# WIND TURBINE APPLICATIONS – VALIDATION CHECKLIST

# **Glossary** of terms

AIL	Abnormal indivisible load
AONB	Area of Outstanding Natural Beauty
EIA	Environmental Impact Assessment
ES	Environmental Statement
LPA	Local Planning Authority
LVIA	Landscape and Visual Impact Assessment
SAC	Special Area of Conservation
SAM	Scheduled Ancient Monument
SPA	Special Protection Area
SSA	Strategic Search Areas
SSSI	Site of Special Scientific Interest
ZTV	Zone of Theoretical Visibility

## WIND TURBINE APPLICATIONS - VALIDATION CHECKLIST

### Introduction

	Stages for Determining Wind Turbine Applications				
(5	(Stages 4 to 6 Not Applicable if an Environmental Impact Assessment				
	is not Required)				
Ι	Request to Council for Screening Opinion				
	• Request from applicant to the Council - The broad intention of				
	requesting a screening opinion is that the applicant can obtain a clear view				
	from the Council on the need for Environmental Statement (ES) well				
	before they reach the stage of lodging a formal planning application (step				
	7 below). This should minimise the possibility of delay or uncertainty. If an				
	ES is deemed to be required, no action will be taken on the planning				
	application until the developer has prepared an ES and submitted it to the				
	planning authority.				
2	Request for Screening Opinion registered with Development				
	Management				
	Council has 3 weeks to provide a Screening Opinion				
3	Council provides Screening Opinion				
	• Establish if ES is required				
4	Request to Council for Scoping Opinion				
	• If the Council determines that an ES is required the applicants can seek				
	advice on the contents of the ES by requesting a 'Scoping Opinion'.				
5	Request for Scoping Opinion registered with Development				
	Management				
	Council has 5 weeks to provide a Scoping Opinion				
6	Council provides Scoping Opinion				
	Issues to be covered in ES				
7	Full application submitted to local planning authority				
	• All supporting evidence, including an ES (if required), submitted				
	with full application				
8	Application processed and consultee comments provided				
	Committee or delegated officer considers application     Modely Minister considers (colled in) condition				
9	Welsh Minister considers 'called-in' application     Decision on full application				
7					
	<ul> <li>Decision made by committee or delegated officer</li> <li>Wolsh Minister decides 'called in' application</li> </ul>				
	Welsh Minister decides 'called-in' application				

I Different types of planning applications require different kinds of background information in order for the Local Planning Authority (LPA) to be able to validate them as well as make an informed decision about them.

2 Applying for permission requires the applicant to supply a variety of plans, statements and other documentation before the LPA can begin to process it as a valid application. Some of the required information will depend on the nature and type of application or the nature of the character of the area within which the application site is situated.

3 If this information is not provided then the LPA cannot validate the application and will be unable to process it and issue a decision on the proposals.

4 This 'tick box' approach to validation offers clarity for applicants in setting out which documents and information items are required. The documents and information required to make a valid planning application consists of mandatory national information requirements as well as local information requirements

5 Applications for schemes that are likely to have significant impacts on the surrounding area (or further away) should involve engagement in pre-application discussions so that applicants are clear about the level of detail that the LPA will need in order to understand the anticipated impacts of the application.

6 Applications and related statements should be prepared by competent bodies or individuals, with regard to the particular issue being addressed. The level of detail required will vary according to each scheme and early consultation with the Council's Development Management Service is necessary to ensure that all relevant assessments/ statements are fit for purpose.

7 These notes are to help assist you when submitting your application for on shore wind turbines.

For any further information:

Please write to us at: Development Management Service Gwynedd Council Lon y Cob Pwllheli Gwynedd LL53 5AA

Contact us on: 01766 771000

Email us at: planning@gwynedd.gov.uk

The checklist can be viewed and downloaded from the Council's website <u>www.gwynedd.gov.uk/</u>

### Validation checklist

8 The following table provides a schedule of documents and information that are required:

		Validation checklist	
	Document or information required (basis for requirement included in brackets)	Description	✓ or × or n/a
Ι.	Application Form/Certificates (Statutory national requirement)	<ul> <li>Complete the 'Application for Planning Permission' form.</li> <li>The proposal should be described as follows: "Erection of (number of turbines) wind turbines with a maximum hub height of up to (hub height metres), rotar diameter of up to (diameter metres) and a maximum upright vertical tip height of up to (height metres) together with the erection of (include associated structures) and provision of new access and access road on land at (address)."</li> <li>Check all questions have been completed, even if not applicable put N/A for the avoidance of doubt so we know you haven't missed the question by mistake.</li> <li>Check the declaration has been signed and dated.</li> <li>Check the correct certificates are completed signed and dated, including the agricultural certificate.</li> <li>Check anything referred to on the form corresponds with any plans and further documents submitted, such as plan numbers quoted.</li> </ul>	
2.	Location Plan (Statutory national requirement)	<ul> <li>The location plan needs to be to a scale of 1:2500 or 1:1250 and have a north point.</li> <li>The wind turbine/s and all development relating to a wind turbine(s) must be within a red edge shown on the site location plan. No development can be permitted outside the red edge, and this includes, but is not limited to:</li> <li>Any area that could potentially be covered by the rotating blades of a turbine</li> <li>Access tracks, roads or paths</li> <li>Cable trenches</li> </ul>	

	Validation checklist		
	Document or information required (basis for requirement included in brackets)	Description	✓ or × or n/a
		<ul> <li>Control rooms, substations, transformers</li> <li>Meteorological masts</li> <li>Any other engineering works, buildings, or structure ancillary to the turbine(s)</li> <li>Any gates or fencing proposed</li> <li>The red edge need not be contiguous as it is not necessary to include land between turbines or ancillary development where no development is proposed</li> <li>Any other land owned/controlled by the applicant needs to be outlined in blue.</li> <li>Show the position of highways, public footpaths and railway lines within the turbine's topple distance (tip height + 50 metres) in the case of trunk roads and railway network, or the turbine's topple distance + 10% in the case of other local authority transport network.</li> <li>Bridleways within 200m of proposed turbines should be shown.</li> <li>Transmission lines within 3 times the wind turbine's rotor diameter should be shown or</li> </ul>	
3.	Site plan/ block plan	within the turbine's topple distance + 10% should be shown. The site plan needs to be to a scale of 1:500 or 1:200.	
	(Statutory national requirement)	The site plan needs to show to scale the position of the wind turbine/s and the position of the ancillary equipment such as cabinets and transformers, access roads, hard standings and fencing, lighting for compounds – basically anything that is proposed to go on site.	
		A six figure easting and six figure northing grid reference should be provided for each turbine.	

	Validation checklist		
	Document or information required (basis for requirement included in brackets)	Description	✓ or × or n/a
		Show the position of any trees or hedges on site or within 50 metres of the site, highlighting those that are proposed to be removed (usually by a dashed line). Show any proposed demolitions on the site plan (usually by a dashed line).	
4.	Elevation plans (Statutory national requirement)	The elevation plans need to be to a scale of 1:100 or 1:50. Elevation drawings are required for the turbines and any ancillary equipment such as cabinetry and fencing if applicable. Details are also required of any new/ altered access and access roads.	
5.	The correct fee (Statutory national requirement)	The correct fee should accompany the planning application. The fee can be paid electronically via the Planning Portal if the application is submitted through the Planning Portal. Payment can be accepted over the phone by credit card by phoning 01766 771000, or cheques can be submitted in the post or by visiting Siop Gwynedd, Ffordd y Cob, Pwllheli during normal office hours. Cheques should be made payable to Gwynedd Council. The Circular that deals with planning fees states that Wind Turbines are to be treated as Category 5 – Plant and Machinery, except small scale domestic turbines installed within the curtilage of an existing completed dwellinghouse which should be treated as Category 5 application fees are based on site area. The site area must be accurately stated on the application form and the area given here must match the site area covered by the red edge shown on the site location plan (see 2 above). The minimum fee currently chargeable under Category 5 is £335 for a site area up to 0.1 hectares (1000 square meters). As fencing (see 2 above) is a Category 2 structure that creates no floorspace, the rules for mixed category applications are applied and no fee is due for the area covered by the fencing.	

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6.	Design and Access Statement (Statutory national requirement)	A 'Design and Access Statement' is required. The Statement is required to show the 'thinking' behind the application. There are 8 things to consider -'use', 'amount', 'layout', 'scale', 'landscaping', 'appearance', 'access' and 'inclusive access' in relation to relevant national and local planning policy and guidance. <u>Use</u> - explain why you have chosen this particular site for the proposed wind turbines/s. <u>Amount</u> – explain why you have chosen the quantity of turbines you have applied for. <u>Layout</u> – explain why you have chosen to position the wind turbine/s and ancillary buildings as shown in the application. Applicants should assess the potential for a proposal to have an impact on the outlook from inhabited buildings located within 0.5km of a proposed turbine of less than 30 metres (blade tip) or 1km of a 30 metres or higher turbine (blade tip). Provide details of measures taken, if required, to avoid or minimise significant detrimental impact on the outlook from inhabited properties. Provide details of the distance between the proposed wind turbine/s and the closest existing or proposed wind turbine/s. The Planning Service will be able to provide details of the wind turbine/s has taken account of the proximity of any surrounding development and risk of injury to humans through catastrophic equipment failure or ice throw and possible effects of visual distraction to road safety. <u>Scale</u> – detail the wind turbine/s hub height, blade length (in metres) and number of blades and explain the reason for this. Provide details of the generation capacity of each turbine in either kW or MW. Provide details of the proposed power connection, i.e. grid connection or	

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		to private end user/s. Include details of the proposed foundations. On the basis that there are no Strategic Search Areas in Gwynedd it is expected that wind turbines/ wind farm schemes should not exceed 5 MW and that consideration is given to the cumulative impact of small schemes in areas outside the SSAs.	
		<u>Landscaping</u> – explain what landscaping has been provided and why. <u>Appearance</u> – explain why you have chosen a particular appearance such as colour of the wind turbine/s. Provide details of any on-site or secondary/ off-site mitigation measures proposed.	
		<u>Access</u> – provide details on the chosen access route in order to construct, service or dismantle turbines. Provide details of the nature and degree of permanency of modifications to accesses and/ or roads.	
		<u>Inclusive access</u> – if public access to the site is to be encouraged, provide details on how the application site is inclusive to all, regardless of any disability they may have.	
7.	Environmental Impact Statement (Statutory national requirement)	The Town and Country Planning (Environmental Impact Assessment) Regulations 1999 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. An applicant may request a 'screening opinion' from the LPA before submitting a planning application to determine whether an EIA is required.	
		Where an EIA is required, an Environmental Statement must be provided (see steps 1 to 6 in table 1 above) .	

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		Where an EIA is not required the LPA may still require environmental information to be provided.	
		Where an application for planning consent for a development that requires to be screened under Schedule 2 of the Regulations is received without a prior request for a screening opinion (step I in Table I above), a request for a screening opinion will be registered concurrently with the planning application. The Council's decision at this late stage that a EIA is required will inevitably impact on the application and the timescale for reaching a decision. Applicants are encouraged to make their applications for screening opinion before submitting an application for planning consent.	
8.	Shadow flicker/ throw assessment (PPW Sections 3.17 & 12.10; Policies B22, B23 & C26 Gwynedd Unitary Development Plan (UDP) – residential amenity)	Account has to be taken of the impact on occupiers of dwellings in nearby settlements and properties around the proposed development. An assessment of potential shadow flicker and shadow throw throughout the year, should be provided for all dwellings within a 10 rotor diameter distance of the proposed location of each wind turbine. Details of each dwelling affected together with photographs, orientation, position of principal windows, etc. need to be included together with monitoring proposals and details of mitigation measures.	
9.	Noise Impact Assessment (PPW Sections 3.17, 12.10 & 13.15; Policies B22, B23, B33, & C26 UDP – residential amenity/ noise)	On the basis that a wind turbine is potentially a noise sensitive development, proposals must be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. When considering a proposal, developers should identify any noise sensitive receptors, such as residences, quiet leisure based businesses, quiet places and other areas that are particularly valued for their acoustic environment or landscape quality or designated sites where noise may have an adverse impact on protected species or other wildlife.	
		Applications for large turbines and wind farms will normally require an EIA and will be	

	Validation checklist	
Document or information required (basis for requirement included in brackets)	Description	√ or or n/a
	accompanied by a full noise impact assessment conducted and assessed in accordance with ETSU-R-97. There should be evidence that the location and duration of background monitoring has been agreed with the Council's Environmental Health Section and information is presented in the manner and standard expected of such reports. This will include photographs of sound measurement equipment at their field-monitoring locations, specific details of equipment including calibration and details relating to the competency/training of the individual setting-up the equipment. For smaller developments not requiring an EIA, the Council will expect all applications to be accompanied by a test report prepared either using International Standard IEC61400 "Wind turbine generator systems – Part II" or alternatively, the British Wind Energy Association's "Small Wind Turbine Performance and Safety Standard". The test report shall include I/3 Octave frequency analysis in order to enable the local authority to validate claims regarding turbine tonality.	
	The Applicant shall demonstrate that the information contained in the noise report has been applied to determine the precise location of the turbine (identified using a six figure easting and six figure northing grid reference) and separation distance from nearby residential properties. Where the predicted noise level is greater than 35dB(A) at 10m/s at 10m height at any nearby property not in the ownership of the applicant and no background noise measurements have been included, the applicant shall include justification as to the non inclusion of such data. One of the most complex scenarios in respect of noise impact from wind turbines occurs when there are multiple turbines in a location. In respect of cumulative impact ETSU-R-97 states that:-	

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	Document or information required (basis for requirement included in brackets)	Description	√ or × or n/a
		'Noise limits and margins above background should relate to the cumulative effect of all wind turbines in the area contributing to the noise received at the properties in question.'	
		In situations where it is proposed to erect a turbine within or close to a zone of predicted noise influence of another turbine or a group of turbines a cumulative noise impact assessment will be required. The boundary of the "Zone of Predicted Noise Influence" shall equate to the 35dB LA90 contour based upon a wind speed of 10m/s at 10m height. The applicant should consult with the Local Authority on the precise interpretation and location of this contour.	
		The cumulative noise assessment will need to demonstrate that the combined noise level from <u>all</u> wind turbine/s will not exceed an overall level of $35dB(A)$ or $5dB(A)$ above background up to wind speeds of $12m/s$ at 10m height. The background noise levels and noise assessment shall adopt a methodology that makes every endeavour to ensure that the quiet day-time and night-time periods used for the background noise assessment, are not influenced by any nearby wind turbines.	
		Pre-application discussion between applicants and the Council's Environmental Health Section is very important in ensuring that the correct data, baseline noise assessment and an appropriate assessment is submitted with any application.	
10.	Community Engagement Statement (PPW Sections 3.1.7 & 2.2; Protocol for public engagement with proposed wind energy	sought and taken into account in the formulation of the development proposal. The coverage	

	Validation checklist		
Document required (basis included in	for requirement	Description	√ or × or n/a
development	ts in Wales (2007))	development's implications. As a minimum, the Community Engagement Statement should set out how the local community has been involved, what their views are, and how these views have been taken into account.	
<b>Policies</b> B3, B15 – B18, B	and Visual Impact on <b>5 &amp; 12.10; TAN 12;</b> B4, B6, B7, B8 – B14, B22, B27, a C26 UDP – uality/ character)	visual amenity. The landscape and visual effects of wind turbines will vary on a case by case basis according to the type of wind turbine (model and height), its location, the landscape setting of the proposed development and impacts on sensitive areas and or receptors.	

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	The following requirements will apply: (i) <u>Turbines of less than 20m in height</u> . For small turbines of less than 20m (blade tip), a formal visual impact assessment is less likely to be required dependant on location, context and presence of sensitive areas and or receptors. Zone of Theoretical Visibility studies, Photomontages and/or wireframe / line drawings may be helpful in certain more sensitive locations. A cumulative impact assessment maybe required However, a detailed site plan containing information on, topographical features, visual impact upon dwellings within a range of (500m to 1 km), designated sites (e.g. SAC, SPA, SSSI, Local Wildlife Site), and sensitive areas, receptors (e.g. listed buildings, conservation areas, SAMs, Public footpaths etc), likely protected habitats, protected species potential and possibly background data search results depending on scale of potential impacts as well as detailed drawings showing the design of the proposal should be provided to the Local Planning Authority. It is a matter for the Local Planning Authority to determine whether any additional supporting information for the planning application is necessary.	
	(ii) <u>Turbines of between 20m and 50m height</u> The application should include a detailed site plan containing information on, topographical features, likely visual impacts upon dwellings within range of (1 to 1.5km), designated sites (e.g. SAC, SPA, SSSI, Local Wildlife Site), and sensitive areas, receptors and (e.g. listed buildings, conservation areas, SAMs), likely protected habitats, protected species potential and possibly	

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	background data search results depending on scale of potential impacts, as well as detailed drawings showing the design of the proposal. A Landscape and Visual Impact Assessment is likely to be required. This should include, as a minimum, a Zone of Theoretical Visibility map covering an area up to 15km (radius) from the turbine and wireframe /line drawings and/ or photomontages from a limited number of key viewpoints. Where the turbine(s) are located in a Historic Landscape Area, or landscapes designated as either 'Outstanding', 'High' or 'Medium' quality on Landmap, the applicant should consult the Local Planning Authority on the level of assessment required for a specific proposal. A cumulative impact assessment may also be required. (iii) <u>Turbines over 50m in height</u> As above, the application should include a detailed site plan containing information on, topographical features, likely visual impacts upon dwellings within 2 km, designated sites (e.g. SAC, SPA, SSSI, Local Wildlife Site) and visually sensitive receptors (e.g. listed buildings, conservation areas, SAMs), likely protected habitats, protected species potential and possibly background data search results depending on scale of potential impacts, as well as detailed drawings showing the design of the proposal. A more detailed Landscape and Visual Impact Assessment will be required, depending on location. At this scale of development, the LVIA would be likely to, as a minimum, require:		
i i i	i. A ZTV map up to 30km; ii. Visualisations and photomontages, focusing on key viewpoints. iii. An assessment of the sensitivity of the landscape (Outstanding', 'High' or 'Medium' quality on Landmap), magnitude of change and residual impacts;		

Validation checklist		
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	iv. A baseplan map of all wind turbine proposals in the public domain to 60km; v. A focussed assessment of all applied, consented or constructed proposals within 30km radius of the application proposal.	
	The individual or cumulative effect of turbines in the countryside shall be assessed so as not to create unacceptable visual or landscape impacts. Cumulative effects may present an eventual limit to the extent of wind energy development in particular areas.	
	The number and location of viewpoints should be proportional to the scale of the development and the sensitivity of the location and should be agreed with the Council's Development Management Service. As a guide, view point locations should be informed with reference to:	
	<ul> <li>a) the zone of theoretical visibility (i.e. where the turbines would appear in views),</li> <li>b) the height of the turbine(s) and distance from the view point location (i.e. how large the turbines would appear in the views)</li> </ul>	
	<ul> <li>c) the character and sensitivity of the landscape (i.e. the setting context of those views) and</li> <li>d) the importance of those views (i.e. what value society places on those views from the those landscapes)</li> </ul>	
	The landscape and visual assessment should include reference to the Council's landscape character assessment as a means of assessing landscape impacts relevant to the proposed project. It should include the effects during construction of the project and the effects of the completed development and its operation on landscape components and landscape character.	

		Validation checklist	
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		National Parks and AONBs have been confirmed by the Government (Section 85 (AONB) CRoW Act) as having the highest status of protection in relation to landscape and scenic beauty. The duty to have regard to the purposes of nationally designated areas also applies when considering applications for projects outside the boundaries of these areas which may have impacts within them.	
		Applicants should consult with the Isle of Anglesey County Council, Conwy County Borough Council or the Snowdonia National Park Authority where a proposed wind turbine development will be visible from one or more of these Authority areas.	
		Applicants should contact the Council's Development Management Service and the AONB Unit (where appropriate) for further advice	
12.	Ecological Survey (PPW Section 5 & 12.10; TANs 5 & 12; Policies B15 - 21, & C26 UDP – landscape and ecological feature)		
		Direct impacts on the turbine site need to be considered, including protected species and habitats. An ecological survey may be required if an application is near to a site of known importance for bats or birds, or if a site is proposed within 50 metres from relevant habitat features that offer foraging/ commuting/ roosting opportunities, e.g. buildings, hedgerows, woodland edges, streams. In order to minimize the impact on wildlife, it is advisable that turbines should be a minimum of 50 metres away from these types of habitat features.	

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		The survey would involve classification and evaluation of the natural habitat and species, agricultural context, hydrological impact, determination of the zone of influence of the proposal, evaluation of impacts, and the scope of mitigation of those impacts. Applicants should contact the Council's Biodiversity Unit for advice.	
13.	Heritage Evaluation (desk or field based) (PPW Section 6.5 & 12.10; TAN 12; Policies B3, B4, B7, B12, a C26 UDP – cultural heritage)	and below ground. It may be necessary for applicants to commission a heritage evaluation of the implications of development on features of historic interest either through direct loss of a	
14.	Traffic and Transport Assessments (PPW Section 8; Policies CH33 & CH34, UDP)	<ul> <li>A Construction Traffic Management Plan is required with all applications, which should demonstrate that consideration has been given to as many of the following factors as possible:</li> <li>the proposed transport route from the factory and for larger parts for any abnormal indivisible load vehicles (AIL);</li> <li>the proposed dimensions of the individual turbine sections, and the corresponding dimensions of the AIL vehicles and cranes;</li> <li>the number, frequency, type and maximum gross weight of all other construction vehicles which will be generated by the development; and their proposed routes to and from the site;</li> <li>details of the proposed improvements to the local highways network to facilitate the movements of the AIL traffic and construction traffic;</li> <li>details of the proposed site access arrangements off the local highway network;</li> </ul>	

		Validation checklist	
	Document or information required (basis for requirement included in brackets)	Description	√ or × or n/a
		<ul> <li>details of any grid infrastructure which may be required as part of the proposed development;</li> <li>details of any stone borrow pits which are proposed as part of the proposed development.</li> <li>details of any construction traffic management proposals to mitigate conflict and disruption to existing highway users.</li> </ul>	
		It is appreciated that some of this information may not be available at the early stage of project management. The highways implications of a project, must, however, have early consideration to enable appropriate input to be made from both the local and trunk road highways perspective. Long term planning is also essential for AIL movements and the notification requirements.	
15.	Electro magnetic assessment (Policy C26 UDP)	Developers will need to consult with radar operators if a proposal falls within a 15km consultation zone, or the 30-32km advisory zone around both civil and military air traffic radar, respectively. The British Wind Energy Association (BWEA) website (www.bwea.com/aviation) combines a proforma to aid consultation with stakeholders. Developers should use this. National Air Traffic Services (NATS) has advised that it wishes to be consulted on all planning applications or 'Notice of Intent to Develop' proposals for wind turbine developments irrespective of scale. Details of possible adverse effects and appropriate measures to alleviate effects should be submitted.	
16.	Legal Agreements (PPW Sections 3.6 & 3.7)	The need for developer contributions required as a result of the proposed wind turbine/s, e.g. visual and road infrastructure impacts (i.e. need for new footpaths, road widening). Planning or other legal agreements may be needed to deal with any such issues. It will be useful to discuss such matters and prepare draft head of terms at an early stage in the process,	

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		preferably at the pre-application stage. A suitable mechanism may be required, e.g. a bond, in order to ensure that sufficient resources would be available for dismantling and remediation. This is to ensure adequate measures are in place to ensure the site is restored in an appropriate manner.	
17.	Other issues (TAN 8)	Associated community benefits – the developer/land owner may wish to play an active role in the community. Developers or landowners are encouraged to engage directly with communities rather than with the Council on this issue. The absence or presence of any contribution to local communities is not an issue which will be considered by the LPA in its determination of whether planning permission should be given.	