



Cyngor Sir
CEREDIGION
County Council

Planning Guidance
for
Retail, Financial and Professional
Services and Industry

March 2021



Mae'r ddogfen hon hefyd ar gael yn Gymraeg

This document is also available in Welsh

Foreword:

The Covid-19 pandemic has created numerous challenges for businesses, many unforeseen, and has greatly influenced and altered the way we live and work. As we adapt to living and working through the pandemic, the Council is seeking to facilitate Ceredigion's economic recovery. One such means which has been identified is through ensuring business owners and operators are provided with knowledge of the planning system in order to ensure potential proposals are suitable and enacted efficiently. It is anticipated that this will facilitate the adaptability and diversity of Ceredigion's businesses and support the County's economic recovery.

In light of the above, the Council are therefore pleased to present this document which aims to provide clear yet comprehensive guidance for businesses in relation to the use, or re-use, of vacant employment units and sites. This document highlights the Council's commitment to improving the availability and accessibility of information to both residents and businesses.

This guidance is intended to be used in conjunction with the Ceredigion Local Development Plan (LDP), supplementary planning guidance and national planning policy. Local and national policy, legislation and guidance have been collected, collated and condensed in order to produce this guidance which in turn should make it easier for businesses to navigate the planning system successfully.

Glossary

Article 1(5) Land: This is land identified in the Town and Country Planning (General Permitted Development) Order 1995 which includes National Parks, Areas of Outstanding Natural Beauty, Conservation Areas, areas specified by the Secretary of State and the Minister of Agriculture, Fisheries and Food for the purposes of enhancement and protection of the natural beauty and amenity of the countryside, and the Broads.

Article 4 Direction: A provision made under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 which allows the withdrawal of permitted development rights by the Local Planning Authority.

Change of Use: A change in the way that land or buildings are used. Planning permission is usually necessary in order to change from one 'use class' to another.

Conservation Area: An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance as defined by the Planning (Listed Buildings and Conservation Areas) Act 1990.

Industrial Building: a building used for the carrying out of an industrial process and includes a building used for the carrying out of such a process on land used as a dock, harbour or quay for the purposes of an industrial undertaking and land used for research and development of products or processes, but does not include a building on land in or adjacent to and occupied together with a mine.

Industrial Land: Land used for the carrying out of an industrial process, including land used for the purposes of an industrial undertaking as a dock, harbour or quay, but does not include land in or adjacent to and occupied together with a mine.

Permitted Development Rights: Certain types of minor changes can be made to your house or business without needing to apply for planning permission. These are called 'permitted development rights'. Certain development is granted an automatic planning permission by the Town and Country Planning (General Permitted Development) Order 1995 and subsequent revisions.

Primary Frontage (in terms of shopping): An area within the defined town centre where retailing and the number of shops is most concentrated.

Retail Impact Assessment: An assessment undertaken for an application for retail use on the impact of the proposal on the vitality and viability of existing centres within the catchment area of the proposed development. The assessment includes the likely cumulative effect of recent permissions, developments under construction and completed developments.

Secondary Frontage (in terms of shopping): A retailing area, secondary to the primary shopping frontage, which provides greater opportunities for a diversity of uses.

Unique Uses (Sui-Generis): A term given to the use of land or buildings, not falling into any of the use classes identified by the Use Classes Order, for example theatres, launderettes, car showrooms and filling stations.

Use Classes: The Town and Country Planning (Use Classes) Order 1987 puts uses of land and buildings into various categories. Planning permission is not always needed for changes of use within the same use class.

Warehouses: A building used for any purpose within Class B8 (storage or distribution) of the Schedule to the Use Classes Order but does not include a building on land in or adjacent to and occupied together with a mine.

Glossary

World Heritage Site: A site recognised and designated by UNESCO as being of outstanding international importance and therefore deserving special protection.

Contents

Foreword:	i
Glossary	ii
Contents.....	v
1. Introduction.....	1
1.1 Purpose and Structure	1
1.2 How to Use this Guidance.....	1
2. Change of Use.....	3
2.1 Introduction	3
2.2 Change of Use Not Requiring Planning Permission	6
2.3 Change of Use Requiring Planning Permission	8
3. Temporary Buildings and Uses.....	12
3.1 Introduction	12
3.2 The Provision of Temporary Buildings, Moveable Structures, Works, Plant or Machinery	12
3.3 The Temporary Use of Land	12
4. Permitted Development	14
4.1 Introduction	14
4.2 The Extension or Alteration of an Office Building	15
4.3 The Extension or Alteration of a Shop or Financial or Professional Services Establishment	16
4.4 The Erection or Construction of a Trolley Store	17
4.5 The Erection or Construction of a Refuse or Cycle Store.....	18
4.6 The Erection, Extension or Alteration of an Industrial Building or Warehouse	19
4.7 Development on Industrial Land for the Purposes of an Industrial Process	21
4.8 The Provision or Replacement of a Hard Surface	22

Contents

4.9	The Depositing of Waste Material	22
4.10	The Installation, Alteration or Replacement of Solar PV or Solar Thermal Equipment.....	23
4.11	The Installation, Alteration or Replacement of Stand Alone Solar	25
4.12	The Installation, Alteration or Replacement of a Ground Source Heat Pump	26
4.13	The Installation, Alteration or Replacement of a Water Source Heat Pump	27
4.14	The Installation, Alteration or Replacement of a Flue (Biomass Heating System).....	28
4.15	The Installation, Alteration or Replacement of a Flue (Combined Heat & Power)	29
4.16	Gates, Fences, Walls and Other Enclosures	30
4.17	Painting the Exterior of a Building	30
4.18	The Installation, Alteration or Replacement of CCTV.....	31
4.19	The Maintenance of Fascias	32
4.20	Lighting	33
5.	Restrictions to Permitted Development Rights	34
5.1	Introduction	34
5.2	Article 4 Direction	34
5.3	Individual Property Conditions.....	34
6.	Planning Permission	36
6.1	Introduction	36
6.2	Employment Proposals on Allocated Employment Sites	37
6.3	Employment Proposals on Non-Allocated Sites	40
6.4	Retail Proposals	41
6.5	Advertisements and Signs	42
6.6	Other Considerations	44

Contents

7. Other Permissions and Consents	46
7.1 Introduction	46
7.2 Conservation Areas.....	46
7.3 Listed Buildings	47
7.4 Other Permissions.....	48

1. Introduction

1.1 Purpose and Structure

- 1.1.1 The purpose of this document is to provide further streamlined guidance in relation to the use, and re-use, of vacant retail, financial and professional service establishments, industrial buildings and warehouses supplementary to the associated leaflets. This guidance seeks to provide an overview of the planning conditions governing common proposals associated with such units and sites.
- 1.1.2 This document consists of six main sections. Section 2, concerning changing the use of a unit or site, seeks to provide a clear overview of which proposed changes require planning permission and which do not. Meanwhile, the third section seeks to replicate this in the context of temporary uses and structures. The successive sections focus primarily on common development proposals and highlight whether, or not, planning or other permissions are required.

1.2 How to Use this Guidance

- 1.2.1 The information outlined in this document has been tailored specifically to assist businesses with regards to the use, or re-use, of vacant employment units and sites. It must be noted that this is not a comprehensive guide to the planning system and does not address all possible planning proposals.
- 1.2.2 The various sections of this document should not be read in isolation as other relevant information may be provided elsewhere. The information provided in this document is for guidance purposes only and does not constitute an authoritative interpretation of the law. The information set out in this guidance document should be consulted alongside core planning legislation, policy and guidance from Wales and Ceredigion, and material considerations, including but not limited to:

[Planning and Compulsory Purchase Act 2004](#)

[Planning \(Wales\) Act 2015](#)

[Town and Country Planning \(General Permitted Development\) Order 1995](#)

Introduction

[Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) \(No.2\) Order 2012](#)

[Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#)

[Planning Policy Wales: Edition 11](#)

[Ceredigion Local Development Plan 2007-2022](#)

[Ceredigion Local Development Plan 2007-2022 Settlement Group Statements](#)

[Ceredigion Local Development Plan 2007-2022 Proposals Maps](#)

[Ceredigion's Adopted Supplementary Planning Guidance](#)

- 1.2.3 It should be noted that the above list excludes some General Permitted Development Amendment Orders. Those outlined above have been included as they have been deemed relevant to employment proposals. For further information on permitted development, and links to the General Permitted Development Amendment Orders not mentioned above, please see [Planning Portal Wales](#).
- 1.2.4 If you require further information on a specific development proposal, a pre-application discussion can be arranged with a member of the Development Management Team for a fee. The [Pre-Application Guidance](#) document provides further information on the services provided by Ceredigion County Council in this regard.

2. Change of Use

2.1 Introduction

2.1.1 The Town and Country Planning (Use Classes) Order 1987 (as amended) puts the uses of land and buildings into various categories. These categories are referred to as 'use classes'. Table 1 sets out the various use classes and the types of uses they encompass.

Table 1: Use Classes and the Types of Use they Encompass.

Use Class	Types of Use	
A1: Shops	<ul style="list-style-type: none"> • Shops • Retail Warehousing • Hairdressers • Undertakers • Travel and Ticket Agencies • Post Offices (Not Sorting Offices) 	<ul style="list-style-type: none"> • Pet Shops • Sandwich Bars • Showrooms • Domestic Hire Shops • Dry Cleaners • Funeral Directors
A2: Financial and Professional Services	<ul style="list-style-type: none"> • Financial Services such as Banks and Building Societies 	<ul style="list-style-type: none"> • Professional Services (Other than Health and Medical Services) including Estate and Employment Agencies and Betting Offices
A3: Food and Drink	<ul style="list-style-type: none"> • For the sale of food and drink for consumption on the premises • Restaurants • Drinking Establishments 	<ul style="list-style-type: none"> • Snack Bars • Cafes • Takeaways
B1: Business	<ul style="list-style-type: none"> • Offices (Other than those that fall within A2) 	<ul style="list-style-type: none"> • Light Industry appropriate in a residential area

Change of Use

	<ul style="list-style-type: none"> • Research and Development of Products and Processes 	
B2: General Industrial	<ul style="list-style-type: none"> • Use for industrial processes (Other than ones falling within Class B1) 	<ul style="list-style-type: none"> • Excludes incineration purposes, chemical treatment or landfill or hazardous waste
B8: Storage and Distribution	<ul style="list-style-type: none"> • Use for Storage or Distribution Centre 	<ul style="list-style-type: none"> • Includes Open Air Storage
C1: Hotels	<ul style="list-style-type: none"> • Hotels, Boarding and Guest Houses where no significant element of care is provided 	<ul style="list-style-type: none"> • Excludes Hostels
C2: Residential Institutions	<ul style="list-style-type: none"> • Residential Care Homes • Hospitals • Nursing Homes 	<ul style="list-style-type: none"> • Boarding Schools • Residential Colleges • Training Centres
C2A: Secure Residential Units	<ul style="list-style-type: none"> • Use for a Provision of Secure Residential Accommodation • Prison • Young Offenders Institution • Detention Centre • Secure Training Centre 	<ul style="list-style-type: none"> • Custody Centre • Short Term Holding Centre • Secure Hospital • Secure Local Authority Accommodation • Military Barracks
C3: Dwelling houses	<ul style="list-style-type: none"> • This class is formed of 3 parts 	
C3(a):	<ul style="list-style-type: none"> • Covers use by a single person or family; <ul style="list-style-type: none"> ○ A couple whether married or not 	<ul style="list-style-type: none"> • An employer and certain domestic employees; <ul style="list-style-type: none"> ○ Au Pair ○ Nanny

	<ul style="list-style-type: none"> ○ A person related to one another with members of the family of one of the couple to be treated as members of the family of the other ● A carer and the person receiving care <ul style="list-style-type: none"> ○ Nurse ○ Governess ○ Servant ○ Chauffeur ○ Gardener ○ Secretary ○ Personal Assistant ● A foster parent and foster child
C3(b):	<ul style="list-style-type: none"> ● Up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems
C3(c):	<ul style="list-style-type: none"> ● Allows for groups of people (up to six) living together as a single household to allow for those groupings that do not fall within the C4 HMO definition to be provided for e.g. a small religious community or homeowner living with a lodger
C4: Houses in Multiple Occupation (HMOs)	<ul style="list-style-type: none"> ● Small shared houses or flats occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom. For the purposes of class C4, a HMO has the same meaning as in Section 254 of the Housing Act 2004 and does not include a converted block of flats
D1: Non-Residential Institutions	<ul style="list-style-type: none"> ● Clinics ● Health Centres ● Crèches ● Day Nurseries ● Schools ● Libraries ● Halls ● Places of Worship ● Church Halls ● Law Court ● Non-Residential Education

Change of Use

	<ul style="list-style-type: none"> • Art Galleries (Other than for sale or hire) • Museums 	<ul style="list-style-type: none"> • Training Centres
D2: Assembly and Leisure	<ul style="list-style-type: none"> • Cinema • Music and Concert Halls • Casinos • Bingo and Dance Halls • Swimming Baths 	<ul style="list-style-type: none"> • Skating Rinks • Gymnasium • Area for Indoor or Outdoor Sports and Recreation (Except motor sports or where firearms are used)
Sui Generis: Unique Uses	<ul style="list-style-type: none"> • Certain uses do not fall within any use class and are considered a unique use • Theatres • Hostels • Scrap Yards 	<ul style="list-style-type: none"> • Petrol Filling Stations • Shops Selling and/or Displaying Motor Vehicles • Launderettes • Taxi Businesses • Amusement Centres

(Source: [Welsh Government](#), 2020)

2.1.2 The use of a building or piece of land may be changed. However, in some circumstances you will be required to apply for planning permission in order to do so. This is dependent on the existing and proposed use of the building or land. The following sections identify which proposals require planning permission and which do not.

2.2 Change of Use **Not Requiring** Planning Permission

2.2.1 In certain circumstances, there is no need to apply for planning permission when changing the use of a building or piece of land. Planning permission is not required when both the existing and proposed use fall within the same use class. For example, a hairdressers could be changed into a sandwich bar as they both fall within the **A1** use class.

2.2.2 The change of use from one class to another generally requires planning permission. However, in some instances, planning permission is not required

Change of Use

when the existing and proposed use are not in the same use class. Table 2 sets out the circumstances when a change in use class is permitted and does not require planning permission.

Table 2: Permitted Changes in Class.

From	To
A2: Financial and professional services – when premises have a display window at ground level	A1: Shop
A3: Food and Drink	A1 or A2
B1: Business – permission limited to change of use relating to not more than 500 square metres of floor space	B8: Storage and Distribution
B2: General Industrial	B1: Business
B2: General Industrial – permission limited to change of use relating to not more than 500 square metres of floor space	B8: Storage and Distribution
B8: Storage and Distribution – permission limited to change of use relating not more than 500 square metres of floor space	B1: Business
C4: Houses in Multiple Occupation	C3: Dwelling house
Sui Generis: Car showrooms only	A1: Shop

(Source: [Welsh Government](#), 2020)

2.2.3 In addition to the above, you may be able to convert the space over a shop (the space over a premises with a display window) or a ground floor office into a single flat without putting in a planning application. A planning application is not required for a change of use from **A1** or **A2** to **A1 plus a single residential flat above**. Likewise, a planning application is not required for a

Change of Use

change of use from **A2** to **A2 plus a single residential flat above**. These changes are reversible without an application if the part that is now a flat was, respectively, in either **A1** or **A2** use immediately before it became a flat. The requirements for converting a space above a shop or office without planning permission are presented below:

- The space is in the same class of use as the shop or office to start with. This is either use class A1 (shops) or A2 (financial and professional services).
- The space is not in a separate planning unit from the existing use.
- You will not change the outside appearance of the building.
- If there is a display window at ground floor level, you will not incorporate any of the ground floor into the flat.

2.2.4 It ought to be noted that most external building works associated with a change of use are likely to require planning permission. However, there are some forms of development which may not. See sections 4 to 7 for further information.

2.3 Change of Use **Requiring** Planning Permission

2.3.1 Besides the permitted changes of use identified in sub-section 2.2, planning permission is generally required for a material change of use. Where planning permission is required for a proposed change of use, the submitted application will be assessed on its compliance with the relevant LDP policies, alongside national policy and other material considerations. Ceredigion's policies governing various change of use proposals, and their associated criteria, include:

Policy LU13: Change of Use in Relation to Existing Employment Land or Buildings:

Change of use of employment land or buildings within Use Classes B1, B2 or B8 should in the first instance be to other B uses and, where planning permission is required, will be permitted provided that:

- The employment facility in its present use class is no longer viable.

Change of Use

- The loss of existing use does not leave an under provision of that use in the travel to work area.
- No other suitable alternative sites exist and the new use would result in a significant improvement to the environment.
- On allocated sites, the change of use of a specific unit does not affect the overall integrity of the site to perform its function in meeting the economic needs of the area defined in the economic needs assessment.

Policy LU18: Retail Proposals Countywide

Change of use to retail, redevelopment or development of new retail or commercial land or buildings will be permitted provided that:

- It does not impact existing retail provision within the Service Centre, or nearest Service Centre.
- It does not cause a material oversupply of convenience, comparison or bulky goods in the relevant Service Centre or Linked Settlement.
- A3 uses would not cause unacceptable disturbance to the occupiers of nearby properties or adversely affect amenity.
- Unless located within a town centre boundary, proposals for units of more than 800m² gross floor space are accompanied by a Retail Impact Assessment demonstrating how the policy requirements of National Guidance and the LDP have been met.

Policy LU19: Retail Proposals in Urban Service Centres

Change of use to retail, redevelopment or development of new retail or commercial land or buildings in the Urban Service Centres will be permitted provided that:

- It accords with the requirements set out in Policy LU18.
- It accords with Policy S01 if the proposal is in relation to an allocated site
- It does not have a significant negative individual or cumulative impact on the vitality and viability of the existing town centre.

Change of Use

Policy LU20: Retail proposals in Rural Service Centres

Change of use to retail, redevelopment or development of new retail or commercial land or buildings in the Rural Service Centres will be permitted provided that:

- It accords with the requirements set out in Policy LU18.
- It primarily serves local, convenient and accessible needs.

Policy LU21: Change of Use from an Existing Retail Use:

The change of use should be to another retail use and should not leave an under provision of that type of use or goods sector in the area. If planning permission is required (a change to another use class), then it will be permitted where evidence demonstrates:

- The loss of the existing use does not leave an under provision of that use or goods sector within the area.
- No other alternative suitable site exists and the new use would result in a significant improvement to the environment which outweighs the loss of a retail unit.
- The scale of the proposed use is small and ancillary to the main use of the unit and supports the wider function of the unit, and where relevant, the designated site.

For existing retail parks and sites allocated for retail uses in the LDP, the change of use of the specific unit should not affect the overall integrity of the site to perform its function in meeting the retail needs of the area.

Within Town Centres (see [Proposals Maps](#)), the change of use from a retail use will be permitted providing that:

- It would not result in the creation of a 'dead store frontage'.
- If in a Primary Frontage (see [Proposals Maps](#)), the proposal would not create a concentration of non-retail uses unless it contributes to or enhances the retail function of the town centre. Non-retail uses should not be allowed to dominate Primary Shopping Frontages.

Change of Use

- If in a Secondary Frontage (see [Proposals Maps](#)), the proposal would not create a predominance of non-retail uses and would not harm the retail function of the town centre.

Policy LU22: Community Provision

The loss or change of use of an existing community facility will be resisted unless:

- The planning application should demonstrate that the feasibility of multi-use has been considered.
- No suitable facility exists nearby which could appropriately accommodate the proposed use.
- Alternative provision of at least equivalent local community value can be provided either within or adjoining the settlement or other settlements which are part of the Settlement Group. In relation to open space specifically, the alternative should be an enhanced provision which is preferably located within close proximity to the existing provision.
- It can be demonstrated that the existing level of community provision is inappropriate or surplus to the community needs of that settlement or Settlement Group.
- The current use has ceased to be viable and no other community use can be viably established.

2.3.2 It should be noted that the above is not a comprehensive list of Ceredigion's LDP policies and any application is likely to be assessed against other policies not mentioned above, particularly Strategic (S) and Development Management (DM) policies. Please see the [Ceredigion Local Development Plan 2007-2022](#) to view the full list of policies and their criteria.

2.3.3 As previously mentioned, most external building works associated with a change of use are likely to require planning permission. However, there are some development proposals which may not. Please see sections 4 to 7 for further information.

3. Temporary Buildings and Uses

3.1 Introduction

3.1.1 If your proposal concerns a temporary use, also known as a meanwhile use or pop-up use, or temporary structure then you may not be required to apply for planning permission. The following sections set out the limitations and conditions governing permitted temporary uses and structures in Wales.

3.2 The Provision of Temporary Buildings, Moveable Structures, Works, Plant or Machinery

3.2.1 You are not required to apply for planning permission for the provision on land of buildings, moveable structures, works, plant or machinery required temporarily in connection with, and for the duration of, operations being, or to be, carried out, on, in, under or over that land or on land adjoining that land. However, such development is only permitted providing:

- The operations referred to are not mining operations.
- Planning permission, where required for the operation, has been granted or deemed to be granted.

3.2.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

3.2.3 For further details, guidance and interpretations relating to the above, please see the [Town and Country Planning \(General Permitted Development\) Order 1995](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance Document](#).

3.3 The Temporary Use of Land

3.3.1 The use of any land for any purpose for no more than 28 days in total in any calendar year, of which no more than 14 days in total may be for the purposes of holding a market or motorcar / motorcycle racing, and the provision on the

Temporary Buildings and Uses

land of any moveable structure for the purposes of the permitted use, constitutes permitted development. However, this is subject to the following limitations:

- The land in question must not be a building or within the curtilage of a building.
- The use of the land must not be for a caravan site.
- The land must not be, or be within, a Site of Special Scientific Interest (SSSI) and used for:
 - Motor car racing, motorcycle racing or other motorsports including for practice and trials of speed.
 - Clay pigeon shooting.
 - Any war games.
- The land must not be used for the displaying of any advertisement.

3.3.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

3.3.3 For further details, guidance and interpretations relating to the above, please see the [Town and Country Planning \(General Permitted Development\) Order 1995](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance Document](#).

4. Permitted Development

4.1 Introduction

- 4.1.1 There are certain forms of development that can be undertaken without the need to apply for planning permission. Such forms of development are referred to as 'permitted development'. Permitted development rights derive from the [Town and Country Planning \(General Permitted Development\) Order 1995](#) which lists classes of permitted development. The order itself, and its subsequent amendments, give advance general permission for said classes of development. Therefore, if your proposal falls within these classes and complies with the limitations and conditions, no application for planning permission is necessary. The following sections will set out some common projects associated with employment units and sites which are permitted and therefore do not require an application for planning permission. Each section will identify any associated conditions and limitations.
- 4.1.2 It should be noted that some areas may be subject to an Article 4 direction and therefore permitted development rights have been withdrawn. This means you will be required to submit a planning application for work which generally does not require one. Likewise, in 'designated areas', such as conservation areas, permitted development rights may be restricted. Consequently, you may need to apply for planning permission for proposals within designated areas which ordinarily would be classified as permitted development. Similar restrictions may also apply to listed buildings. Some proposals affecting conservation areas or listed buildings may require additional consents. For further information on the withdrawal and restriction of permitted development rights in Ceredigion, alongside the requirements governing additional consents, please see sections 5 and 7 respectively.
- 4.1.3 As planning is a devolved function, there are variations between permitted development rights in Wales and England. Therefore, the information set out in this guidance is relevant only to proposals in Wales. If you are uncertain as to whether your proposal is permitted development, please contact Ceredigion County Council prior to the commencement of any work.

4.2 The Extension or Alteration of an Office Building

4.2.1 Planning permission is not required when extending or altering an office building providing it abides with the following limitations and conditions:

- The gross floor space of the original building is not exceeded by more than 25% or 50 square metres, whichever is the lesser.
- The height of the building as extended does not exceed:
 - 5 metres if within 10 metres of a boundary of the curtilage of the premises.
 - The height of the building being extended for all cases other than the above.
- No part of the development can be within 5 metres of any building of the curtilage of the premises.
- The development must not be on article 1(5) land.
- The development must not be on land within a World Heritage Site.
- The development must not be within the curtilage of a listed building.
- The development must not lead to a reduction in the space available for the parking or turning of vehicles.
- The extended or altered building must only be used as part of, or for a purpose incidental to, the use of that office building.
- Any office building as altered or extended must be constructed using materials which have a similar external appearance to those used for the building being extended or altered.
- Any alteration must be at ground floor level only.

4.2.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.2.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries

Permitted Development

relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.3 The Extension or Alteration of a Shop or Financial or Professional Services Establishment

4.3.1 The extension or alteration of a shop, financial or professional services establishment is classified as permitted development. Therefore, you do not have to apply for planning permission for proposals relating to the above providing:

- The gross floor space of the original building will not be exceeded by more than 25% or 50 square metres, whichever is the lesser.
- The height of the building as extended will not exceed 4 metres.
- Any part of the development is not within the curtilage of a listed building.
- The development will not occur within the curtilage of a listed building.
- The development will not occur on article 1(5) land.
- The development will not occur on land within a World Heritage Site.
- The development will not consist of, or include, a veranda, balcony or raised platform.
- Any part of the development will not extend beyond an existing shop front.
- The development will not involve the insertion or creation of a new shop front or the alteration or replacement of an existing shopfront.
- The development will not involve the installation or replacement of a security grill or shutter on the shopfront.
- The development will not result in a reduction in the space available for the parking or turning of vehicles.
- Any alteration occurs at ground floor level only.

Permitted Development

- Any extension or alteration is used as part of, or for the purpose incidental to, the use of the shop or financial or professional services establishment.

4.3.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.3.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.4 The Erection or Construction of a Trolley Store

4.4.1 The submission of an application for planning permission is not required for the erection or construction of a trolley store if it is within the curtilage of the shop. However, the development must comply with the following limitations and conditions:

- The gross floor space of the building or enclosure erected must not exceed 20 square metres.
- Any part of the building or enclosure erected must not be within 20 metres of a building used for residential purposes.
- The height of the building or enclosure must not exceed 2.5 metres.
- The development must not occur within the curtilage of a listed building.
- The development must not occur on article 1(5) land.
- The development must not be on land within a World Heritage Site.
- The development must not be within 5 metres of a boundary of the curtilage of the premises.

Permitted Development

- The development must not lead to a reduction in the space available for the parking or turning of vehicles.
- The building or enclosure must only be used for the storage of shopping trolleys.

4.4.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.4.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.5 The Erection or Construction of a Refuse or Cycle Store

4.5.1 Planning permission is not required to erect or construct a refuse or cycle store within the curtilage of an industrial building, warehouse, shop, financial service establishment, professional service establishment or office building providing:

- The gross floor space of the building or enclosure does not exceed 20 square metres.
- No part of the building or enclosure is within:
 - 5 metres of any boundary of the curtilage of the premises.
 - 20 metres of any building used for residential purposes.
- The height of the building or enclosure does not exceed 2.5 metres.
- The development is not on article 1(5) land.
- The development is not within a World Heritage Site.
- The development is not within the curtilage of a listed building.

Permitted Development

- The development will not lead to a reduction in the space available for the parking or turning of vehicles.
- The building or enclosure is only used for the purpose of storing refuse or cycles.

4.5.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.5.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.6 The Erection, Extension or Alteration of an Industrial Building or Warehouse

4.6.1 The construction of premises generally requires an application for planning permission. However, minor extensions, alterations and the erection of industrial buildings and warehouses may not require planning permission given it adheres to the following limitations and conditions:

- The height of any part of the new building erected should not exceed 5 metres if it is within 10 metres of the boundary of the curtilage of the premises. For all other cases, the height should not exceed the highest building within the curtilage of the premises or 15 metres, whichever is lower.
- The height of the building as extended or altered should not exceed 5 metres if it is within 10 metres of a boundary of the curtilage of the premises. For all other cases, it should not exceed the height of the building being extended or altered.
- No part of the development should be within 5 metres of any boundary of the curtilage of the premises.

Permitted Development

- The gross floor space of any new building erected should not exceed 100 square metres.
- The gross floor space of the original building should not be exceeded by more than 25% (10% on any article 1(5) land or land within a World Heritage Site) or 1,000 square metres (500 square metres on article 1(5) land or land within a World Heritage Site), whichever is the lesser.
- The development should not lead to a reduction in the space available for the parking or turning of vehicles.
- The development should not be within the curtilage of a listed building.
- The development should be within the curtilage of an existing industrial building or warehouse.
- Any industrial building as erected, extended or altered should only be used for the carrying out of an industrial process for the purposes of the undertaking, the research and development of products and processes, or the provision of employee facilities ancillary to the undertaking.
- Any warehouse as erected, extended or altered should only be used for storage or distribution for the purposes of the undertaking or the provision of employee facilities ancillary to the undertaking.
- No building as erected, extended or altered may be used to provide employee facilities between 7.00 pm and 6.30 am, for employees other than those present at the premises of the undertaking for the purpose of their employment, or at all if a notifiable quantity of a hazardous substance is present at the premises of the undertaking.
- Any new building erected must, in the case of article 1(5) land or land within a World Heritage Site, be constructed using materials which have a similar external appearance to those used for the existing industrial building or warehouse.
- Any extension or alteration must, in the case of article 1(5) land or land within a World Heritage Site, be constructed using materials which

Permitted Development

have a similar external appearance to those used for the building being extended or altered.

4.6.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.6.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.7 Development on Industrial Land for the Purposes of an Industrial Process

4.7.1 If you are carrying out development on industrial land for the purposes of an industrial process then you may not be required to submit an application for planning permission. Such development is permitted providing it consists of:

- The installation of additional or replacement plant or machinery.
- The provision, rearrangement or replacement of a sewer, main, pipe, cable or other apparatus.
- The provision, rearrangement or replacement of a private way, private railway, siding or conveyor.

4.7.2 If the aforementioned development materially affects the external appearance of the premises, or any of the plant machinery exceeds a height of 15 metres above ground level or the height of anything replaced, depending on which is greater, then it is not permitted.

4.7.3 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.7.4 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning](#)

[\(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.8 The Provision or Replacement of a Hard Surface

4.8.1 A planning application is not required for the provision of a hard surface within the curtilage of an industrial building or warehouse. Similarly, the replacement, in part or whole, of hard surfaces is also permitted. In order to be classified as permitted development, the hard surface must be porous or permeable, or alternatively, direct run-off water from the hard surface to a porous or permeable area within the curtilage of the industrial building or warehouse. Permanent maintenance must occur in order to ensure continued compliance with the aforementioned. The provision or replacement of a hard surface is not permitted if it is within the curtilage of a listed building and therefore a planning application must be submitted.

4.8.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.8.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.9 The Depositing of Waste Material

4.9.1 The depositing of waste materials is permitted providing it is the result of an industrial process and occurs on any land comprised in a site which was used

Permitted Development

for such purpose on the 1st July 1948. This is regardless of whether or not the superficial area or the height of the deposit is extended as a result.

4.9.2 It should be noted that if the waste material is the result of the winning or working of minerals, or the use of the land on the 1st July 1948 was for the deposit of material resulting from the winning or working of minerals, then it is not classified as permitted development.

4.9.3 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.9.4 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) Order 2014](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.10 The Installation, Alteration or Replacement of Solar PV or Solar Thermal Equipment

4.10.1 The installation, alteration or replacement of solar PV or solar thermal equipment on a building other than a dwellinghouse or a block of flats is permitted development subject to the following conditions:

- Solar PV or solar thermal equipment must, so far as practicable, be sited so as to minimise its effect on the external appearance of the building.
- Solar PV or solar thermal equipment must, so far as practicable, be sited so as to minimise its effect on the amenity of the area.
- Solar PV or solar thermal equipment no longer needed for or capable of microgeneration must be removed as soon as reasonably practicable.

Permitted Development

4.10.2 Development will not be permitted if:

- The solar PV or solar thermal equipment is to be installed on a wall or pitched roof and would protrude more than 20 centimetres beyond the plane of the wall or the roof slope when measured from the perpendicular with the external surface of the wall or roof slope.
- The solar PV or solar thermal equipment is to be installed on a flat roof and would protrude more than 1 metre above the plane of the roof.
- The solar PV or solar thermal equipment is to be installed on a roof and within 1 metre of the external edge of the roof.
- The solar PV or solar thermal equipment is to be installed on a wall and within 1 metre of a junction of that wall with another wall or with the roof of the building.
- In the case of a building on article 1(5) land or on land within a World Heritage Site, the solar PV or solar thermal equipment is to be installed on a wall or roof slope which fronts a highway.
- The solar PV or solar thermal equipment is to be installed on a building within the curtilage of a listed building.
- The solar PV or solar thermal equipment is to be installed on a site designated as a scheduled monument.

4.10.3 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.10.4 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) \(No.2\) Order 2012](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.11 The Installation, Alteration or Replacement of Stand Alone Solar

4.11.1 The installation, alteration or replacement of stand-alone solar within the curtilage of a building other than a dwellinghouse or block of flats is permitted development subject to the following limitations and conditions:

- It should not result in the presence of more than one stand-alone solar within the curtilage.
- Any part of the stand-alone solar:
 - Should not exceed 4 metres in height.
 - Should not, if installed on article 1(5) land or land within a World Heritage Site, be installed so that it is visible from a highway which bounds the curtilage.
 - Should not be installed within 5 metres of the boundary of the curtilage.
 - Should not be installed within the curtilage of a listed building.
 - Should not be installed on a site designated as a scheduled monument.
- The surface area of the solar panels, forming part of the stand-alone solar, should not exceed 9 square metres or any dimension of its array (including any housing) should not exceed 3 metres.
- The stand-alone solar should, so far as practicable, be sited so as to minimise its effect on the amenity of the area.
- The stand-alone solar which is no longer needed for or capable of microgeneration should be removed as soon as reasonably practicable.

4.11.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.11.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\)](#)

[\(No.2\) Order 2012](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.12 The Installation, Alteration or Replacement of a Ground Source Heat Pump

4.12.1 If you intend to install, alter or replace a ground source heat pump within the curtilage of a building other than a dwellinghouse or a block of flats then you may not be required to submit an application for planning permission. Such development is permitted providing:

- In the case of the installation of a ground source heat pump, it does not result in the presence within the curtilage of more than one ground source heat pump.
- The total area covered by the excavation to accommodate the ground source heat pump, including any pipes, does not exceed 0.5 hectares.
- The ground source heat pump would not be installed within the curtilage of a listed building.
- The ground source heat pump would not be installed on a site designated as a scheduled monument.
- On the completion of the development the land must be restored, as soon as reasonably practicable, to its condition before the development took place, or to such condition as may have been agreed in writing between the local planning authority and the developer.
- The ground source heat pump when no longer needed for or capable of microgeneration must be removed and the land must be restored, as soon as reasonably practicable, to its condition before the development took place, or to such condition as may have been agreed in writing between the local planning authority and the developer.

Permitted Development

4.12.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.12.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) \(No.2\) Order 2012](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.13 The Installation, Alteration or Replacement of a Water Source Heat Pump

4.13.1 A planning application is not required for the installation, alteration or replacement of a water source heat pump within the curtilage of a building other than a dwellinghouse or a block of flats providing the total area covered by the water source heat pump, including any pipes, does not exceed 0.5 hectares.

4.13.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.13.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) \(No.2\) Order 2012](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.14 The Installation, Alteration or Replacement of a Flue (Biomass Heating System)

4.14.1 The submission of an application for planning permission is not required for the installation, alteration or replacement of a flue, forming part of a biomass heating system, on a building other than a dwellinghouse or block of flats, or a building within the curtilage of a dwellinghouse or block flats, as long as:

- The capacity of the system that the flue would serve will not exceed 45 kilowatts thermal.
- The height of the flue will not exceed the highest part of the roof by 1 metre or the height of the existing flue which is being replaced, whichever is the highest.
- The installation of the flue will not result in the installation of more than one flue on the same building forming part of either a biomass heating system or combined heat and power system.
- The flue will not be installed within the curtilage of a listed building.
- The flue will not be installed on a site designated as a scheduled monument.
- In the case of article 1(5) land or land within a World Heritage Site, the flue will not be installed on a wall or roof slope which fronts a highway.

4.14.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.14.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) \(No.2\) Order 2012](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.15 The Installation, Alteration or Replacement of a Flue (Combined Heat & Power)

4.15.1 The installation, alteration or replacement of a flue, forming part of a combined heat and power system, on a building other than a dwellinghouse or block of flats, or a building within the curtilage of a dwellinghouse or block of flats, is permitted development providing:

- The capacity of the system that the flue would serve will not exceed 45 kilowatts thermal.
- The height of the flue will not exceed the highest part of the roof by 1 metre or the height of the existing flue which is being replaced, whichever is the highest.
- The installation of the flue will not result in the installation of more than one flue on the same building forming part of either a biomass heating system or combined heat and power system.
- The flue will not be installed within the curtilage of a listed building.
- The flue will not be installed on a site designated as a scheduled monument.
- In the case of article 1(5) land or land within a World Heritage Site, the flue will not be installed on a wall or roof slope which fronts a highway.

4.15.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.15.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) \(Amendment\) \(Wales\) \(No.2\) Order 2012](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.16 Gates, Fences, Walls and Other Enclosures

4.16.1 The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure does not require planning permission providing:

- The height of any gate, fence, wall or means of enclosure erected or constructed adjacent to a highway used by vehicular traffic does not, after carrying out the development, exceed one metre above ground level.
- The height of any other gate, fence, wall or means of enclosure erected or constructed does not exceed two metres above ground level.
- The height of any gate, fence, wall or other means of enclosure maintained, improved or altered does not, as a result of the development, exceed its former height or the height referred to above appropriate to it if erected or constructed, whichever is the greater.
- It does not involve development of a gate, fence, wall or other means of enclosure within the curtilage of a listed building.

4.16.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.16.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) Order 1995](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.17 Painting the Exterior of a Building

4.17.1 The painting of the exterior of any building or work is permitted providing it is not for the purpose of advertisement, announcement or direction.

Permitted Development

4.17.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.17.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) Order 1995](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.17.4 For further information on advertisements and signage, please see section 6.5.

4.18 The Installation, Alteration or Replacement of CCTV

4.18.1 The installation, alteration or replacement of Closed Circuit Television (CCTV) cameras on a building for security purposes is permitted providing:

- The building on which the camera is installed, altered or replaced is not a listed building or a scheduled monument.
- The dimensions of the camera, including its housing, do not exceed 75 centimetres by 25 centimetres by 25 centimetres.
- Any part of the camera, when installed, altered or replaced, is not less than 250 centimetres above ground level.
- Any part of the camera, when installed, altered or replaced, does not protrude from the surface of the building by more than 1 metre when measured from the surface of the building.
- Any part of the camera, when installed, altered or replaced, is not in contact with the surface of the building at a point which is more than 1 metre from any other point of contact.
- Any part of the camera is not less than 10 metres from any part of another camera installed on a building.

Permitted Development

- The development does not result in the presence of more than 4 cameras on the same side of the building.
- The development does not result in the presence of more than 16 cameras on the building.
- The camera shall, so far as practicable, be sited so as to minimise its effect on the external appearance of the building on which it is situated.
- The camera shall be removed, as soon as is reasonably practicable, after it is no longer required for security purposes.

4.18.2 If your proposal does not comply with the above then you must submit an application for planning permission to the Local Authority.

4.18.3 For further details, guidance and interpretations relating to the above, please see [Welsh Government's Planning Permission Guidance](#), the [Town and Country Planning \(General Permitted Development\) Order 1995](#) and [Planning Portal Wales](#). If you would like to discuss any specific queries relating to your proposal, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

4.19 The Maintenance of Fascias

4.19.1 The maintenance of fascias, such as painting or replacement, does not require planning permission. However, if you live in a listed building or designated area then the LPA should be contacted for further information.

4.19.2 For further guidance on shop frontages in Aberystwyth, the LPA have provided detailed guidance setting out their expectations. This information is available to view on page 30 of the [Aberystwyth Shopfront Supplementary Planning Guidance](#) (SPG) document. Regarding shop frontages and fascias elsewhere in Ceredigion, please see page 84 of Ceredigion's [Built Environment and Design SPG](#). Additional guidance on the maintenance of fascias and planning controls can be found on the Welsh Government website.

4.20 Lighting

4.20.1 Lighting, and domestic light fittings, are not subject to planning controls. If you are planning to install external lighting, you should ensure that the intensity and direction of light does not disturb others. Beams of light should not point directly at windows of other houses or premises. Lights fitted with passive infra-red detectors and/or timing devices should be adjusted so that they minimise nuisance to neighbours and are not triggered by traffic or pedestrians passing outside. If your property is a listed building you should always consult the LPA.

4.20.2 If you would like further information on lighting, please see [Welsh Government's Planning Permission Guidance](#). Regarding lighting proposals for Aberystwyth shopfronts, Ceredigion County Council have produced detailed advice as part of their Supplementary Planning Guidance. For further information on shopfront lighting in Aberystwyth please see page 39 of the [Aberystwyth Shopfront Supplementary Planning Guidance](#) document. For proposals outside of Aberystwyth, please see page 93 of Ceredigion's [Built Environment and Design SPG](#).

5. Restrictions to Permitted Development Rights

5.1 Introduction

5.1.1 As previously highlighted, permitted development rights may be restricted or withdrawn in certain areas or circumstances. For example, some permitted development rights do not extend to units and sites which encompass, or are within, article 1(5) land, World Heritage Sites and listed buildings. The aforementioned has been highlighted, where applicable, under the limitations and conditions for each of the respective permitted development rights discussed in section 4. However, it should be noted that Ceredigion County Council, as the LPA, may have also removed some permitted development rights. The following sections identify the circumstances under which the LPA may have withdrawn permitted development rights.

5.2 Article 4 Direction

5.2.1 The LPA can withdraw some of your permitted development rights by issuing an Article 4 Direction. This means that you may have to submit an application for work which does not normally require one. The provision to withdraw permitted development rights is made under Article 4 of the [Town and Country Planning \(General Permitted Development\) Order 1995](#), hence the name, and is most commonly applied to areas where special protection is deemed necessary. The issuing of an Article 4 Direction does not prohibit development, but merely requires the submission of a planning application.

5.2.2 Ceredigion currently has Article 4 Directions in place in the Cardigan, Tregaron and Llanddewi Breifi Conservation Areas. If an Article 4 Direction has been, or is, issued, you will most probably be aware if your property is affected. However, if you are uncertain then please contact Ceredigion County Council prior to the commencement of any work.

5.3 Individual Property Conditions

5.3.1 In some circumstances, there may be conditions attached to a former planning permission which restrict permitted development rights. The [Town and Country Planning \(General Permitted Development\) Order 1995](#) does not permit development contrary to any condition imposed by any planning

Restrictions to Permitted Development Rights

permission granted or deemed to be granted. This means that if such a condition applies to your site or premises, you may have to apply for planning permission for work which usually does not require an application.

5.3.2 Permitted development rights do not extend to buildings or sites where operations involved in the construction of the building, or the use, are unlawful. This means that if you have not obtained planning permission, where required, for the construction of a building or a change of use then permitted development rights do not apply.

5.3.3 Lawful Development Certificates (LDCs) can be applied for to establish the lawfulness of past, present or future development. If granted by the local authority, the certificate means that enforcement action cannot be carried out with regards to the development referred to in the certificate. However, the certificate will not protect you from enforcement action by the LPA if the specified use is then changed 'materially' without a planning application. Similarly, LDCs can provide piece of mind where ambiguity may exist surrounding your proposal by verifying that any work, even if permitted development, is lawful. For further information please see Planning Portal Wales' webpage on LDCs.

6. Planning Permission

6.1 Introduction

6.1.1 Most external building works are likely to require planning permission. The easiest way to apply for planning permission is through Planning Portal Wales. The Planning Portal service will guide you through the application process and identify any areas of your application which may be filled out incorrectly, thus preventing any unnecessary delays and speeding up the validation process. Alternatively, you can download the application form relevant to your proposal from the Ceredigion County Council website. If this is your preferred option, please submit your application electronically to planning.validation@ceredigion.gov.uk. Whilst it is preferred that planning applications are submitted online, if you are unable to submit your application electronically, please post the forms to: **Planning, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE**. Additional guidance on the planning application process, including the National Submission Guidance List and Planning Fees Schedule, is located on the Application Forms page of the Council's website.

6.1.2 The Council will seek to acknowledge your application within a few days. Submitted documents will be subsequently placed on the Planning Register in order to allow interested members of the public to inspect your application. The LPA may also notify your neighbours or put up a notice near the site. Planning permission will not be refused simply because there is public opposition, nor will it be determined on moral issues and the possible effects on local property prices as these are not relevant to planning. Instead, proposals will be assessed on planning issues, such as potential traffic problems, the effect on amenity and the possible impact it may have on the appearance of the surrounding area, alongside its consistency with the Local Development Plan. Consequently, the successive sections set out a series of core local policy considerations relevant to proposals from the industrial, retail, professional and financial service sectors. Please note that the aforementioned policies do not act as the sole determinants of such planning applications. Applications will be assessed on their compliance with other

relevant local and national policies in conjunction with any material considerations. Section 6.6 provides further information in this regard.

- 6.1.3 If you would like to discuss your proposal prior to submitting a planning application, a pre-application meeting can be arranged with Ceredigion County Council's Development Management Service. For further information on the pre-application service, including development categories and associated fees, please see the [Pre-Application Guidance](#) Document.

6.2 Employment Proposals on Allocated Employment Sites

- 6.2.1 As part of the LDP process, an array of sites have been identified, assessed and prioritised with regards to their suitability to accommodate development. The Council have highlighted the sites it would prefer to see accommodate future development (see [Proposals Maps](#)). These sites are referred to as 'allocations'. Sites have been allocated for either housing, employment or mixed use development.
- 6.2.2 The Council have designated 13 sites as 'employment allocations'. These employment allocations cover existing large multi-unit employment sites, generally referred to as industrial estates or business parks. Consequently, business operations which cater for trade customers, as opposed to the general public, are deemed to be more appropriate for such sites. This is because these sites are not designed to accommodate a large volume of trips, often generated by businesses serving the general public, which in turn often contribute to accessibility and parking issues. Moreover, locating such businesses on employment allocations detracts from the vitality of town centres and existing retail parks.
- 6.2.3 Due to the wide-ranging nature of the sites, each employment allocation has been assigned one of four roles. These include:
- **Prestige Sites:** A strategically located site in its regional context offering medium to large scale employment opportunities and characterised by its high quality environment.
 - **High Quality Sites:** Smaller sites of regional significance offering either small or medium scale employment opportunities in attractive

surroundings that are well positioned in relation to the County’s main road network.

- **Local Sites:** Providing a more varied industrial image and setting yet with close proximity to the County’s main road network adjacent to existing settlements. Likely to serve a local market and may include small scale local office developments.
- **Neighbourhood Sites:** Typically suited to a smaller or local operation and located within or in close proximity to existing built up areas or small towns.

6.2.4 Proposals in relation to employment allocations should reflect and enhance its assigned role alongside the existing uses of the site. Furthermore, proposals for development should also be accompanied by an appropriate level of infrastructure to support its needs. This may include car parking, access roads, water and sewerage infrastructure. Table 3 sets out Ceredigion’s employment allocations, their respective role and the uses permitted on the site.

Table 3: Allocated employment sites in Ceredigion alongside the amount of additional land available on said site, their role and permitted uses.

Site Reference	Site Name	Settlement	Additional Available Land (ha)	Role	Permitted Use
E0201	Park Teifi	Cardigan	3.4	High Quality	B1, B2 & B8
E0202	Pentood Industrial Estate	Cardigan	N/A	Local	B1, B2 & B8
E0301	Glanyrafon Industrial	Aberystwyth / Llanbadarn	7.25	Local	B2

Planning Permission

	Estate Extension, Llanbadarn Fawr	Fawr / Waunfawr / Penparcau			
E0302	Glanyrafon Industrial Estate, Llanbadarn Fawr	Aberystwyth / Llanbadarn Fawr / Waunfawr / Penparcau	1.75	Local	B1, B2 & B8
E0303	Llanbadarn Industrial Estate, Llanbadarn Fawr	Aberystwyth / Llanbadarn Fawr / Waunfawr / Penparcau	N/A	Neighbourhood	B1, B2 & B8
E0304	Cefn Llan Science Park, Llanbadarn Fawr	Aberystwyth / Llanbadarn Fawr / Waunfawr / Penparcau	N/A	High quality	B1
E0305	Capel Bangor Business Park, Capel Bangor	Aberystwyth / Llanbadarn Fawr / Waunfawr / Penparcau	9.7	Prestige	B1, B2 & B8
E0501	Llambed Business Park	Lampeter	3.32	Local	B1, B2 & B8

Planning Permission

E0502	Old Mart Site	Lampeter	1.07	Local	B1
E0601	Croesffordd, Llandysul	Llandysul	1.6	High Quality	B1, B2 & B8
E0602	Horeb Business Park, Horeb	Llandysul	3.2	High Quality	B1 & B2
E0801	Parc Aberporth, Blaenannerch	Aberporth / Parcllyn	3.2	Prestige	B1, B2 & B8
E1201	Felinfach Industrial Estate, Felinfach / Ystrad Aeron	Felinfach / Ystrad Aeron	N/A	Local	B1, B2 & B8

(Source: [Ceredigion County Council](#), 2019)

6.2.5 For further information on employment proposals on allocated sites, see Policy LU11 and its supportive text on pages 90-91 of the [Ceredigion Local Development Plan 2007-2022](#).

6.3 Employment Proposals on Non-Allocated Sites

6.3.1 It is anticipated that the majority of jobs in Ceredigion are for businesses which could not be appropriately located on an employment allocation. Moreover, it is also understood that they may not necessarily be located in the County's largest towns. The Council deems it important to support these economic opportunities and reduce the need for people to travel to work. Consequently, the Council will seek to permit proposals on non-allocated sites provided that the scale of B1, B2, B8 is in line with that envisaged under Policies S02-S04 (Please see pages 59-64 of the [Ceredigion Local Development Plan 2007-2022](#)), the density of the development is appropriate

Planning Permission

in relation to its location and proposed use, and it is demonstrated that the re-use of redundant or underused buildings within the area has been considered.

6.3.2 It is envisaged that the majority of these applications will be for small business developments consisting of one-off single unit premises. 'Smaller scale developments' for employment in Ceredigion are defined as a B1, B2 or B8 employment development with a gross floor space of less than 1500m².

However, it is acknowledged that occasionally there may be operational reasons why larger scale development needs to be located away from allocated sites, for example, water bottling at source or the storage of agricultural products.

6.3.3 In order to secure the best use of land, appropriate development densities should be applied. As a guide, the LPA will apply the following densities suggested by the Ceredigion Economic Needs Assessment (DTZ, 2008, updated 2010):

- For office uses, the density requirements will vary depending on location. For town centre development it is proposed that site coverage of close to 100% can and should be achieved. In out of town locations this is likely to be a density of 40%. The best density should always be applied. The LPA have assumed an average of 2 storey development.
- For other business space, warehouse and relevant non-B uses, a development density of 40% should be achieved. In relation to such uses, a single storey development is likely to be the most acceptable form.

6.3.4 For further information on employment proposals on allocated sites, see Policy LU12 and its supportive text on pages 91-92 of the [Ceredigion Local Development Plan 2007-2022](#).

6.4 Retail Proposals

6.4.1 With regards to proposals concerning the change of use to retail, the development of new commercial land or buildings, or the redevelopment of existing commercial land or buildings, the LPA requires the scale to be in line

Planning Permission

with that envisaged for its respective location (please see Policies S02-S04 on pages 56-64 of the [Ceredigion Local Development Plan 2007-2022](#)).

- 6.4.2 As part of the planning application for proposals relating to retail, the LPA will expect to see evidence demonstrating the likely impact the proposal would have on existing retail provision within the nearest service centre. Moreover, the applicant will be expected to demonstrate that their proposal will not cause a material oversupply of convenience, comparison or bulk supply of goods in the relevant service centre or linked settlement. The need for the new retail development should be established with the onus being on the developer to provide evidence of such need. Proposals for an A3 use, i.e. an establishment which sells food and drink for consumption on the premises or to take-away, should ensure as part of the application that the proposal will not cause unacceptable disturbance to the occupiers of nearby properties or adversely affect amenity.
- 6.4.3 Proposals for units exceeding 800m² gross floor space should be accompanied by a Retail Impact Assessment demonstrating how the policy requirements of national guidance and the LDP have been met. Pages 66-67 of [Planning Policy Wales: Edition 11](#) provides further information on Retail Impact Assessments. The LPA would prefer to see large retail proposals located within the defined town centre of an Urban Service Centre (please see the [Ceredigion Local Development Plan 2007-2022 Proposals Maps](#)). Such proposals will be determined in accordance with the sequential approach as set out in [Planning Policy Wales: Edition 11](#) and [Technical Advice Note 4](#).
- 6.4.4 Please see policy LU18 on page 103 of the [Ceredigion Local Development Plan 2007-2022](#) for the full policy criteria governing retail proposals in Ceredigion. If the proposal is within an Urban Service Centre or Rural Service Centre then it may have to satisfy additional policy criteria. Please see policies LU19 and LU20 respectively on pages 104 and 105 of the [Ceredigion Local Development Plan 2007-2022](#).

6.5 Advertisements and Signs

- 6.5.1 Advertisement consent may be required if you wish to display an advertisement bigger than 0.3 square metres on the front, or outside, of your

Planning Permission

property, be it a house or business. Likewise, you will need to apply for advertisement consent if you wish to display an illuminated advertisement, regardless of size. No part of the advertisement can be more than 4.6 metres above ground level. Small signs, such as those displaying a building number or name, are unlikely to require consent.

6.5.2 Temporary notices up to 0.6m² relating to local events, such as street parties and concerts, may also be displayed for a short period. There are different rules for estate agents' boards, but in general, these should not be bigger than 0.5m².

6.5.3 The planning regime for larger, professional adverts, signs for businesses and so on is complex though all outdoor advertisements must comply with five 'standard conditions'. They must:

- Be kept clean and tidy.
- Be kept in a safe condition.
- Have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land).
- Not obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport.
- Be removed carefully where so required by the planning authority.

6.5.4 You should submit a pre-application enquiry to Ceredigion County Council for formal confirmation of whether your sign will require advertisement consent. Further information on Ceredigion's pre-application service, including fees, can be found in the [Pre-Application Guidance](#) Document.

6.5.5 Ceredigion County Council, as the LPA, will seek to grant permission for signs providing they do not have an unacceptable impact on, and enhance where possible, the visual and linguistic character of the area. The Council aims to encourage the use of bilingual signs and advertisements, including the use of Welsh in the names of businesses. Advertisements and signs should exhibit parity between the languages. Internal signs should also be bilingual.

Planning Permission

6.5.6 In Aberystwyth Town Centre, it is advised that signage should be displayed upon a shopfront fascia, with the lettering and graphics moderately sized and proportional to the dimensions of the fascia. Glazing lettering and hanging signs may also be appropriate. However, hanging signs should be suspended from the fascia using a bracket with a complementary style to the shopfront and should not exceed the width of the fascia or project more than 800mm from the building. Hanging signs should be 2400mm from pavement level. For traditional shopfronts, a painted timber background with hand painted lettering is deemed most appropriate. Raised metal or timber letters may also be appropriate. For businesses located on upper floors, a simple window etching accompanied by discrete signage above or next to a door is suggested.

6.5.7 For further information on advertisements and signs, see Policy DM08 and its supportive text on pages 152-153 of the [Ceredigion Local Development Plan 2007-2022](#). Additional local guidance on signs and advertising can be found on page 91 of Ceredigion's [Built Environment and Design SPG](#). For further specific information on signage in Aberystwyth please see page 43 of the [Aberystwyth Shopfront Supplementary Planning Guidance](#) document.

6.6 Other Considerations

6.6.1 In addition to the aforementioned, various other factors are likely to be considered as part of the decision-making process. This includes but is not limited to:

- Ceredigion Local Development Plan Policies, including Strategic (S), Land Use (LU) and Development Management (DM) Policies.
- Ceredigion's Supplementary Planning Guidance.
- Planning Policy Wales: Edition 11.
- Technical Advice Notes.
- Design.
- Ecology, Nature and Wildlife.
- Environmental Health.

Planning Permission

- Roads and Highways.
- Neighbours.
- Other Material Considerations.

7. Other Permissions and Consents

7.1 Introduction

7.1.1 Even if your proposal is covered by permitted development rights, or has been granted planning permission, you may still require additional permissions. The following sections set out a series of additional consents and the circumstances under which they are required. It should be noted that this is not an exhaustive list.

7.2 Conservation Areas

7.2.1 The Planning (Listed Buildings and Conservation Areas) Act 1990 defines conservation areas as “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve and enhance”. The responsibility for deciding which areas should be designated as conservation areas usually rests with the LPA.

7.2.2 Currently, Ceredigion has 13 conservation areas, the exact boundaries of which can be found in the LDP [Proposals Maps](#). Ceredigion’s 13 conservation areas are:

- Aberystwyth
- Aberaeron
- Adpar
- Cardigan
- Cenarth
- Lampeter
- Llanbadarn Fawr
- Llanddewi Brefi
- Llandysul
- Llanrhystud
- Llansantffraed

Other Permissions and Consents

- New Quay
- Tregaron

7.2.3 If your proposal is within a conservation area, you will require conservation area consent if you wish to:

- Demolish a building with a volume of more than 115 cubic metres.
There are some exceptions to this and it is recommended you contact the Council for further information.
- To demolish a gate, fence, wall or railing over 1 metre high next to a highway, including a public footpath or bridleway, or public open space; or over 2 metres high elsewhere.

Ceredigion County Council will expect all development within conservation areas to demonstrate regard has been had for national policy and, where available, conservation area appraisals. For more information, please see DM07 on page 151 of the [Ceredigion Local Development Plan 2007-2022](#).

7.2.4 If you are uncertain as to whether your proposal is within a conservation area, or whether your proposal is subject to conservation area consent, please contact Ceredigion County Council. If your application for conservation area consent is refused, granted with conditions or not determined within 8 weeks of it being validated by the Council, then you have the right to appeal to the Secretary of State.

7.3 Listed Buildings

7.3.1 If your proposal involves the demolition of a listed building, or the altering or extending of a listed building in a manner that would affect its character as a building of special architectural or historic interest, then you will have to apply for listed building consent. Listed building consent may also be required for the separation of buildings within the grounds of a listed building.

7.3.2 As the undertaking of work which requires listed building consent, without prior approval, is a criminal offence, it is recommend that you contact the Council for clarification prior to the commencement of any work on a listed building.

Other Permissions and Consents

7.3.3 If listed building consent is refused, approved with conditions or not determined within 8 weeks of validation, then you have the right to appeal to the Welsh Ministers.

7.4 Other Permissions

7.4.1 In addition to the above, other permissions which may be relevant to your proposal include, but are not limited to:

- Ancient Monuments.
- Covenants and Private Rights.
- Licensed Sites and Premises.
- Party Walls.
- Protected Species.
- Rights of Way.

7.4.2 If you require further information on additional consents and permissions, please contact Ceredigion County Council.