****

Newport City Council

Planning Policy

Regeneration, Investment and Housing

Civic Office

Newport

NP20 4UR

Tel. 01633 656656

planning@newport.gov.uk

**Newport City Centre Local Development Order**

**Application for a Certificate of Conformity**

This form should be used to confirm whether a proposed change of use complies with the Newport City Centre Local Development Order. It should be completed and submitted, along with any necessary additional information, to *Newport City Council, Planning Policy, Development Services, Regeneration, Investment and Housing, Civic Office, Newport, NP20 4UR*.

Once it has received a valid form, the council will endeavour to issue a written decision within 28 days. In order to achieve this, however, the council must receive all of the necessary information from applicants at the beginning of the process (see the conditions in the LDO). In certain circumstances, developers will not be able to commence their proposed uses until they sign legal agreements in respect of planning contributions and Community Infrastructure Levy charges. Such agreements may have to be drafted and signed after the initial 28-day period.

1. **Name and contact address of the developer or agent**

|  |  |
| --- | --- |
| Name |  |
| Company name |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| e-mail |  |

1. **Interest in land**

Please indicate your interest in the land.

|  |  |
| --- | --- |
| Owner |  |
| Lessee |  |
| Occupier |  |
| None of the above |  |

1. **Current owner**

Please provide the name and address of the current owner of the property.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |

1. **Address of application site**

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

1. **Is the application property currently vacant?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Description of proposed change of use (e.g. from X to Y)**

|  |
| --- |
|  |

1. **On which floor(s) would the proposed use(s) take place?**

|  |  |  |
| --- | --- | --- |
| *Existing/previous use**(description)* | *Proposed use**(description)* | *Floor* |
|  |  | Basement |
|  |  | Ground |
|  |  | First |
|  |  | Second |
|  |  | Third |
|  |  | Fourth |
|  |  | Fifth |
|  |  | Sixth |

Any other information:

|  |
| --- |
|  |

1. **(*For residential proposals*) Would any proposed flat contain more than three bedrooms?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Note:

A proposed flat that contains more than three bedrooms will not comply with the LDO.

1. **(*For residential proposals*) How many new flats would the proposal create?**

|  |
| --- |
|  |

Note:

A proposal that creates more than nine new flats in a single building, whether in isolation or in combination with another scheme (irrespective of ownership), will not comply with the LDO.

1. **(*For residential proposals*) Would each proposed flat meet the relevant minimum standard for gross internal floor space (square metres)?**

|  |  |
| --- | --- |
|  | **Flat type** |
| **Beds/bedrooms** | *Studio* | *Regular* |
| 1 | 35 | 45 |
| 2 | n/a | 60 |
| 3 | n/a | 70 |

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Have you read and understood the conditions and notes attached to the Newport City Centre Local Development Order?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Do you understand that persons wishing to create flats in accordance with the LDO may have to make contributions towards affordable housing, education, leisure and highways *before* they commence development?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Note:

Please see Planning Obligations SPG (August 2015) and Affordable Housing SPG (August 2015) for further details.

1. **Do you understand that every applicant must submit at least one noise assessment and associated schemes of mitigation measures?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Enclosures**

*Non-residential proposals*

Each submission must include the following:

* Site plan (presented at a scale of 1:1250, this must include a north arrow and a red line that demarcates the property boundary);
* Fee of £100;
* Full details of arrangements for storing/managing refuse; and
* A scheme of measures that will prevent the proposed use from transmitting noise to adjoining units through its floors, ceilings and party walls.

*Residential proposals*

Each submission must include the following:

* Site plan (presented at a scale of 1:1250, this must include a north arrow and a red line that demarcates the property boundary);
* Fee of £250 (for a proposal consisting of one flat) or £500 (for a proposal consisting of two or more flats);
* Floor plans that indicate every bedroom and the gross internal floor space in each new flat;
* Full details of arrangements for storing/managing refuse;
* Noise assessments and schemes of measures that will protect persons in habitable rooms from excessive external noise (see the conditions for details); and
* A scheme of measures that will insulate every proposed flat against noise generated by adjoining units and transmitted through floors, ceilings and party walls.

*Proposals in C1 and C2 flood zones*

Each application relating to a ground-floor unit in a C1 or C2 flood zone must include a Flood Consequence Assessment. Applications that do not satisfy the requirements of Technical Advice Note 15: Development and Flood Risk (2004) will not be successful.

1. **Conditions**

The LDO grants *conditional* planning permission for certain uses in Newport city centre. No change of use permitted by the Local Development Order may commence until this application form has been submitted to, and approved in writing by, the Local Planning Authority (LPA). The LPA will not issue a Certificate of Conformity until an applicant has satisfied all of the relevant pre-commencement conditions. Approved schemes must comply with the conditions of the LDO at all times thereafter.

1. **Planning contributions/Community Infrastructure Levy**

Section 106 and Community Infrastructure Levy contributions will be sought in accordance with current council procedures. In certain circumstances, developers will not be able to commence their proposed uses until they sign legal agreements in respect of planning contributions and Community Infrastructure Levy charges.