



The Planning Inspectorate Yr Arolygiaeth Gynllunio

Dear Lyn

Thank you for attending the meeting last week to discuss your draft documents and for sending in your revised draft Grid Connection Statement. The meeting note of the meeting is currently being reviewed and should be with you for comment next week. I understand that you have raised a number of queries. Please see our responses below:

1. Are Newspaper Notices required to be submitted with the application form? Can you please clarify whether this is merely for s48 notices placed in local newspapers/London Gazette etc?

As you know the Consultation Report gives details and provides a clear audit trail of the consultation you have carried out to be compliant with s42, s47 and s48 of the Planning Act. To evidence this, it is good practice to include within the Consultation Report copies of all the newspaper adverts you have placed in relation to s47 and s48 .

Please refer to Pins Advice Note 14 for further information. Please see link to this below

<http://infrastructure.planningportal.gov.uk/wp-content/uploads/2013/04/Advice-note-14v2.pdf>

We also encourage applicants to use and complete the s55 Acceptance of Applications Checklist. The list is a comprehensive list of the requirements the application has to meet to be accepted for examination. Please see link to this below

http://infrastructure.planningportal.gov.uk/wp-content/uploads/2013/04/an6_annexe_Section_55_Acceptance_of_Applications_Checklist.doc

2. Can a single Glossary be produced to cover the whole application and inserted in each document even though some of the terms may not actually appear in that document rather than each document having its own Glossary?

It is entirely your decision on how you present your application documents. However, this sounds a reasonable approach. It is important that the documents are easy to navigate.

3. Fees - When do you find out whether a single or panel Examining authority has been appointed? What constitutes an examination day? When do you find out how much the total examination will cost?

Once an application has been formally accepted for examination a decision will be made on whether the examining authority will be a Single Examining Inspector or a Panel. The decision will reflect the Planning Inspectorate's expectation about how complex or controversial the case is. Applicant's then must pay a fixed fee within 28 days of the examining authority being appointed.

An examination day is the day on which the application is examined. Regulation 8(2) of the *Infrastructure Planning (Fees) Regulations 2010* defines 'estimated relevant day' as a day estimated by the Examining authority as required for examining the application.

With regard to your query of when do you find out the total cost of the examination. Fees are charged at different stages in an application's consideration. Please refer to the table below and located at paragraph 7 of the DCLG Infrastructure Planning (Fees) Regulations 2010 Guidance.

Summary of fees and estimates of typical length of examination

Application stage	Fees		
	Single Inspector cases	Normal Panel cases	Large Panel cases
Request for authority to serve a notice requiring information to be provided on interests in land (section 52)	£1,000 per request		
Request to authorise right of entry to land (section 53)	£1,000 per request		
Fee when submitting an application to the Planning Inspectorate	£4,500 per application		
Fee once application accepted	£13,000	£30,000	£43,000

Examination	Daily fee (per working day)	£1,230	£2,680	£4,080
	(Typical length of examination)	(125 working days)	(125 working days)	(125 working days)
	Typical overall fee (rounded)	£154,000	£335,000	£510,000
Decision		Costs incorporated into examination day-rates		
TOTAL FEES PAID FOR TYPICAL CASE (application, examination and decision fees) (rounded)		£172,000	£370,000	£558,000

Regulation 7 of the *Infrastructure Planning (Fees) Regulations 2010* 'Fee in respect of handling an application' states that the Planning Inspectorate must charge the applicant a fee in respect of the Examining authority's handling of the application and that this fee is payable in two stages. An initial payment calculated in accordance with regulation 8 and a final payment calculated in accordance with regulation 9. Therefore, the total examination costs are calculated at the close of the examination.

For further advice please refer to *The Infrastructure Planning (Fees) Regulations 2010* (as amended), for more information, available at: <http://www.legislation.gov.uk/uksi/2010/106/contents/made>

Guidance to aid interpretation of the Regulations and also to provide worked examples of how the fees work in practice is also available from the CLG Guidance Note *The Infrastructure Planning (Fees) Regulations 2010 - Guidance*, available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14902/infrastructurefeesguidance.pdf

6. Welsh Language Scheme- you seek confirmation that your approach in making key documents available in Welsh.

As you indicated in our meeting last week you have sought advice from Pembrokeshire County Council and Pembrokeshire Coast National Park Authority on which application documents should be made available in Welsh. You advise that you plan to translate summaries of the key application documents, including the

Environmental Non Technical Summary and Consultation Report.
This is a reasonable approach.

In advance of your submission of the application please see below further information on Shapefiles; Electronic File Index and original Consultation Responses.

Further information and advice on the *Preparation and submission of application documents* can be found in our Advice Note 6, whilst you may also find Advice Note 7 to be helpful (*Environmental Impact Assessment, Screening and Scoping*). These are available at: <http://infrastructure.planningportal.gov.uk/legislation-and-advice/advice-notes/>

Shapefiles

As noted in our meeting it would greatly assist us in preparing for reviewing the adequacy of pre-application consultation (including the identification of prescribed consultees) if you could send us a GIS shape file of the red line boundary for the DCO application.

I would be grateful if you could send this to us at least two weeks before the date of submission. The shape file should comply with the following requirements:

- 1) The shape file should be of Polygon geometry type, and consist of one or more polygon features representing the site boundary.
- 2) For each site boundary a single, valid, ESRI shape file, consisting of one of each of the following files: ***.prj, *.dbf, *.shp*, .shx**. Please note that the four files in **bold** are mandatory.
- 3) The shapefile submitted must be in the **British National Grid (OSGB1936)** format.
- 4) Any shape file Attribute Table data should be deleted as this is not required to generate the shape file and will minimise upload time to our GIS system.
- 5) The shape file should be provided as a *.zip file using the default WinZip settings (i.e. no encryption, normal compression etc.). No other files should be contained within the *.zip file.

Electronic File Index

Please find attached the electronic file index that PINS requests applicants to use in structuring the application documents. Page 3 of Advice Note 6 provides further information on this and also on the matters such as file sizes, document summaries, etc.

To ensure that the index allows us to import all application documents automatically to our website (and thus speed up the process) we would be grateful if you could fill in the form without manipulating any of the fields. In particular with regard to the first two columns it is important that you only choose from the options provided in the drop-down menu and avoid adding any additional options. Please provide the form as a MS Excel file as opposed to a PDF document as the PDF format will not allow us to import the information.



Copy of PINS
Application Index...

I would also be grateful if you could provide me with an indicative schedule of documents including size and number of documents so we can prepare our internal resources.

Original consultation responses

With regard to consultation responses please be aware that Regulation 5(5) of the *Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (as amended)* states that the Secretary of State can request all responses to the consultation carried out under Part 5 of the Planning Act 2008 (PA2008).

Given the statutory timescales for the Secretary of State to issue a decision at the acceptance stage (28 days), it is important that the consultation report is clear and that the Secretary of State can quickly identify whether applicants have met all the statutory requirements. If there is any uncertainty about this, the applicant may be asked to provide a copy of all the consultation responses that have been received at the pre-application stage. You should therefore prepare for this eventuality in any event in view of the tight timescale at the acceptance stage. The acceptance stage cannot be suspended or extended pending the submission of the consultation responses.

I hope you find this information helpful. The note of the meeting and our comments on the revised Grid Connection Statement and HRA will follow.