

Date/Dyddiad: 6 November 2020  
Ask for/Gofynwch am: Mr. Robert Lankshear  
Telephone/Rhif ffon: (01446) 704663  
Your Ref/Eich Cyf:

The Vale of Glamorgan Council  
Dock Office, Barry Docks, Barry CF63 4RT  
Tel: (01446) 700111  
Cyngor Bro Morgannwg  
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT  
Ffôn: (01446) 700111



My Ref/Cyf: P/DC/RL/2020/01170/OUT

[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

e-mail/e-bost: [Planning@valeofglamorgan.gov.uk](mailto:Planning@valeofglamorgan.gov.uk)

Miss Emma Harding  
Unit 9  
Oak Tree Court  
Cardiff Gate Business Park  
Cardiff  
CF23 8RS

Dear Madam

**Town and Country Planning Act, 1990 (as amended)**

**Application No. 2020/01170/OUT**

**Location : Land at Upper Cosmeston Farm, Lavernock Road, Penarth**

**Proposal : Outline application for residential development, a primary school, community space and public open space with all matters reserved other than access**

**Notification of Receipt of Application**

Your application at the above location has been received and has been registered as valid on 14 October 2020. If I find in the course of consideration that your application is in fact invalid because it does not comply with the statutory requirements then I shall advise you as soon as possible. The application will then only be re-registered once the application is made valid. **Please note that due to the current corona virus outbreak, planning applications may take longer to deal with than would be normally expected due to the need to ensure staff and public safety and to adhere to current Government advice.**

You can view the application on-line at the following web address:

<http://www.valeofglamorgan.gov.uk/living/planning.aspx>. By accessing the online planning register from this web page you will be able to view all the submitted applications forms and plans and other related information usually one working day from the date of this notification.

Your application has been allocated to Mr. Robert Lankshear. Please be aware that case officers will not generally be available without a prior appointment. However, a duty officer service is provided for general enquiries. The Division also operates a voice mail system and any message left will be answered promptly. Please note that all documentation submitted as part of the application will be made available for public consultation.

If by the 3 February 2021:

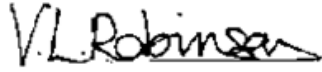
- (a) you have not been informed your application is invalid,
- (b) you have not been informed that your fee cheque has been dishonoured,
- (c) you have not been given a decision notice in writing, or
- (d) you have not agreed in writing to extend the period in which the decision may be given,

you should contact the Planning Department to check the progress of your application. In addition if you do not agree in writing to extend the determination period for the application, you may be entitled to appeal to the Welsh Government in accordance with

the Town and Country Planning Act, 1990, unless the application has already been referred by the Authority to the Welsh Government.

Appeals must be made on a form which is obtainable from the Planning Inspectorate, Crown Buildings, Cathays Park, Cardiff. CF10 3NQ (Tel: 02920 823796).

Yours faithfully

A handwritten signature in black ink that reads "V.L. Robinson". The signature is written in a cursive style with a horizontal line underneath the name.

Victoria Robinson

**Operational Manager Development Management**

## ADVISORY NOTE FOR APPLICANTS / AGENTS

### How We Deal With Planning Applications

1. When the Council receives your planning application, it is checked to make sure that it is correctly completed and therefore valid. The application is registered and the Council as Local Planning Authority has 8 or 16 weeks from the date of registration to consider the application, unless a longer time period is agreed by you.
2. The planning application is assigned to a case officer who will publicise your application. This can entail either writing to adjoining neighbours, putting up a site notice or publishing a notice in the press. All applications and supporting information are published on the Council's on-line Planning Register which can be found on the Council's web site. It should be noted that members of the public are given 21 days to make any comments in respect of your planning application.
3. The Town or Community Council will also be consulted together with statutory and non-statutory consultees as necessary.
4. The case officer will need to make a site visit to assess the site and to establish any impact the proposal may have on adjoining properties and the surrounding area. You should be aware that the case officer might well make a photographic record of the site to assist in this assessment.
5. The case officer examines the comments from members of the public and consultees. The case officer may ask you to amend your scheme or provide additional information. In some cases, it may be necessary to advise your neighbours / consultees of the amendments in which case additional time for comments is allowed.
6. The majority of planning applications are determined by the Head of Service and Operational Manager, under powers delegated to them by the Council. More complex applications are considered by the Planning Committee. In both instances, a report is prepared outlining the main planning issues and responses received. If you wish to clarify the proposed method of determination, please contact the case officer or alternatively check the Council's web site.
7. If the Planning Committee considers the application, there is a provision for public speaking at the meeting; This extends to applicants and their agents. Advisory notes which explain the process and how to register to speak are available on the Councils Web Site
8. When the planning application has been determined, a decision notice will be sent to you or your agent (where applicable). It is important that you study this document carefully as there may be certain conditions attached in the event of planning permission being granted. You will need to comply with all conditions and therefore you are advised to keep the notice in a safe place for future reference, as there is a charge for additional copies. In the event of your planning application being refused, the decision notice will provide reasons for the decision and you will also be advised of your right of appeal.
9. If you wish to make any changes to the proposal after planning permission has been granted, you are advised to contact the Development Control Team. Amendments will always require consideration by the Local Planning Authority and, depending on their nature, may be possible through the Non-Material Amendments (Please see web site for guidance) procedure or alternatively a fresh planning application may be required (this will depend on the size and complexity of the amendments).
10. Please note that if you commence development in advance of planning permission being granted or do not carry out the development in accordance with the approved plans, such development will constitute unauthorised work.

*Should you have any queries regarding the above or wish to check the progress on your planning application, please contact the case officer check on-line on the Council's web site.*