Changes to the delivery of online planning applications services in Wales, and the introduction of some changes to application forms.

Content and Guidance
The content and guidance pages will be hosted and provided by the Welsh Government and will be available at www.gov.wales/planningapplications and www.llyw.cymru/ceisiadaucynllunio. The links on your website will need to be updated. Neil Hemington's letter of 09 March advised you of the URLs for the "common projects" guidance hosted by Welsh Government, at http://beta.gov.wales/planning-permission-common-projects in English, and http://beta.llyw.cymru/caniatâd-cynllunio-prosiectau-cyffredin in Welsh. These guides will replace the "interactive house", which is to be discontinued.

Back-office connections
The Application service will use the infrastructure already in use by the Planning Portal. The address for the 1App connector URL is https://connect.planningportal**.co.uk**/planningportal/messagerouter. Please note the section in bold – this changed when the Planning Portal moved into the private sector in 2015. If your connector URL points to a **.gov.uk** domain and not a **.co.uk** domain, you should fix this now.

If you have done so, no further changes to any ICT systems are expected to prepare for the new Welsh service. If you have not done so, **you will not be able to receive any planning application information following the launch of the new service.** Please check with your systems administrator or IT department to make sure your connector link is up to date. If your back office system is hosted externally you may need to check the url with your ICT supplier.

The back office connection to automatically download applications into your system will remain unchanged.
For reference the current details are:
- The 1App connector will use the same port numbers (80 for http and 443 for https) so there is no change required for these.
- You will already have your firewall settings updated to allow access, the details remain unchanged and are IP address is 191.239.220.161
- The 1App connector URL remains the same and is: https://connect.planningportal.co.uk/planningportal/messagerouter

Should you have any queries regarding the back-office connector, please contact Planning Portal's Support Helpdesk at support@planningportal.co.uk

Address for Applicants and LPA Admins

The URL for the new application service will be http://1app.planningapplications.gov.wales.   This is the location for the Planning Applications Wales service and needs to be used by applicants when making or viewing their Welsh planning applications. This is also the URL to use for your current LPA admin activities on the application service (such as PAR Configuration, manually downloading applications and setting up application payment options). Your LPA admin username and password will remain unchanged. If applicants already have an account registered on the current Planning Portal Application service they will be able to use the same username and password. All of their applications will still be available to them.

Access for Applicants working across Wales and England

If applicants have applications to both Welsh and English LPAs they will be directed to the correct service depending on which country they want to work in. Applicants will need to re-login when they switch between countries due to security protocols, but they will use the same username and password.

Access to Paper Forms for offline completion

The Planning Portal team will issue new URL links to each of the Welsh Government application service forms.

Forms Changes and the Schema

The forms changes being delivered as part of this project are detailed below. These are being implemented in a way that means no changes to the XML format or schema that is currently being used so there will be no impact to back-office connectors retrieving applications.

If you have any queries of a non-technical nature, please contact Kris Hawkins at Kris.Hawkins@gov.wales.

1.1   Provide clearer text

The text within these questions is being updated to provide clearer guidance to the Applicants and Agents.

Requirement	Comments
Question: Site Address **Update the text from:** Description of site location must be completed if postcode is not known: **To:** If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site – for example "field to the North of the Post Office".	

Question: Site Address **Amend the title of the page from:** Site Address **To:** Site Details	
Question: Pre-application Advice **Amend the text of the first question from:** Has assistance or prior advice been sought from the local authority about this application? **To:** Has pre-application advice been sought from the local planning authority about this application?	
Question: The Site **Change the question text from:** What is the total area of the existing agricultural unit? (1 hectare = 10,000 square metres) **To:** What is the area of the proposed agricultural unit (square metres or hectares)	
Question: Description of Use, Operation or Activity **Change question title from:** Description of Use, Operation or Activity **To:** Description of Use, Building Works or Activity.	
Question: proposed road **Change:** Materials **To:** Description of the proposal. **Change:** Colour **To:** Materials and colour	LPA's will need to be aware that the field/element previously used for materials, will now provide the description of the proposal and the field/element previously used for Colour, will now provide the description of the materials and colour.

1.2   Making fields mandatory and removing individual fields

The specified fields within these questions are being changed from optional to mandatory to ensure essential information is provided. All of the existing mandatory fields will remain mandatory unless specified otherwise.

The questions are being made mandatory on the online forms. The XML schema validation will not be updated at this stage.

Some fields will be removed from the forms as they are no longer required. They will not be removed from the XML schema at this stage.

Requirement	Comments
Questions: • **Applicant Details** • **Agent Details** The logic will be based on whether there is an agent on the application. The "Are you an agent acting on behalf of the applicant?" will determine whether there is an agent. If there is no agent, the following fields will be mandatory on the Applicant Details question: • First name • Primary number • Email address If there is an agent, the following fields will be mandatory on the Agent Details question: • First name • Primary number • Email address	

Question: Applicant Details Default the Country field to United Kingdom. The following field will be removed: • Fax Number	
Question: Agent Details Default the Country field to United Kingdom. The following field will be removed: • Fax Number	
Question: Site Address The following field will be removed: • Address line 3.	
Question: Trees Location The following field will be removed: • Address Line 3	

Question: Trees Ownership

The following fields will be mandatory:
- First name
- Surname
- Postcode

The following fields will be removed:
- Address Line 3
- Fax Number

Question: Certificates and Agricultural Holding Certificates

The following field will be mandatory:
- First name

Question: The Proposed Building

The following fields will be mandatory:
- Walls – Materials
- Walls – External
- Roof – Materials
- Roof External
- Has an agricultural building been constructed on this unit within the last two years?

The following field will be removed:
- Breadth – metres

1.3   Removing questions

The questions specified below will be removed from the forms. Draft and submitted applications created before this change is introduced will still have this information available. Any applications created after the change is introduced will not have the questions available.

Welsh Government has adopted a policy of making changes to the service which have no cost impact on Local Planning Authorities, which is why, in some cases, a work-around approach has been used to pass data through back office connectors, without affecting the way those connectors operate. Where this is the case, the detail is set out in the "comments" section for each change.

On average users take between 1 day and 6 weeks to submit a draft application. After 6 weeks you are unlikely to receive online applications with the question still available/completed.

The schema will not be updated, the questions will still be available in the schema and unknown, nil, false, zero values will be sent through instead.

Requirement	Comments
Question: Listed Building Grading The following question will be removed: Is it an ecclesiastical building? • Don't know • Yes • No	**XML** To ensure the XML is valid, the value "Unknown" will be passed through for this question. The element is ListedBuildingGrading > Ecclesiastical. LPA's will need to ignore the value passed through for this question. The value will not have been entered by the Applicant/Agent.

Question	XML
Question: Listed building alterations The following question will be removed: d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? • Yes • No	**XML** To ensure the XML is valid, the value "0" (false) will be passed through for this question. The element is ListedBuilding > ListedBuildingAlterations > StrippingOut. LPA's will need to ignore the value passed through for this question. The value will not have been entered by the Applicant/Agent.
Question: Materials The materials question will be removed from the following forms: • Householder • Householder and Listed Building • Householder and Demolition in a Conservation Area	
Question: Pedestrian and Vehicle Access, Roads and Rights of Way The following question will be removed: • If Yes to any questions, please show details on your plans or drawings and state their reference numbers:	

Question: Vehicle parking	XML
The following question at the beginning will be retained: Is vehicle parking relevant to this proposal? • Yes • No If "Yes" is selected, the following text will be displayed, and the question will be validated: Please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans. The following question and table will be removed: Please provide information on the existing and proposed number of on-site parking spaces, drop down and table.	The Yes/No question determines whether the Parking questions are presented to the user on the forms, it is not passed across in the XML. No Vehicle Parking elements will be passed through in the XML which is element Parking.

Question: Residential/dwelling units	XML
The following question at the beginning will be retained: Does your proposal include the gain, loss or change of use of residential units? • Yes • No If "Yes" is selected, the following text will be displayed, and the question will be validated: If you answered "yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans The following questions, all associated sub questions and tables will be removed: • Please select the proposed housing categories that are relevant to your proposal. • Please select the existing housing categories that are relevant to your proposal. • Total proposed residential units • Total existing residential units	The Yes/No question determines whether the residential questions are presented to the user on the forms, it is not passed across in the XML. No Residential/dwelling unit elements will be passed through in the XML which is element ResidentialDevelopment.

Question: Information in Support of a Lawful Development Certificate	XML
The following question at the beginning will be retained: Does the application for a certificate relate to a residential use where the number of residential units has changed? • Yes • No If "Yes" is selected, the following text will be displayed, and the question will be validated: If you answered "yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans The following questions, all associated sub questions and tables will be removed: • Please select the proposed housing categories that are relevant to your proposal. • Please select the existing housing categories that are relevant to your proposal. • Total proposed residential units • Total existing residential units	The Yes/No question determines whether the residential questions are presented to the user on the forms, it is not passed across in the XML. No Residential/dwelling unit elements will be passed through in the XML which is element ResidentialDevelopment.

1.4   Combining individual questions

The questions specified below will be combined. Draft and submitted applications created before this change will continue to use the separated questions. Any applications created after the change is introduced will use the combined questions.

Welsh Government has adopted a policy of making changes to the service which have no cost impact on Local Planning Authorities, which is why, in some cases, a work-around approach has been used to pass data through back office connectors, without affecting the way those connectors operate. Where this is the case, the detail is set out in the "comments" section for each change.

On average users take between 1 day and 6 weeks to submit a draft application. After 6 weeks you are unlikely to receive new online applications with the separate questions still available/completed.

The XML schema will not be updated, the questions will still be separated in the XML schema and unknown, nil, false, zero values will be sent through for the redundant question, as detailed below.

Requirement	Comments
Question: Waste Storage and Collection The following questions will be combined: Do the plans incorporate areas to store and aid the collection of waste? - Yes - No - If Yes, please provide details: Have arrangements been made for the separate storage and collection of recyclable waste? - Yes - No - If Yes, please provide details: The combined question will now ask: Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste? - Yes - No - If Yes, please provide details:	**XML** We will remove the second question from the online form. To ensure the XML is valid, the value "Unknown" will be passed through for this question. The element is StoreCollectRecyclableWaste LPA's will need to ignore the value passed through for the question "Have arrangements been made for the separate storage and collection of recyclable waste?". The value will not have been entered by the Applicant/Agent.

Question: Existing Use	XML
The following questions will be combined: Land which is known to be contaminated • Yes • No Land where contamination is suspected for all or part of the site • Yes • No The combined question will now ask: Land which is known or suspected to be contaminated for all or part of the site • Yes • No	We will remove the second question from the online form. To ensure the XML is valid, the value "False" will be passed through for this question. The element is ContaminatedLandSuspect. LPA's will need to ignore the value passed through for the question "Land where contamination is suspected for all or part of the site". The value will not have been entered by the Applicant/Agent.

Questions:	XML:

• **Pedestrian and Vehicle Access, Roads and Rights of Way**
 	
The following questions will be combined:
 	
Is a new or altered vehicle access proposed to or from the public highway?
   • Yes
   • No
 	
Is a new or altered pedestrian access proposed to or from the public highway?
   • Yes
   • No
 	
The combined question will now ask:
 	
Is a new or altered vehicle or pedestrian access proposed to or from the public highway?
   • Yes
   • No
 	
The following text will be displayed at the bottom of the question set.
 	
Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.
	If "Yes" has been selected, "Yes" will be passed across in both elements. If "No" has been selected, "No" will be passed across in both elements.
	
	The elements for the two questions are:
	   • <Access><NewAlteredVehicular>
	   • <Access><NewAlteredPedestrian>

1.5 Combining question sets

Some of the questions sets will be combined. None of the individual questions will be changed but they will now be displayed as one question.

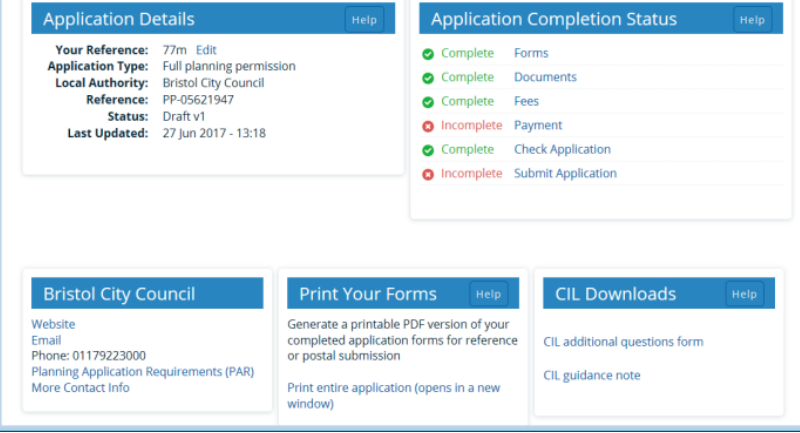| Requirement	Comments
Questions: • **Listed Building Grading** • **Immunity from Listing** All of the questions from the "Immunity from Listing" question set will be added to the "Listed Building Grading" question set. The individual questions will not be changed. The combined question will be titled "Listed Building Details".	
Questions: • **Supplementary Information questions** • **Telecommunications Apparatus** All of the questions from the "Telecommunications Apparatus" question set will be added to the "Supplementary Information" question set. The individual questions will not be changed. The combined question will be titled "Telecommunications Apparatus".	
Questions: • **Tree Preservation Order Details** • **What Are You Applying For?** All of the questions from the "What Are You Applying For?" question set will be added to the "Tree Preservation Order Details" question set. The individual questions will not be changed. The combined question will be titled "Tree Preservation Order Details".	

1.6   Supporting Documents

The upload guidance for supporting documents will be improved to advise Applicants and Agents to upload documents of A3 size or less.

Requirement	Comments
Change the text from: Use this page to upload all mandatory and any additional documents. **To:** Use this page to upload all mandatory and any additional documents. These documents should be no larger than A3 size when printed.	
The following document types will no longer be available for Welsh applications: - Air quality assessment - Block plan of the site - Daylight or sunlight assessment - Economic statement - Foul sewage and utilities assessment - Landfill statement - Open space assessment - Parking provision - Site waste management plan - SuDS supporting information - Ventilation or extraction statement	

1.7   LPAs to have a bespoke contact details section

A new section will be added to the LPA's information area to provide additional LPA information

Requirement	Comments
There will be a new field in the Applicant/Agent overview section titled 'Additional LPA information', which will be added to the LPA section below: 500 characters can be entered in to this field.	If LPA's would like to use this field they can provide their text to support@planningportal.co.uk.

1.8   Paper Form

Requirement	Comments
Updated paper forms.	