close relationship between farming and the landscape. It is accepted as a matter of principle that on occasions farmers may require further agricultural buildings and some of the modern livestock buildings proposed can be large. While

there may be issues of landscape impact and highway access etc in the way of all applications, there is also a need to demonstrate that an agricultural building of the size proposed is reasonably necessary for the purposes of agriculture on that holding. In the past it has not always been clear why an agricultural building has been required and this has led to concerns and delays with dealing with farm building applications. Further guidance can be found in Policy SE-S4 Agricultural and Forestry Development of the adopted Local Plan.

### Requirements.

The Agricultural Justification Statement is the opportunity for the applicant to set out:

- the size of the farm,
- activities on the holding,
- details of the stocking levels now and proposed in the future,
- any existing agricultural buildings and their uses, and
- the agricultural justification or functional requirement for the new building, track or other development proposal.

## **8.3 Ecological Impact Assessment & Enhancement**

### Background

The National Park is rich in wildlife and aims to increase Exmoor's biodiversity, targeting those species and habitats most valued nationally and locally. The Framework also identifies Exmoor's priority habitats and species. There is also a range of accompanying targets for wildlife in the Exmoor National Park Partnership Plan. The Local Plan has a policy which seek to protect the nature conservation value of sites and species (CE-S3 Biodiversity and Green Infrastructure).

Some of Exmoor's wildlife is given special consideration through a hierarchy of site designations which provide different levels of protection in recognition of their international, national or local importance. Many parts of the National Park are designated Special Areas of Conservation (SACs), Sites of Special Scientific Interest (SSSIs) or County Wildlife Sites; this includes several water courses, which are also identified as sites important for both flora and fauna. These designations are shown on the Local Plan Policies Map.

Within the National Park there are a number of rare, localised and characteristic plant and animal species, many of which are protected by law. Even simple development proposals can give rise to biodiversity issues and potentially affect wildlife and habitats. For instance, the National Park is home to 17 of the British bat species which can roost in many types of building and/or trees and are often found in the roofs of application sites. Simple applications such as the provision of forestry and farm tracks can affect habitats for protected species such as dormice which need to be considered and addressed in application proposals.

Examining wildlife issues and constraints at the outset will allow applicants to understand a potential key consideration to their proposals and demonstrate how issues have been addressed. Many species, such as bats, are protected by law and it would be a criminal offence to disturb such species and their roosts. If some harm

is justified to a habitat, then the Ecological Impact Assessment will give the ability for applicants to set out mitigation and replacement habitat, if that is possible. Early engagement with ecological surveys/assessments can also help positively influence design to make Biodiversity Net Gain achievable.

### Requirements.

Applications for development should ensure that sufficient information is provided regarding the wildlife sites or species that may be affected by a proposal. The Exmoor Biodiversity Trigger List, which should accompany planning applications, seeks to help applicants identify when wildlife issues may require greater investigation. The information is intended to target the situations where it is most likely that a wildlife issue needs to be understood and addressed in the initial design work. Where the checklist indicates that on initial evaluation no wildlife issues are evident then the application can be submitted with only the checklist completed. However, this does not exclude the consideration and potential requirement to address wildlife issues which may arise during the processing of an application. Where the checklist highlights that an Ecological Impact Assessment is required then, unless it can be demonstrated that an exemption applies, the survey report and analysis will need to be submitted with the application for it to be registered. If an initial survey report requires further survey work such as emergence surveys for bats, this further survey work must be carried out and further reports provided in support of the application.

Enhancement recommendations should be set out in line with measures set out within the National Planning Policy Framework, the Local Plan and Appendix 1 of the Technical Guidance Note for Biodiversity Net Gain.

## **8.4 Flood Risk Assessment (FRA)**

### Background

Many properties/sites and village centres within the National Park fall within land that the Environment Agency has identified as liable to flood. Flood Risk Assessment is a very important part of an application's assessment in those areas liable to flood. It not only helps reduce the potential threat to individuals and damage to individual properties but also assesses the potential displacement of flood water; and therefore examines the potential for other properties to be flooded from development. The Environment Agency is very specific in their requirements and the submission of a FRA is a requirement for an application in flood risk areas. This is supported by Policy CC-D1 of the Local Plan.

There are guidance notes in respect of a Flood Risk Assessment on [Flood risk assessments: applying for planning permission - GOV.UK](#). Standing advice for flood risk assessment, including advice for minor extensions (a minor extension is a householder or non-domestic extension with a floor space of no more than 250 square metres) in Flood Zone 2 or 3, can be viewed via [Preparing a flood risk assessment: standing advice - GOV.UK](#)

The Environment Agency is prepared to check and discuss a draft Flood Risk Assessment prior to the submission of a planning application and if flood risk is a key constraint to development this consultation is strongly recommended [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

The Environment Agency identifies three zones of potential flood risk. Flood Zone 3 shows flooding from rivers with greater than a 1% (1 in 100) chance of happening each year or flooding from the sea with greater than with 0.5% (1 in 200) chance of happening each year. Flood Zone 2 shows the extent of an extreme flood with a greater than 0.1% (1 in 1000) chance of happening each year. Flood Zone 1 is the remaining area outside of Flood Zones 2 and 3, where there is less than a 0.1% (1 in 1,000) chance of flooding each year.

The Flood Zone category of any particular site can be identified by visiting the Environment Agency website <http://www.environment-agency.gov.uk/> Please note that the Environment Agency regularly update their flood risk maps and with the effects of climate change the area that they consider likely to flood has increased over past map revisions.

A Level 1 Strategic Flood Risk Assessment has also been carried out on behalf of the National Park Authority and can be viewed on our website.<sup>5</sup> The SFRA defines Flood Zones 3a (high risk) and 3b (functional floodplain) within the principal local service centres of Dulverton, Porlock and Lynton and Lynmouth. For areas outside of these settlements, the precautionary approach has been adopted whereby the whole of Flood Zone 3 is considered to constitute the functional floodplain.

### Requirements

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. It may be necessary to undertake a sequential approach for some forms of development if it proposed in an area liable to flood.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding include the design of surface water management systems such as Sustainable Drainage Systems (SUDs). Advice on SUDs can be found on our website <http://www.exmoor-nationalpark.gov.uk/planning/planning-advice/sustainable-drainage-systems>. The FRA should also address the requirement for safe access to and from the development in areas at risk of flooding.

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<sup>5</sup> <http://www.exmoor-nationalpark.gov.uk/planning/planning-policy/local-plan/evidence-base/strategic-flood-risk-assessment>

## **8.5 Foul Sewage and Surface Water (Sustainable Drainage Systems) Assessment**

### Background

Sewage disposal issues are often raised by the drainage bodies and/or local residents who question whether a development proposal will be acceptable in relation to the capacity of existing sewerage systems. While some of the more complex issues arise with larger scale developments there is also the issue that some of the local sewerage systems and treatment works within the National Park are near capacity. On other occasions many properties do not have any connection to the public mains sewerage system.

It is reasonable for developers to have investigated the sewage systems that will be used in relation to their development and to explain this in the application submission. With new development it will often be necessary to connect to existing mains services and this may have either a visual, tree or archaeological impact. It will be necessary for applicants to work through these issues at some stage of the development process and there are considered benefits if this information is included at the registration stage.

With some sites it is not feasible or available to connect to a public/mains sewer, there will be a need for a treatment system which releases a discharge to a watercourse. This will require a Discharge Consent from the Environment Agency and the specification of that consent will depend on the watercourse where the out flow is being discharged to. Many water courses have been identified for their conservation importance and that can have an impact on the requirements set out in the consent and, in turn, the system that can be installed to meet those requirements.

### Requirements

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. It will be necessary to demonstrate in all submissions how surface water will be dealt with. These applications need to clearly indicate how surface water will be dealt with. Advice regarding Sustainable Drainage Systems (SuDS) can be found at:

<http://www.exmoor-nationalpark.gov.uk/planning/planning-advice/sustainable-drainage-systems>

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where

connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on the consideration of non-mains drainage assessment is provided through National Planning Practice Guidance and Building Regulations Approved Document Part H<sup>6</sup>.

Policy CC-S6 of the Local Plan relates to Waste Management and states that the National Park will work with the waste collection and disposal authorities, partner organisations and local communities to promote sustainable management of waste through the waste hierarchy.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on public highway, then notice may need to be served on the owners of that land. That land should also be included in the application red-lined site.

## 8.6 Heritage Statement

### Background

The first purpose of the National Park designation is to conserve and enhance the natural beauty, wildlife and cultural heritage of Exmoor. The National Park is rich in history and important cultural heritage.

Listed buildings, Conservation Areas and scheduled monuments are all statutory designations which provide these sites with legal protection. Exmoor also contains many more sites which are of local significance, including locally listed buildings, Principal Archaeological Landscapes and other non-designated heritage assets.

Policies CE-S4 and CE-D3 of the adopted Local Plan (2011-2031) explain and offer guidance on Exmoor's cultural heritage, historic environment and conserving heritage assets. Annex 1 of the adopted Local Plan (2011-2031) offers guidance on the conduct of archaeological work and historic building recording.



ENPA: Dunster Castle Gatehouse

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<sup>6</sup> [www.planningportal.gov.uk/england/professionals/en/1115314110382.html](http://www.planningportal.gov.uk/england/professionals/en/1115314110382.html)

## Requirements

A Heritage Statement is required if a planning application seeks permission for a development affecting a heritage asset or its setting; this would include applications for:

- ◆ Development that may affect the character or appearance of a listed building
- ◆ Development within the setting or adjacent to a listed building
- ◆ Development (inc. outline) within or otherwise affecting a conservation area

The Heritage Statement will need to explain how the approach of the application ensures that the historic and special architectural important of the listed building or conservation area, and any contribution made by its setting, is understood and preserved or enhanced. Where an aspect of the design has the potential to affect this adversely, the statement should explain why it is necessary, and what measures have been taken to minimise its impact.

As a minimum the historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, we may require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

As the Listing Description is only a method to identify a listed building, and is unlikely to form a list of the key historic features, commenting only on the listing description is unlikely to meet the requirements of a Heritage Statement.

For applications for listed building consent, a written statement would be required that includes:

- ◆ an analysis of the significance of archaeology, history and character of the building/structure,
- ◆ a schedule of works to the listed building(s),
- ◆ the principles of and justification for the proposed works and their impact on the special character of the listed building or structure,
- ◆ an analysis of its setting and the setting of adjacent listed buildings may be required.
- ◆ a structural survey may be required to support the application.

The scope and degree of detail necessary in a Heritage Statement will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for planning permission for relevant demolition in a conservation area written statement that includes:

- ◆ a structural survey,
- ◆ an analysis of the character and appearance of the building/structure,

- ◆ the principles of and justification for the proposed demolition, and
- ◆ its impact on the special character of the area may be required.

Information about the archaeological and historic built environment of Exmoor can be found on the Historic Environment Record [Home - The Historic Environment Record for Exmoor National Park](#)

## 8.7 Landscaping



### Background

The landscape treatment of development sites is a key element in assisting its assimilation into the wider landscape setting and demonstrating that proposals will be acceptable. Criteria c) of Policy CE-S6 (which relates to design and sustainable construction principles) requires the design of development proposals to “reinforce landscape character and the positive arrangement of landscape features through planting and landscaping scheme, boundary treatments, and surfacing. Existing features such as trees, hedges and stone walls should be retained particularly where they are characteristic of the streetscape and/or the local area”.

Policies CE-S1 and CE-D1 relate to landscape character and protecting Exmoor’s landscapes and seascapes. An updated Landscape Character Assessment has been produced and will be adopted as a supplementary planning document. This can be viewed on our website <http://www.exmoor-nationalpark.gov.uk/Whats-Special/landscape/landscape-character-assessment-2017>

### Requirements

Many sites will require only a simple landscape scheme which shows the retention and further planting of existing trees, hedges and vegetation while others will need to be more extensive proposals. The National Park Authority is predominantly interested in the structural, long term planting and its maintenance rather than the individual planting in gardens. The Design and Access Statement can set out the approach to the landscaping of the site, including an understanding of the main

viewpoints and what the landscaping is intended to achieve. The statement should also explain how the scheme responds to and enhances the sense of place and character of the site. Some applications may require the submission of a Landscape Visual Impact Assessment (LVIA) or a Landscape Visual Appraisal (LVA) which are used to assess how a proposed development could affect the existing landscape setting and on people's visual appreciation of the landscape and views they enjoy.

There is the option at the registration stage of submitting an Indicative Landscaping Scheme. These plans should be at a scale of a least 1:500 and identify the trees, hedges and other vegetation to be retained and the additional areas where planting is proposed. The plans should also show existing and proposed hard surface areas such as paths and parking areas, together with the existing and proposed materials.

The alternative, at the registration stage, is to submit a Detailed Landscaping Scheme which should be shown on a plan, usually at a scale of 1:100 or 1:200 and set out in detail the proposals. The soft landscaping scheme should specify the size, species and siting of any trees and, for hedges and other planting, the density and position of plants. The landscape scheme should also set longer term management and maintenance of the planting.

While the Indicative Landscaping Plan may give a general impression of proposed landscaping if permission is granted it is likely that a condition would be attached to any approval requiring the submission of a Detailed Landscaping Scheme to ensure that precise details on planting, where needed, are agreed prior to work commencing. If a Detailed Landscaping Scheme is submitted at the registration stage, and it is considered acceptable, then the planting will form part of the overall permission and there will not then need to be a need to submit a further scheme post approval.

## **8.8 Climate Emergency Statement**

### Background

To help meet the challenges relating to climate change, the Local Plan includes policies which seek to influence, contribute and challenge development to help meet the Climate Emergency. GP1 'Achieving National Park Purposes and Sustainable Development' sets out that the need to consider future generations, through sustainability and resilience to climate change and adapting to and mitigating the impacts of climate change.

Policy CC-S1 'Climate Change Mitigation and Adaption' states that climate change mitigation will be encouraged, development which reduces demand for energy, using small scale low carbon and renewable energy, looks to situate development which avoids sites that would put wildlife at risk together with measures which avoids the risk of flooding. Furthermore, Policy CC-S5 'Low Carbon and Renewable Energy Development' seeks to support small scale renewable energy schemes that assist in contributing towards reducing greenhouse gas emissions and moving towards a carbon neutral National Park. Policy CE-S6 'Design and Sustainable Construction Principles' seeks to incorporate sustainable construction methods which future proof against climate change impacts, including flood risk.

Paragraph 161 of the National Planning Policy Framework requires that “the planning system should support the transition to net zero by 2050 and take full account of all climate impacts including overheating, water scarcity, storm and flood risks and coastal change. It should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure.”

Furthermore, an increasingly important element when considering applications are the sustainability and renewable energy elements of design and how an application has incorporated them into the proposals. Paragraph 4.159 of the Local Plan states:

*“Proposals for new residential and non-residential development are encouraged to incorporate sustainable construction and passive design methods which not only address energy efficiency and seek to incorporate renewable energy technologies, but consider other sustainability issues such as waste, pollution, resource use, and health and well-being”.*

A Renewable Energy Statement should explain how opportunities to include sustainability and renewable energy elements have been incorporated into the design. For example, there may be opportunities to insulate the building or extension to a higher standard than the Building Regulations, use of local and/or sustainable materials in construction, design for solar gain, triple glaze, recycle building materials, use grey water and in terms of energy incorporates a wood burning stove, biomass/woodfuel boiler, Solar and/or PV panels, air or ground source heat pumps and other technology. Applicants need to look at the potential for each site which will be different. Such measures usually lead to reduced heating and running costs for occupiers as well as reducing carbon emissions in the longer term.

The requirement to analyse the sustainability and renewable energy issues is reinforced by the advice in the National Planning Policy Framework.

### Requirements

A statement to identify how the applicant has addressed impacts in relation to climate change and interconnected environmental impacts, in construction (or demolition) and over the lifetime of the development. Please evidence how you have delivered / would deliver reductions in carbon emissions (greenhouse gases) and consumption of natural resources through design, construction and operational systems.

The Renewable Energy Statement should set out the options that have been considered and the resulting conclusions which have led to the incorporation of the various measures in the building design and specification. All building projects can accommodate some form of sustainability and/or renewable energy elements in their proposals and these needs to be detailed in the Statement to ensure that all reasonable steps have been made in the case of the application submission.

The level of information should be proportionate to the development proposals. For example, it could include a short descriptive response to a question, pointing to how each matter has been considered in the development proposal, or it might signpost to specific evidence provided in other documents submitted in support of the planning application.



## 8.9 Lighting Assessment

### Background

One of the identified special qualities of the National Park is a landscape mostly free from intrusive development including light pollution. The Local Plan (para 4.32) states “The remote, open landscapes of the moorland and lack of human habitation have helped to define a ‘core dark sky area’ within the National Park as part of the Dark Sky Reserve, which Exmoor National Park was awarded in 2011.”

Policy CE-S2 of the Local Plan amongst other things seeks to protect Exmoor’s dark night sky and states that development proposals should seek to reduce light spillage and eliminate all unnecessary forms of artificial outdoor lighting. Policy CE-S2 also states that external lighting, outside the Dark Sky Core Zone, will only be permitted where it can be demonstrated that they are required for safety, security or community reasons and where the details minimize light spillage; having regard to the Lighting Management Plan guidance.

Policy CE-S3 of the Local Plan relates to ‘Biodiversity and Green Infrastructure’. It states that the conservation and enhancement of wildlife, habitats and sites of geological interest within the National Park will be given great weight and this includes through appropriate lighting design strategies for bats.

### Requirements.

Development proposals should include a lighting assessment where any external lighting is to be provided. This can be very simple if only limited lighting is proposed. The details and design of the lighting should be set out in the application details together with hours of operation (if appropriate), intensity of light, beam orientation and any cowls to ensure that lighting is directed on to the ground and not into the night sky. The proposed lighting shall be shown on the elevations and lay out plan. The lighting management plan referred to in Policy CE-S2 provides technical advice to inform external lighting requirements for future development. This can be found on

our website [http://www.exmoor-nationalpark.gov.uk/data/assets/pdf\\_file/0004/753997/EB50-Paterson,-J.H.-2011-Exmoor-National-Park-Lighting-Management-Plan-2011.pdf](http://www.exmoor-nationalpark.gov.uk/data/assets/pdf_file/0004/753997/EB50-Paterson,-J.H.-2011-Exmoor-National-Park-Lighting-Management-Plan-2011.pdf)

## **8.10 Photographs**

### Background

Applications are scrutinised by many bodies such as statutory consultees and Parish Councils who may not have the opportunity to visit the site. Photographs of the application site provide a valuable tool for understanding and appreciating the character of a site and the related proposals by all in the process and help to speed up determination of the application.

### Requirements.

That photographs appropriate to the application proposal be included within the submissions. They should include relevant elevations of the building and its setting and can be used to demonstrate the suitability of the development proposals. For Listed Building applications, the photographs should cover all the elements that are to be altered / replaced including internal areas. Any building or part of a building to be demolished should be photographed.

Please note that the photographs will form part of the application submission and will be included in the application file and on the National Park Authority website and be available for public inspection.

## **8.11 Planning Statement**

### Background

A planning statement is required with the initial submission of an application. It gives the opportunity for applicants to set out their case to demonstrate compliance with planning and other policies and also allows the public, Parish Councils, officers and members to understand the planning case which is being made. The statement needs to be proportionate to the development proposal under consideration.

The Planning Act requires that decisions be made in accordance with the policies of the Development Plan unless material considerations indicate otherwise. The analysis of compliance with policies of the Development Plan is therefore crucial to the determination of applications. The Local Plan can be viewed at the National Park Authority website under the Planning Policy section.

Applicants are asked to ensure that they are familiar with the various planning policies, particularly those in the Local Plan. There are both general planning policies such as GP1 (General Policy: National Park Purposes and Sustainable Development) and CE-S6 (Design and Sustainable Construction Principles) which will be applicable to all applications and certain policies, such as, HC-D15 (Residential Extensions) and RT-D11 (Equestrian Development) which will be relevant to specific applications. The planning statement should look at each of the

relevant policies and explain how the proposals have been designed and/or adapted to meet the policy requirements.

For development proposals in Lynton and Lynmouth Parish, a planning statement will need to consider the policies under the Lyn Plan, which is the neighbourhood plan for that area. The Lyn Plan can be viewed at the National Park Authority website under the Planning Policy section and 'neighbourhood plans'.

The National Planning Policy Framework provides important advice on planning matters that should be addressed in any submission.

### Requirements

The planning statement should identify the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies. It may also include details of consultations with the National Park Authority and wider community/statutory consultees undertaken prior to submission.

### **8.12 Excavated Material Assessment**

Many developments require the excavation of material, either from foundations or to level a sloping site. The resulting material has, with some applications in the past, not been considered as part of the submission proposals. This has resulted in tipping at some sites with adverse impact on the landscape or on other occasions excessive lorry movements to remove material that has had an impact on narrow country lanes, even though the development itself has been acceptable.

It is important that the amount of excavated material from a proposed development is estimated and a method statement as to how it will be dealt with set out with the planning application submission. With some proposals such as the construction of agricultural barns or the formation of equestrian arenas the material which is excavated can be many hundreds of tonnes. If the material is clean it could be used on site, say to construct a hedge bank, extend a track or fill in undulations in a field. In these circumstances, this should be explained in the Assessment and the areas for the deposit of the material included within the application red lined site.

An assessment is only required when the estimated excavated material exceeds 250 cubic metres, although it is good practice to explain how any excavated material will be dealt with in all application cases. Policy CC-S6 of the Local Plan gives guidance on Waste Management.

### Requirements.

That an Excavated Material Assessment be submitted with all applications where the material to be excavated exceeds 250 cubic metres in volume. The Assessment should identify the volume and type of material to be excavated, opportunities for the reuse and recovery of materials on site and demonstrate how off-site disposal of waste will be minimised and managed.

## 8.13 Structural Survey

### Background

The Local Plan has a series of policies that allow the reuse of buildings in rural areas on the basis that the building can be converted rather than substantially reconstructed. It is important for applicants to demonstrate to the National Park Authority that the application building is structurally stable and can be converted. To accord with the policy CC-S5 of the Local Plan, it is considered that a structural survey is an important information requirement for building works where they are being converted to any form of residential use.

### Requirements

A structural survey shall be included in support of an application if the proposal involves conversion of a building to any form of residential use.



ENPA; barn conversions at Simonsbath

## 8.14 Tree Survey and Impact Assessment

### Background

Trees and the relationship of development to those trees can be a point of controversy and concern with applications. Mature trees are important within the landscape and the setting of buildings within villages. The national requirements for the submission of applications require trees to be plotted on the application plans where they may be affected by development proposals. There are established British Standards for the construction and positioning of buildings in relation to trees and often developers do not take these standards into account when designing and positioning new buildings and extensions. This leads to amendments to applications and/or the submission of further details, all which delay the determination of a proposal.

Requiring the submission of a report on tree matters at the submission stage, where necessary, will help ensure that the importance and protection of trees are given

increased weight and is more likely to ensure appropriate siting of development in the first place. This requirement is reflected by Policy CE-S1 which seeks to protect woodlands, groups of trees or individual trees of significant landscape or amenity value.

### Requirements.

Tree Survey and Information will be required where there are trees within the application site or on land adjacent to it that could influence or be affected by the development. There is a need for a survey and impact assessment if any building or earth works are proposed within 15m of the base of a tree. Also the storage of materials and equipment, site access by heavy machinery as well as the digging of service trenches will need to be included in the survey and impact assessment.

Within that 15m area, information will be required on which trees are to be retained with an explanation of why these are important whilst others are proposed to be felled. It should be demonstrated why the retained trees will not be adversely affected by the development and on the means of protecting these trees during construction works. This information should normally be prepared by a suitably qualified and experienced arboriculturist.

The survey information, protection plan and method statement that should be provided with an application shall follow the guidance in the current BS5837: 2012 - 'Trees in relation to Design, Demolition and Construction — Recommendations'. Using the methodology set out in BS5837: 2012 should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

The Devon and Cornwall Tree Officers Group, on behalf of Tree Officers throughout the South West have provided guidance to explain the requirements and so that there is consistency in approach across the region. They have advised that:

“If your site or the land adjacent to your site contains trees, your Planning Application will need to be accompanied by the following details in accordance with British Standard 5837:2012 - Trees in Relation to Demolition, Design and Construction – Recommendations’, unless otherwise agreed with the National Park Authority:

#### *Tree Survey and Associated Reports*

This is a factual record of trees on or adjacent to the site and should:

- a) Include a suitably scaled location plan scale to show trees, shrubs and hedgerows.
- b) Include a schedule as set out in British Standard 5837: 2005 Section 4.4.2.5. The following information should be provided: a reference number, species, height, stem diameter, branch spread, height of crown clearance, age class, physiological condition, structural condition, preliminary management recommendations, estimated remaining contribution in years and a category grading in accordance with Tables 1 and 2.
- c) Include a Tree Constraints Plan with proposals (including all service runs).

### *Design Statement*

This must demonstrate how the development will achieve a satisfactory juxtaposition of retained trees, including shrubs, hedges and hedgerows, with the proposed development. It will include:

- a) Arboricultural Impact Assessment
- b) An Arboricultural Method Statement including a Tree Retention and Protection Plan as set out in BS5837: 2012 section 5.5.

The National Park Authority Trees and Woodlands Officer would be willing to look at draft Tree Surveys and Reports to help advise whether development is acceptable in relation to trees.



ENPA: trees surrounding cottages at Hawkcombe

## **8.15 Ventilation / Extraction statement**

### Background

Food related sites, which have ventilation and extraction equipment, have the potential to cause noise and odour nuisance to adjoining properties. However, where the equipment is fit for purpose it usually operates quietly and prevents odour problems to the locality. Environmental Health Officers usually advise planning officers on the suitability of the equipment. If the details are submitted at the registration stage, then the correct specification can be agreed and the full visual impact taken into account.

### Requirements.

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes of the sale of food and drink for consumption on the premises, drinking establishments, use as a public house, wine-bar or other drinking establishment, and hot food takeaways.

## **8.16 Simple Calculation of Atmospheric Impact Limits (SCAIL)**

Emissions of nitrogen oxides (NO<sub>x</sub>), sulphur dioxide (SO<sub>2</sub>) and ammonia (NH<sub>3</sub>) and their subsequent deposition to sensitive sites can impose a major environmental burden both nationally and internationally (Bobbink et al., 1998; Pearce and van der Wal, 2002). At a local scale the deposition of these pollutants can result in eutrophication of sensitive ecosystems and the acidification of soil. As part of the Habitats Directive, environmental regulators have a duty to consider the potential impacts of emissions from regulated industrial installations on designated European Sites.

In considering the designated European sites, under the provisions of the Habitats Regulations, the competent authority, in this case, Exmoor National Park Authority, should have regard for any potential impacts that a plan or project may have. Proposed projects can include industrial/commercial processes, livestock & poultry units, slurry lagoons and digestate stores and manure stores and depend on the Impact Risk Zone (IRZ) (defined by Natural England) that the proposed project may fall under. The particular IRZ will also indicate the size of buildings/structures that require consultation with Natural England.

[Habitats regulations assessments: protecting a European site - GOV.UK](#)

The Conservation objectives for each European site explain how the site should be restored and/or maintained and may be helpful in assessing what, if any, potential impacts a plan or project may have.

Simple Calculation of Atmospheric Impact Limits (SCAIL) is a suite of screening tools for assessing the impact from agricultural and combustion sources on semi-natural areas like Sites of Special Scientific Interest (SSSIs) and Special Areas of Conservation (SACs). SCAIL can provide an estimate of the amount of acidity, nitrogen or sulphur deposited on to a habitat or sensitive ecosystem which can then be used to assess whether impact limits for the habitat are exceeded or not. This will also take into account why the SSSIs and SACs were designated.

This information is likely to be required as part of the application process and consultation process with Natural England for applications involving new buildings/structures for cattle, pig and poultry housing, slurry lagoons and farm yard manure storage.

## **8.17 Applications for a Lawful Development for an Existing use or operation or activity including these in breach of a Planning Condition.**

Certificates of Existing Lawful Use and Development (CLEUD) seek to demonstrate that a building or use has gained legality by the passage of time. These applications can be controversial, and the evidence is often challenged. The legislation requires the applicant to supply the evidence to verify their case. If all the evidence is submitted at the outset it is helpful to local residents and Parish Councils so they can understand the case that is being made. The National Park Authority will require detailed information to be able to judge whether, on the balance of probabilities, the case has been proven.

## Requirements.

As part of CLEUD applications the following information should be submitted at the applications stage, unless it is demonstrated that the requirements are not relevant to the determination of the application.

- Existing elevations (e.g. at a scale of 1:50 or 1:100)
- Existing floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. statutory declaration(s) from people with personal knowledge of the existing use/operation/breach of condition), bills, and other supporting information such as receipts and records.
- Photographs
- Supporting statement

### **8.18 Non-Material Amendment Applications.**

This procedure allows applicants to apply to change the details on approved applications. The changes that fall to be considered under this procedure are by definition non-material and very minor, such as swapping the doors and windows on a development. Neighbour notification does not take place in this case and the National Park Authority will normally decide the request within 28 days. Nevertheless, it is important that sufficient information is submitted with these applications to ensure the details and any agreed changes are clear.

## Requirements

The plans required to be submitted with non-material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the non-material amendment application.

### **8.19 Minor Material Amendment Applications.**

#### **Removal or Variation of Condition.**

This procedure allows changes to approved permissions that are more substantial than can be considered under the Non-Material amendment route. The changes may not be substantially different from the original approval such as a small enlargement of the floorspace or a minor repositioning of a building. The process operates by applying to vary the planning condition which specifies the approved plans. It seeks to replace an approved plan with another. It is important that sufficient information is

submitted to ensure that the details and proposed changes are clear, particularly as the proposals are subject to public consultation and comment.

### Requirements

The plans required to be submitted with minor material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the minor material amendment application.

## **8.20 Application made under a planning condition**

These applications can be subject to notification and consultation as would any planning application.

### Requirements

An application for any consent, agreement or approved required by a condition or limitation attached to a grant of planning permission must-

- a) Be made in writing to the Local Planning Authority and must give sufficient information to enable the Authority to identify the planning permission in respect of which it is made; and
- b) Include such particulars and be accompanied by such plans and drawings, as are necessary to deal with the application.

### Discharge of condition

You should clearly indicate the materials/details that are being submitted for approval. In some circumstances (e.g. when seeking approval of a large number of materials) the submission of individual samples (or collectively show on a materials sample board) may be appropriate.

### Part discharge of condition(s)

If the details being submitted only discharge part of a condition(s) then this should be clearly set out together with a description of that part of the condition to which the application relates.

Appendix 1 – Analysis of drivers for each Local List item

**Reviewed Local List Requirements**

<b>Information item</b>	<b>Policy Driver</b>	<b>Types of application</b>	<b>Reasoning</b>	<b>Further assistance</b>
<b>Adaptable &amp; Accessible Housing Statement</b>	HC-D4	Full and outline applications relating to residential schemes of five or more dwellings	To demonstrate that relevant schemes meet a requirement of at least 20% of housing meeting accessible and adaptable standards	Planning officers, planning agents
<b>Affordable Housing Statement</b>	HC-S1, HC-S2, HC-S3, NPPF	Affordable housing schemes only	To demonstrate accordance with the exceptions approach to housing	Planning officers
<b>Agricultural Justification</b>	SE-S4 and Part 6 of GPDO	All agricultural development schemes	To ensure that proposals are reasonably necessary for the purposes of agriculture on that holding	Planning officers, planning agents and land agents
<b>Biodiversity Net Gain</b>	TCPA, NPPF, Environment Act 2021	See section 4.7	To demonstrate a minimum 10% biodiversity net gain would be achieved	Environment Wildlife Officer, planning agents, planning officers
<b>CLEUD list of information</b>		Certificate of lawful existing use or development applications	To ensure that a reasonable level of information is provided to support a case	Planning officers
<b>Climate Emergency &amp; Renewable Energy Statements</b>	CE-S6, CC-S1, CC-S5, CC-D3, CC-D4, NPPF	All applications for development	To ensure that applicants consider the needs and opportunities to incorporate sustainable design and renewable energy into development schemes	Planning agents, planning officers, renewable energy consultants
<b>Ecological Impact Assessment &amp; Enhancement</b>	CE-S3, CE-D2, CE-S6, NPPF	Screened in accordance with wildlife checklist	To ensure that all legislation requirements are taken into account and that the wildlife on Exmoor is safeguarded. And to provide biodiversity enhancement within development schemes	Environment Wildlife Officer, local ecology consultants, Natural England
<b>Excavated material Assessment</b>	GP1, CE-S1, CE-D1, CE-S6, NP First Purpose	All applications where excavated material exceeds 250 cubic metres	To ensure that any resulting excavated material is considered at an early stage in the interests of visual amenity and the sustainability of the development	Planning agents, interested parties
<b>Flood Risk Assessment</b>	CC-D1, NPPF	All large scale applications and those in identified flood risk areas	To ensure that life and property is safeguarded from flood risk.	Environment Agency, Lead Local Flood Authority

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Requirements for the Submission of Planning and Other Applications

<b>Foul Sewage &amp; Surface Water Assessment</b>	CC-D5	Predominately those development with no mains connection	To ensure that there is adequate means of waste disposal	Water and Drainage Boards, Building Regulations, Environment Agency and Lead Local Flood Authority
<b>Heritage Statement</b>	GP1, CE-S4, CE-D3, NPPF, NP First Purpose	Listed Buildings, conservation areas, areas of archaeological importance	To ensure that statutory tests and requirements are met, to comply with NP first purpose in the interest of the heritage of Exmoor	Conservation and Listed Building Officers, Historic England
<b>Landscaping</b>	GP1, CE-S1, CE-D1, CE-S6, NPPF, NP First Purpose	All planning applications where landscaping would be appropriate or necessary	To demonstrate how development can be assimilated into the area in the interests of the wider landscape and the requirements of the First NP Purpose	Planning agents, consultants, NP officers
<b>Lighting Assessment</b>	GP1, CE-S2, NP First Purpose	All applications when lighting is proposed	To ensure that the dark night sky of Exmoor is protected as this is a special quality reflected in Exmoor being a Dark Sky Reserve	Landscape officers, planning agents, lighting engineers
<b>Photographs</b>		All applications	This helps to demonstrate the location, context and setting of a scheme. It helps interested parties, such as Parish Councils, with understanding a proposal without visiting the site	Planning agents, interested parties
<b>Planning Statement</b>	LP Policies, NPPF	All applications	This allows applicants to demonstrate compliance with planning policies and justify their proposals, thereby assisting consultees, interested parties, Parish Councils and the LPA. Speeds up the processing of planning applications	Planning officers, planning agents, consultants
<b>SCAIL</b>	CE-S3, NPPF	Livestock buildings within an Impact Risk Zone	To ensure effects of emissions from new livestock buildings do not harm habitat sites	Environment Wildlife Officer, local ecology consultants, Natural England
<b>Structural Survey</b>	CE-S5, NPPF	Conversion of building proposals to residential	To ensure that works constitute a conversion rather than a re-build, thus helping to demonstrate compliance with policies	Planning agents and Structural Engineers
<b>Tree Survey and Impact Assessment</b>	CE-S3, NPPF	All applications in proximity of a tree	To ensure the consideration of trees within the development process	Arboricultural consultants, Woodland Officers
<b>Ventilation/Extraction Statement</b>	CE-S6, NPPF	Applications for catering establishments	To ensure the amenity of neighbours is protected	Environmental Health officers, Ventilation engineers

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
WTCA 25/09	Ms. V Brown, Lynton Primary School - Works to trees in a conservation area: To fell 1no Mountain Ash (T1) to 1m above ground level. (WTCA ) - LYNTON C OF E PRIMARY SCHOOL, MARKET STREET, LYNTON, EX35 6AF	20-May-2025 Refused
6/13/25/001	Mr & Mrs P & L Hendrie - Proposed change of use of Ford Cottage, Exmoor White Horse Inn, from ancillary hotel accommodation (C1) to a dwelling house (C3) (Full ) - FORD COTTAGE, EXFORD, MINEHEAD, TA24 7PY	20-May-2025 Approved with Conditions
6/10/25/007	Mr A Pearce - Proposed erection of detached outbuilding to the south east corner of Orchard House. (Householder ) - ORCHARD HOUSE, 7, ST. GEORGES STREET, DUNSTER, MINEHEAD, TA24 6SB	20-May-2025 Approved with Conditions
6/29/25/002LB	Ms Z Clarke - Listed Building Consent for the proposed internal alterations together with installation of ensuite to bedroom and repairs to northeastern chimney stack. Retrospective. (Listed Building Consent ) - West Lynch Farm House, Bossington Road, Selworthy, Minehead, Somerset, TA24 8HJ	21-May-2025 Approved with Conditions
6/27/25/004	Mr Rigby - Proposed erection of 1no. 3 bed dwelling and associated works in lieu of 1no. 4 bed dwelling extant approval 6/27/06/104. (Full ) - Land off Bossington Lane (Easting - 289090, Northing – 147050)	22-May-2025 Approved with Conditions
6/10/25/009	Mr & Mrs Dunn - Proposed erection of a dual pitch natural slate roof to detached garage replace flat roof, together with, erection of a stone boundary wall to the street frontage and extension of the garden area over the hard standing area (amended description) (as amended). (Householder ) - 34, ST. GEORGES STREET, DUNSTER, MINEHEAD, TA24 6RS	22-May-2025 Approved with Conditions
6/14/25/003	Sir S Waley-Cohen - Proposed erection of 2no. single storey extensions. (Householder ) - The Wool Barn, Honeymead, Simonsbath, Minehead, Somerset, TA24 7JX	23-May-2025 Approved with Conditions
6/35/25/002	Harding & Cartwright, Exmoor Venison Ltd - Proposed erection of a venison processing unit along	23-May-2025 Withdrawn

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
	with concrete hard standing areas and outside jet washing bay, together with, installation of package treatment plant. (Full ) - Land at Treborough Common - Easting: 301255, Northing: 135435	
6/29/22/121	Miss S Wilson - Proposed demolition of existing steel portal framed agricultural building (353.4sqm) and erection of new steel portal framed agricultural building (300sqm) with solar panels and replacement hardstanding. Together with the creation of adjacent public parking area. (Amended Description) (amended plans) (Full ) - SELWORTHY FARM, SELWORTHY, MINEHEAD, TA24 8TL	27-May-2025 Approved with Conditions
6/10/25/003LB	Mr. J Percival, National Trust - Listed building consent for proposed installation of new stair to Bin Floor, new external access and the creation of new dormer and external door, along with new external stair and walkway across the leat and associated works without complying with condition 2 (approved plans) of approved application 6/10/23/010LB due to alterations to the design of structural elements during the project. (Alteration/Lift Condition ) - DUNSTER WORKING WATER MILL, 7, MILL LANE, DUNSTER, MINEHEAD, TA24 6SW	02-Jun-2025 Approved with Conditions
6/9/25/004	Mr & Mrs Nicholls - Proposed erection of porch extension, chimney, log shed, car port, Greenhouse and fruit cage with raised beds, together with, change of use of land from agricultural to residential. (Full ) - BLACKLAKE, DULVERTON, TA22 9QG	02-Jun-2025 Approved with Conditions
62/50/25/006DC	Mr & Mrs D Billingham - Discharge of condition 3 (door & window details) of approved application 62/50/25/002LB. (Discharge of Condition ) - DUNBAR COTTAGE, PARRACOMBE, BARNSTAPLE, EX31 4PE	03-Jun-2025 Approved
6/15/25/001	Mrs R Brinkley - Proposed removal of Condition 3 of approved application 6/15/18/107 to allow the use of extension by those persons not occupying the holiday accommodation or Farmhouse at Triscombe Farm.	04-Jun-2025 Refused

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
	(Alteration/Lift Condition ) - TRISCOMBE FARM, WHEDDON CROSS, MINEHEAD, TA24 7HA	
6/9/25/006LB	Mr J Hunt - Listed building consent for the proposed replacement of 6no windows (4no upper floor on chapel, together with 1no sash window and 1no small window on Manse) (Listed Building Consent ) - Dulverton Congregational Church, 28 , Chapel Street, Dulverton, Somerset, TA22 9HF	06-Jun-2025 Approved with Conditions
62/19/25/002DC	Mr & Mrs Field - Discharge of condition 3 (Written Scheme of Investigation) of approved application 62/19/25/001 (Discharge of Condition ) - MOORLANDS, HOLDSTONE DOWN, COMBE MARTIN, ILFRACOMBE, EX34 0PF	09-Jun-2025 Approved
62/11/25/004DC	Ms. M Lane, National Trust - Discharge of condition 3 (flood resilience measures) of approved application 62/11/25/003. (Discharge of Condition ) - LORNA DOONE FARM, OARE, LYNTON, EX35 6NU	12-Jun-2025 Approved
WTCA 25/11	Mr E D Quick - Works to trees in a conservation area: To reduce height and spread of a closely spaced group of three Yew trees, and remove one large dead stem, to give the group an overall better shape. (WTCA ) - 1 THE BALL, DUNSTER, MINEHEAD, TA24 6SD	12-Jun-2025 Approved
62/50/25/007LB	Mr M Harrison - Listed building consent for the proposed replacement of 1no. softwood single glazed window with hardwood double glazed window. (Listed Building Consent ) - CHURCH COTTAGE, PARRACOMBE, BARNSTAPLE, EX31 4RJ	19-Jun-2025 Approved with Conditions
6/19/25/002LB	Mr. D Raymond, National Trust - Listed building consent for the proposed installation of external oil-fired boiler, oil storage tank and installation of central heating system. (Listed Building Consent ) - WYCHANGER COTTAGE, LUCCOMBE, MINEHEAD, TA24 8TA	19-Jun-2025 Approved with Conditions
6/19/25/001	Mr. D Raymond, National Trust - Proposed installation of external oil-fired boiler, oil storage tank and installation of central heating system. (Householder ) - WYCHANGER COTTAGE, LUCCOMBE, MINEHEAD, TA24 8TA	19-Jun-2025 Approved with Conditions

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
6/26/25/002	Mr J Millins, Round Clock Ltd. - Change of use from class C2 (residential institution) to class C1 (hotel). As per additional information 10.2.09, without complying with condition 8 (covered accommodation) and 9 (use of fireworks) of approved application 6/26/08/111. (Alteration/Lift Condition ) - CROYDON HALL, RODHUISH, MINEHEAD, TA24 6QT	19-Jun-2025 Withdrawn
6/10/25/008LB	Mr E Stenner - Replacing existing quarry tile floor with engineered oak flooring in kitchen/diner. Installation of various extractor fan vents and one toilet waste connecting into an existing soil stack (ammended description). (Listed Building Consent ) - PRIORY GATE HOUSE, DUNSTER, MINEHEAD, TA24 6SD	20-Jun-2025 Approved with Conditions
6/29/25/004	Mr D Jenkins - Proposed erection of building to form servery and change of use of orchard to tea garden, together with formation of path from Bossington Lane to tea garden (Retrospective). Amended Description. (Full ) - KITNORS, BOSSINGTON, MINEHEAD, TA24 8HQ	24-Jun-2025 Approved with Conditions
6/34/25/001DC	Mr. A Jones, Alan Jones Racing - Discharge of condition 3 (render, brick & slate) of approved application 6/34/22/104 (Discharge of Condition ) - EAST HARWOOD FARM, TIMBERSCOMBE, MINEHEAD, TA24 7UE	26-Jun-2025 Approved
6/36/25/001	Mr K Govier - Application to discharge Section 106 Agreement under application 6/36/07/102. (Modify/Discharge S106 ) - RAINSBURY FARM, UPTON, TAUNTON, TA4 2HU	30-Jun-2025 Approved

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
6/13/25/002	Mrs C Woods - Proposed change of use of first floor residential flat to storage and retail space to be used in conjunction with the ground floor shop. (Full ) - FARMERS DEN, EXFORD, MINEHEAD, TA24 7PY	02-Jul-2025 Approved with Conditions
62/41/25/006	Mr & Mrs Balding - Proposed replacement of existing single storey rear extension, with new, larger single storey extension. (Householder ) - 21, LEE ROAD, LYNTON, EX35 6BP	02-Jul-2025 Approved with Conditions
WTCA 25/12	Mrs R Gloss - Works to tree in a conservation area: crown reduction of sycamore. (WTCA ) - Cobblers Cottage, 36 Watersmeet Road, Lynmouth, Devon, EX35 6EP	03-Jul-2025 Approved
6/27/25/007DC	Mr Blathwyat - Discharge of condition 10 (scheme of works) of approved application 6/27/24/002. (Discharge of Condition ) - 1 & 2 Lane Head, Porlock Weir, Minehead, TA24 8PB	04-Jul-2025 Approved
WTCA 25/10	Mr. P Hull, Dulverton Weir & Leat Conservation Trust - Works to trees in a conservation area: To fell 9no. trees, 2no trees to be coppiced and 3no dead trees to be felled (exempt). (WTCA ) - The Island, Northmoor Road, Dulverton, Somerset, TA22 9DH	04-Jul-2025 Approved
6/3/25/004	Mr J Vincent - Proposed conversion of former stable building to gymnasium with small study area and renovation of stone workshop. (Full ) - LOWER VENN FARM, BROMPTON REGIS, DULVERTON, TA22 9NS	09-Jul-2025 Approved with Conditions
WTCA 25/13	Mr M Butcher - Works to trees in a conservation area: To fell 1no cherry tree (WTCA ) - MANOR HOUSE, LUCCOMBE, MINEHEAD, TA24 8TE	10-Jul-2025 Approved
6/10/25/006LB	Mr & Mrs Moore - Listed building consent for the proposed erection of greenhouse, shed, and fence along with replacement natural slate to rear extension, replacement render and installation of boiler flue and slate vent.  (Listed Building Consent ) - Walnut Cottage, 15, St. Georges Street, Dunster, Minehead, TA24 6RX	11-Jul-2025 Approved with Conditions

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
6/10/25/005	Mr & Mrs Moore - Proposed erection of greenhouse, shed, and fence along with replacement natural slate to rear extension, replacement render and installation of boiler flue and slate vent. (Householder ) - Walnut Cottage, 15, St.Georges Street, Dunster, Minehead, TA24 6RX	11-Jul-2025 Approved with Conditions
62/50/25/008DC	Mr S James - Discharge of condition 8 (lighting) of approved application 62/50/23/017. (Discharge of Condition ) - VENTION COTTAGE, PARRACOMBE, BARNSTAPLE, EX31 4QA	14-Jul-2025 Approved
6/27/25/006LB	PCC of St.Dubricius Church - Listed building consent for the proposed new PV system and glass door (Listed Building Consent ) - St Dubricius Church, Parsons Street, Porlock, Minehead, Somerset, TA24 8QJ	15-Jul-2025 Withdrawn
62/62/25/002	Mr D Orton - Lawful development certificate for the existing use or development (CLEUD) to establish that the continued occupation of the annex in breach of the conditions is lawful and therefore immune from enforcement action. (CLEUD ) - The Cottage, Trentishoe Coombe, Road From Trentishoe Down To Trenti, Trentishoe, Devon, EX31 4QB	15-Jul-2025 Refused
62/49/25/006LB	Mrs M Webb - Listed building consent for the proposed change of use of existing offices to a residential annex and regularisation of previous conversion works to a curtilage-listed building. (Listed Building Consent ) - BENTWITCHEN FARM, SOUTH MOLTON, EX36 3HA	15-Jul-2025 Approved with Conditions
62/49/25/005	Mrs M Webb - Proposed change of use of existing offices to a residential annex and regularisation of previous conversion works to a curtilage-listed building. (Full ) - BENTWITCHEN FARM, SOUTH MOLTON, EX36 3HA	15-Jul-2025 Approved with Conditions
6/15/24/006	Mr G Atkins - Proposed construction of agricultural building and formation of hardstanding and track (part retrospective). (Full ) - Land 0.3 miles South of Heath Poults Cross, East of Quarne Hill	15-Jul-2025 Approved with Conditions
62/13/25/001	Mr G Taylor - Proposed creation of dormer, together with, replacement of existing cladding with slate to	16-Jul-2025

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
	both existing and proposed dormers. Retrospective. (Householder ) - SHOULSBARROW FARM, CHALLACOMBE, BARNSTAPLE, EX31 4TS	Approved with Conditions
62/43/25/003DC	Mr E Jarvis Mr T Scorer - Discharge of condition 3 (tree retention and protection plan) of approved application 62/43/24/007. (Discharge of Condition ) - HEDDONS GATE HOTEL, MARTINHOE, PARRACOMBE, BARNSTAPLE, EX31 4PZ	17-Jul-2025 Approved
6/26/25/005DC	Mrs K Macgilchrist - Discharge of condition 6 (surface material) of approved application 6/26/24/001 (Discharge of Condition ) - LOWER HOOK HILL, ROADWATER, WATCHET, TA23 0QP	17-Jul-2025 Approved
6/43/25/005	Mr & Mrs G Van Den Berg - Proposed repurposing of old petrol station to provide a new public space for the benefit of the village. (Full ) - Old petrol forecourt and kiosk to south of highway, Grove Bank, Wootton Courtenay, Minehead, TA24 8RH	17-Jul-2025 Approved with Conditions
6/9/25/010DC	Mr J Hunt - Discharge of condition 3 (window details) of approved application 6/9/25/006LB. (Discharge of Condition ) - Dulverton Congregational Church, 28 Chapel Street, Dulverton, Somerset, TA22 9HF	18-Jul-2025 Approved
6/35/25/003	Harding & Cartwright, Exmoor Venison Ltd - Proposed change of use of part of existing Forestry building to venison processing unit. (Full ) - Land at Treborough Common, Easting: 301255, Northing: 135435	18-Jul-2025 Approved with Conditions
GDO 25/06	K Miller - Prior notification for the proposed extension to agricultural storage building (15.24m x 13.7m) (Prior Notification - Agricultural/Forestry (GDO) ) - WATERHOUSE FARM, WITHYPOOL, MINEHEAD, TA24 7RD	22-Jul-2025 Prior Approval Not Reqcd
6/3/25/005	Ms L Luxton - Proposed demolition of rear extension and erection of two storey rear extension. Part retrospective. (Householder ) - ROSE COTTAGE, BROMPTON REGIS, DULVERTON, TA22 9NL	23-Jul-2025 Approved with Conditions
6/10/25/011LB	Mr. S Hayes, National Trust - Listed building consent for the proposed replacement of the upper	28-Jul-2025

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
	waterwheel in new oak timber. (Listed Building Consent ) - DUNSTER WORKING WATER MILL, 7, MILL LANE, DUNSTER, MINEHEAD, TA24 6SW	Approved with Conditions
62/49/25/004DC	Ms R Osberg, The Studio - Discharge of condition 6 (external lighting) of approved application 62/49/25/001 (Discharge of Condition ) - HEASLEY HOUSE, HEASLEY MILL, SOUTH MOLTON, EX36 3LE	29-Jul-2025 Approved
WTCA 25/14	Mr P West - Works to tree in a conservation area: To fell 1no Eucalyptus - T1 (WTCA ) - 31, LEE ROAD, LYNTON, EX35 6BS	30-Jul-2025 Approved
GDO 25/07	Mr T Jones - Prior approval for the proposed demolition of unsafe building. (Prior Approval - Part 11 - Class B ) - JUBILEE HOUSE, TIMBERSCOMBE, MINEHEAD, TA24 7TU	31-Jul-2025 Prior Approval Not Req'd
6/3/25/002	Mr & Mrs I Mawby - Proposed removal of conditions 3 & 4 of approved application 6/3/14/126 to allow the use of work area as residential use to form part of existing dwelling. (Alteration/Lift Condition ) - RIVERSIDE COTTAGE, PULHAMS MILL, BROMPTON REGIS, DULVERTON, TA22 9NT	31-Jul-2025 Refused
62/50/25/003	Ms T Smith - Proposed erection of a replacement detached stable building. (Full ) - MIDDLE BODLEY FARM, PARRACOMBE, BARNSTAPLE, EX31 4PR	31-Jul-2025 Approved with Conditions
6/29/25/003	Mr & Mrs Carew - Proposed repairs and alterations to the existing house, together with, erection of a new shed. (Amended plans). (Householder ) - Hurlstone Bungalow, Bossington Road, Selworthy, Minehead, Somerset, TA24 8HQ	04-Aug-2025 Approved with Conditions

**Application decisions delegated to the Chief Executive**

<b>Application Ref</b>	<b>Applicant &amp; Location</b>	<b>Decision and Date</b>
6/42/25/003	Mr Horrell and Miss White - Proposed refurbishment of bungalow to include reroofing and erection of new porch (Householder ) - Pennycombe Cottage, Quarry Head Lane, Withypool, Dulverton, Somerset, TA24 7RP	07-Aug-2025 Approved with Conditions
6/13/25/003	Mr & Mrs S & B Seymour-Biscoe - Proposed erection of balcony together with replacement of dining room window with doors. (Householder ) - Linacre, Tudballs, Combe Lane, Exford, Minehead, Somerset, TA24 7PT	08-Aug-2025 Approved with Conditions
6/26/25/004	Mr & Mrs R Bryant - Proposed erection of a single storey side extension. (Householder ) - HUNTERS REST, ROADWATER, WATCHET, TA23 0RF	08-Aug-2025 Approved with Conditions
6/21/25/001	Mr H Singer - Proposed change of use of Youth Hostel to dwelling. (Full ) - Hagley Youth Hostel, Manor Road, Minehead, Somerset, TA24 6EW	12-Aug-2025 Approved with Conditions
6/8/25/004	Mr & Mrs Cook - Proposed front porch extension and alterations to dwelling, to include the removal of the existing chimney and the installation of rooflights and larger kitchen windows. (Householder ) - BLAGDON VIEW, WHEDDON CROSS, MINEHEAD, TA24 7ED	12-Aug-2025 Approved with Conditions
6/20/25/003	PICKETSTONES LIMITED - Lawful development certificate for the existing mixed use of property as residential and commercial (sui generis). (CLEUD ) - Purley Ford, Stouts Way Lane, Luxborough, Watchet, Somerset, TA23 0SA	14-Aug-2025 Approved
6/43/25/008	Mr & Mrs A Featherstone - Proposed erection of 1no 4 bed dwelling. (Full ) - Land adjacent to Brook House, Huntscott, Wootton Courtenay, Minehead, TA24 8RR	15-Aug-2025 Approved with Conditions

**ITEM 10****SCHEDULE OF SECTION 106 AGREEMENTS BEING UNDERTAKEN BY DEVON COUNTY COUNCIL ON BEHALF OF EXMOOR NATIONAL PARK AUTHORITY 2 September 2025 (completed agreements not included)****KEY: AH = AFFORDABLE HOUSING****AT = AGRICULTURAL/RURAL WORKER****OA = OTHER AGREEMENT**

<b>APPLICATION REFERENCE</b>	<b>SITE</b>	<b>TYPE</b>	<b>Committee decision/Officer instruction</b>	<b>CURRENT POSITION</b>	<b>UPDATE COMMENTS</b>	<b>APP CASE OFFICER</b>
6/3/22/111	Sanctuary Lane, Brompton Regis	AH – x1	Officer instruction 15/06/23	Draft Agreement	Draft agreement with applicant to consider. Agent confirmed taking instructions from client 07/03/25. Draft agreement with applicant to move forward.	J Rose
6/8/22/106	Thorne Farm, Wheddon Cross	AH – x2 or holiday let	Officer instruction 14/07/23	Draft Agreement	Draft agreement to be consistent with Lower Cleeve case. Discussions with applicant continue.	Y Dale
62/50/23/002	Land West of Parracombe Lane, Parracombe	AH – x6	Committee decision 03/10/23	Draft Agreement	Initial Draft with applicant – 24/07/24. Parties have agreed draft agreement, now awaiting confirmation from landowner.	J White
6/27/22/115	Land West of Sparkhayes Lane, Porlock	AH – x1	Officer instruction 30/11/23	Draft Agreement	Scheme approved by Planning Committee 04/02/25. Draft agreement with applicant following Committee approval of amended minutes.	Y Dale
62/62/22/005	Land at Lower Glebe House, Trentishoe	AH – x1	Officer instruction 01/03/24		Letter sent to applicant's solicitor requesting undertaking for costs and title documents on 11/03/24. Applicant solicitor contacted DCC to progress 11/02/25. Draft agreement with officers – although matters to resolve on planning application.	E Giffard
6/34/24/002	Knowle Farm, Timberscombe	OA – Deed of Variation	Officer instruction 03/10/24	Draft Agreement	Draft agreement with applicant.	J White
6/8/24/005	Paddock opposite Church of St John, Land at Ashwell Lane, Cutcombe	AH – x1	Officer instruction 08/01/25	Draft Agreement	Agreement with applicant for signing.	J Rose
6/3/25/001	The Duckhouse, Leigh Farm, Exton	AH – x1 or holiday let	Officer instruction		Draft agreement with applicant – discussion on going.	J Rose

## ITEM 10

			14/03/25			
6/9/25/007	Beech Cottage, Liscombe, Dulverton	AH – x1 or holiday let	Officer instruction 30/06/25		Legal instructed	J Rose
6/9/25/008	Sycamore Cottage, Liscombe, Dulverton	AH – x1 or holiday let	Officer instruction 30/06/25		Legal instructed	J Rose

### **Note: Section 106 Agreements resolved since 1 January 2024:**

- Tarr Cottage, Castle Hill, Lynton – x1 local needs affordable dwelling (62/41/20/023)
- Barn at Malmsmead, Lynton – x1 local needs affordable dwelling (62/11/22/007)
- Keal Rise, Hawkcombe, Porlock – Deed of Variation in connection with amendments to conditions of previous permission (6/27/22/118)
- 24 Cross Street, Lynton – x1 local needs affordable dwelling (62/41/22/040)
- Land adjacent to Red Cross Farm, Brompton Regis – x1 local needs affordable dwelling (6/3/23/001)
- Old Workshop, Brompton Regis – x1 local needs affordable dwelling (6/3/21/118)
- Long Garden Plot, Ash Lane, Winsford – Deed of Variation in connection with amendments to conditions of previous permission

### **Since 1 January 2025:**

- Roundhouse to the west of Bentwitchen House, South Molton – x1 local needs affordable dwelling (62/49/23/008)
- Lower Cleeve Barns, Cutcombe – x1 local needs affordable dwelling/holiday let (6/8/21/105)