

South Wales Local Authority COVID-19 Protocol

This briefing note sets out the working arrangements currently in place for the various South Wales local authorities as a result of Covid-19.

Version 9.0 22nd May 2020 - please note updates since v8.0, dated 7th May, are shown in grey

Local Authority	Contact Methods	Committee Protocol	Decision Making Approach	Planning Policy
Blaenau Gwent	All staff now working from home. All staff have remote access to their email. Calls will be diverted where possible.	Planning Committee is scheduled to take place remotely on the 25th June. Truncated first committee.	Planning applications will continue to be processed.	Progress on the LDP review is currently on-hold.
Bridgend	All staff are now working from home. All staff have remote access to their email. This should be used as the primary source of communication as phone calls may not be answered.	Virtual Planning Committee scheduled for 4th June for one application. Aiming to continue virtual committees from July.	Planning applications will be determined where possible, excluding those which need to go to planning committee. * Please refer to additional notes section for further information regarding plans.	No further consultation will be undertaken on the LDP at present. The council released further information on 16th April clarifying what is required as part of a viability assessment for each LDP Candidate Site.
Brecon Beacons National Park	All staff are working from home and have remote access to email. This should be used as the primary source of communication as phone calls may not be answered.	Planning Committee running virtually. Committee held 22nd May. Next Committee scheduled 28th July.	Planning applications will be determined where possible. All applications and pre-application requests must be submitted electronically. Site visits being resumed where possible. A blanket extension of time request until 30th July 2020 has been sent out on all current applications.	No further consultation will be undertaken on the LDP at present. The current consultation on the Brecon Town Plan will be extended indefinitely.
Cardiff	All staff working from home. No phone access, officers only available via email.	Work is ongoing to host virtual Committee on the 17th June. Truncated first committee. Agents/ Applicants will be advised in due course whether their application is to be reported.	In Phase 2 of the recovery plan, which commenced on 18th May. Undertaking workload as normal as far as reasonably practicable. Asking assistance of agents for information that may negate any need to visit site (i.e. photographs, videos) and displaying site notices. Delays expected, especially where site visits are absolutely necessary.	No formal Council resolution has been passed to proceed with the replacement LDP to date, however officers are continuing to undertake background work at the present time.
Carmarthenshire	All staff working from home.	No Planning Committees currently scheduled.	The temporary suspension of registering new planning applications has now been lifted, however all applications must be submitted electronically. Existing applications which have been consulted on will be progressed to determination where possible.	The LDP Deposit consultation has now closed. No further update at present.
Caerphilly	All staff are working from home. Duty Planning Officer services have been suspended until further notice.	Aiming to schedule a virtual Planning Committee on the 17th June.	Chief Exec has delegated authority to determine planning applications on Committee's behalf. Planning applications will continue to be processed. Pre-application enquiries aren't currently being accepted, however internal and external consultees responses will not be included.	Progress on the LDP review is currently paused.
Merthyr Tydfil	All staff now working from home. Email communication only, no phones.	No Planning Committees currently scheduled.	Chief Exec has delegated authority to determine planning applications on Committee's behalf. Planning applications will continue to be processed.	n/a

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Monmouthshire	All staff are working from home and have access to their emails. All calls are being diverted to mobiles.	Planning Committee is scheduled to take place remotely on 7th July.	No arrangements currently in place to extend delegated powers. Continuing to process existing applications which have been consulted on. Conducting site visits and public consultation on householder and agricultural type planning applications. Virtual delegated panel meetings will commence next week and hopefully continue on a weekly basis.	The LDP Preferred Strategy and Second Stage Candidate Site Assessments Consultation is ongoing, but the deadline has been extended indefinitely until further notice.
Neath Port Talbot	All staff are now working from home and have remote access to their email. Some officers have access to work mobiles.	Planning Committee is scheduled to take place remotely on 26th May, via Microsoft Teams. The meetings will then be held every 3 weeks.	Undertaking workload as normal as far as reasonably practicable. Site visits being resumed where possible. Delays expected. Pre-app enquires and planning applications are still being processed, and public consultation has recommenced.	n/a
Newport	All staff working from home but have access to both phone and email.	No Planning Committees currently scheduled.	Applications are being accepted and processed. Head of Planning and Chair of Planning Committee to make decisions on all applications moving forward.	n/a
Pembrokeshire	All staff are working from home. Preference for email communication.	Planning Committee is scheduled to take place remotely on the 2nd June.	Planning applications are still being processed at present, when submitted electronically.	The consultation on the deposit plan has now closed.
Powys	All staff are now working from home. Preference for email communication.	Planning Committee cancelled until further notice. Exploring options for virtual committees.	Planning applications are still being processed, but must be submitted electronically. Pre apps are also still being processed.	n/a
Rhondda Cynon Taf	All staff are working from home and therefore are currently only available via email unless they have a work mobile.	No Planning Committees currently scheduled.	tbc	n/a
Swansea	All staff now working from home but have remote access to their emails. All calls diverted to work mobiles.	Planning committee scheduled to take place remotely on the 2nd of June.	Planning applications which aren't required to be reported to committee are still being processed to determination. Essential site visits being undertaken, where practicable.	n/a
Torfaen	All staff working from home at present. Phones have been diverted to officers' mobiles but email communication is preferred.	Planning Committee to proceed by virtual means on 26th May 2020.	All new applications must be submitted electronically.	Consultation on the Preferred Strategy and Second Stage Call for Candidate Sites is paused until further notice. Candidate site assessments are now available on the council's website.
Vale of Glamorgan	The majority of staff are working from home with email access. Phone availability to be confirmed.	Aiming to schedule a virtual Planning committee on the 24th June.	Planning applications which aren't required to be reported to committee are still being processed to determination. New applications are being accepted electronically.	n/a

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Additional Notes

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Bridgend	<p>Scaling of drawings</p> <p>Council is unable to print plans for scaling, so asks that all application drawings include a stated dimension and/or dimensioned ruler on the plan.</p> <p>Drawings should include two dimensions and/or a measured ruler on each plan. If there is more than one scale on a plan, please do so for each of the scales.</p> <p>Alternative option is to dimension every measurement on drawings, in metres.</p> <p>Failure to accord to this protocol could result in significant delay in processing applications.</p> <p>Site visits</p> <p>Council are unable to undertake site visits, so may request photos or videos from applicants.</p> <p>Alternatively, Council may request video call/meeting where the applicant will be asked to walk a site to demonstrate specific features. Such videos can be saved by the Council and used as a record of site inspection.</p>
Cardiff	<p>Operational from 4th May 2020:</p> <ul style="list-style-type: none">• Validate & register Discharge of Conditions & Reserved Matters applications• Consult upon, assess and issue officer/Chair decisions (with the exception that any application requiring decision at Planning Committee)• Issue officer/chair decisions on all types of applications with a consultation deadline prior to 10th April• Assess and issue decisions on Certificates of Lawful Development and Protected Trees• Continue to consider pre-application requests and 'Prior Approval' applications which require response within 56 days (otherwise consent is deemed) <p>Operational from 18th May 2020:</p> <ul style="list-style-type: none">• Validate & register all types of applications• Consult upon, assess and issue officer/Chair decisions on all types of applications (except those requiring decision at Planning Committee)• Re-consult for a 14 day period on all types of application currently within the system with a consultation deadline after 10th April