

2.0 Standard planning application forms have been introduced across England and replace 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 at the National Park Authority web site at <http://www.exmoor-nationalpark.gov.uk/planning/application-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
- Removal or variation of conditions
- Application for approval of details reserved by condition, and
- Non-material amendments to existing planning permissions.

Attached to each application form on the National Park Authority web site is a validation checklist which 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 National Park Authority adopted the Local List requirements on 5th May 2015. The List is specific to the particular issues that need to be regularly addressed with applications with the Exmoor National Park

The information later in this document sets out the information requirements from the Local List that is 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 completed process to be completed on line (or partially on line if you prefer). The Planning Portal also provides a range of planning and Building Control guidance. The Portal can be accessed at www.planningportal.gov.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 on line then the planning application forms can be downloaded from the National Park Authority web site by following the planning links from www.exmoor-nationalpark.gov.uk . Please ensure that the correct form is used. If you wish us to send the forms then please contact the Planning Section (01398 323 665); we will be happy to advise on the appropriate forms and send them in the post.

By which ever method you wish to submit your application please can we reinforce the need to check and submit the details required on the validation checklist and the details needed in any Design and Access Statement.

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 21 days 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 Authority and the applicant/agent then this should first be discussed with the Case Officer at the Authority. 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.