TREES & DEVELOPMENT

SPG 07
This document is Supplementary Planning Guidance related to the Bridgend Unitary Development Plan.

This issue has the status of

**Adopted**

**Supplementary Planning Guidance**

*Bridgend County Borough Council has formally adopted this document as supplementary planning guidance for the purposes of development control within the Bridgend County Borough Council area (20/12/2007, Minute No: 918).*

Signed: 10 January 2008

Date: 10 January 2008
1.1 Trees are valuable. They beautify the landscape. They support wildlife. They give maturity to new development. Trees in built-up areas act as dust filters, improving air quality. Trees can reduce noise. Developers should retain trees wherever possible. They should make special efforts to preserve the best specimens.

1.2 Tree planting is a key part of new development. It is an investment in the future quality of life. Where there are no trees on site, planting will improve the appearance of the development. Where there are existing trees, planting will ensure a natural continuity into the future. Tree planting can also provide habitats for wildlife.

1.3 Trees will affect the layout and design of development. Retained trees need to be protected from damage. Service trenches have to take account of tree roots. The future growth of existing and new trees must be allowed for.

1.4 This supplementary planning guidance offers advice about looking after existing trees, and planting new trees, on and adjacent to development sites. It sets out advice notes to help developers and their designers to take trees into account in drawing up their proposals. It explains what the County Borough Council expects with regard to tree planting and new development.
2. AIMS AND OBJECTIVES

2.1 This guide is one of a series prepared by Bridgend County Borough Council. The supplementary planning guidance series has three main aims. They are:-

1. To make clear the Local Planning Authority’s expectations for the design of development.

2. To encourage, as a consequence, development of a high design standard that will result in a benefit in environmental and landscape terms.

3. To reduce the need for revision of the design of proposals, and thus to increase the speed of the determination of planning applications.

2.2 The series has five secondary aims. These clarify the criteria for judging the benefits that may be achieved by the design of a development. The secondary aims are:

A. To create a positive area image, a sense of local identity.

B. To ensure the integration of development into the surrounding area.

C. To ensure the protection, and enhancement, of the landscape or the townscape.

D. To ensure the protection and enhancement of the appearance or character of areas of special interest or character.

E. To ensure the protection and enhancement of the residential amenity of people living in the vicinity of, or who will live in, a development.

2.3 This specific supplementary planning guidance has six specific objectives. They are:

a. To ensure that existing trees are taken into account from the earliest stage of scheme design. (See Advice Note 1)

b. To ensure that new built development is balanced by new tree planting. (see Advice Note 6)

c. To ensure that wildlife interests are protected. (See Advice Note 2)

d. To ensure that the design of a development is compatible with trees to be retained and planted. (See Advice Notes 3, 4, & 7)

e. To ensure that the process of development is compatible with trees to be retained. (See Advice Note 5)

f. To ensure that provision is made for a natural succession of trees. (See Advice Notes 6 & 8)

2.4 As Supplementary Planning Guidance, this extends and interprets the policies of the adopted Bridgend Unitary Development Plan. The relevant policies of the Unitary Development Plan are included in Section 5 below.

1 Supplementary Planning Guidance (SPG) – A means of setting out more detailed guidance on the way in which the policies of the adopted Bridgend Unitary Development Plan will be applied. SPG does not form part of the plan. It is consistent with national planning guidance and the policies of the adopted development plan. It is cross-referenced to the relevant plan policies or proposals that it supplements. It is issued separately from the plan, is made publicly available, and its status is made clear.

Supplementary Planning Guidance is taken into account as a material consideration in the determination of applications considered by the local planning authority.
3.1 The importance of trees to the environment is recognised by the statutory protection available for trees of amenity value. Trees can have the benefit of statutory protection, either because they are the subjects of a Tree Preservation Order or because they are located within a conservation area. (These protection measures apply only to trees that have a stem diameter of 75mm or more at a height of 1.5 metres above ground level.)

3.2 Trees that have public amenity value, and that are under threat, can be protected if the Borough Council makes a Tree Preservation Order under Sections 198 to 201 of the Town and Country Planning Act 1990. (The Secretary of State also has the power to make a Tree Preservation Order under Section 202 of the Act.) The order can relate to woodlands, groups of trees, or individual trees. Once a Tree Preservation Order is in place anyone who cuts down, uproots, or wilfully destroys a protected tree, or who wilfully damages, tops, or lops the tree in such a manner as to be likely to destroy it, without permission, is liable to prosecution in the Magistrates’ Court. The maximum fine on conviction is £20,000.

3.3 In most cases where work is proposed to a protected tree, the permission of the Borough Council is required before the work is undertaken. There are some exceptions, but it is recommended in all cases to contact the Planning Department of the County Borough Council for advice. If permission is granted to fell a protected tree, it will usually be a requirement that a replacement tree be planted.

3.4 A tree in a conservation area has similar protection, as six weeks notice of any proposed work to such a tree must be given in writing to the County Borough Council. The work may be carried out only if the Borough Council has confirmed it has no objection, or if the tree has not been protected by a Tree Preservation Order at the end of the six weeks.

3.5 In all cases Bridgend County Borough Council will be very reluctant to agree to the felling or substantial lopping of a protected tree. Only if it is shown that there is a real risk to public safety, or that the lopping is essential to the future survival of the tree, will the County Borough Council consider approving major work. Neither the overshadowing of residential property nor the interference with the reception of a television signal are considered to be sufficient reasons for the loss of a tree that has public amenity value. Very minor trimming or thinning may be acceptable for these reasons, provided it is shown that the amenity value of the tree is not compromised.

3.6 The County Borough Planning Department will be able to give advice as to whether any particular tree is the subject of a Tree Preservation Order or is within a conservation area. The relevant telephone number is included at the end of this document.
4 **EXISTING TREES ON DEVELOPMENT SITES**

4.1 **NOTE 1** Planning applications should include a tree survey if trees on or next to the site might be affected by the proposed development whether or not they are protected by a tree preservation order.

4.1.1 A full and accurate tree survey is an essential design stage. It is also needed for the consideration of a planning application. It will identify trees that are healthy, are of significant amenity value, and should be retained. The tree survey will comprise an annotated plan of the development site and its immediate surroundings, together with a descriptive schedule. A full tree survey will let the designer, and the local planning authority, discount poor, dying, or dangerous trees.

4.1.2 The survey of trees and other natural features of a site will influence successful layout and design. The aim is to keep quality trees in adequate space. It is not to retain every tree on a development site. Keeping too many trees, or unsuitable trees, can create too much pressure on those trees during development. The end result can be fewer and less suitable trees than would have been the case if proper selection and protection had been applied from the outset.

4.1.3 For each tree on the application site, and for each tree next to the site that may be affected, the survey should show:
- the location of the tree;
- the species of the tree;
- the physical condition of the tree.

4.1.4 For those trees which are to be kept as part of the development (retained trees) the tree survey should also show:
- the height of the tree;
- its condition and any remedial work proposed;
- its existing canopy spread, and an estimate of the spread at maturity;
- the estimated extent of its root zone (see table 1).

4.1.5 A qualified arboriculturalist should carry out the survey. Any survey submitted as part of a planning application should bear the name and qualifications of the arboriculturalist. A condition survey will also be essential for any trees within public open space that is to be adopted by Bridgend County Borough Council.

4.2 **NOTE 2** If a development requires that trees be lopped or felled the application should be accompanied by an assessment of the wildlife impact of the work together with measures to minimise that impact.

4.2.1 Trees can be important habitats for wildlife, including species protected by the Wildlife and Countryside Act 1981 and by European legislation.

4.2.2 The Wildlife and Countryside Act 1981, as amended by the Countryside and Rights of Way Act 2000, protects all United Kingdom wild birds, their eggs and nests. Accordingly work to trees on development sites should be programmed not to take place in the nesting season, between mid-February and the end of August. If work in this period is deemed necessary, there must first be careful investigation for the presence of nesting birds.

4.2.3 A suitably qualified or experienced person should undertake the investigation. On the day before works are intended the trees directly affected by the proposed work, and the immediately surrounding area should be studied to find any suitable nesting sites. Note should be taken of any birds nesting or preparing to nest (e.g. carrying food for the young or nest building materials) over an observation period of at least 30 minutes. Care should be taken not to disturb nesting birds by observing from a reasonable distance. Observation may have to be undertaken from more than one position.

4.2.4 Simple observation from a distance may not identify birds that are incubating eggs. A gentle disturbance of the area can make these birds leave the nest and become visible. Angled mirrors

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2 A qualified arboriculturalist will be a member of the Arboricultural Association or have demonstrable experience in the subject.
can also be used to view hidden nesting sites.

4.2.5 If the investigation does not identify the presence of nesting birds the works can continue on the following day, but the site should be monitored during the working period. If at any time nesting birds are observed, works should cease. All observations made and results obtained should be recorded. The record should be retained for future reference.

4.2.6 Trees can be roost sites for bats. All species of bats are defined as “European protected species of animals” by the Conservation (Natural Habitats etc.) Regulations 1994. The Regulations and the Wildlife and Countryside Act together make it illegal to disturb, handle or move bats, or to damage or destroy bat roosts. It is recommended that possible bat roosts on a development site be investigated at the earliest stage, and that professional advice be obtained if evidence of bats is found.

4.2.7 The roots of trees adjacent to riverbanks and watercourses can provide a habitat for otters or water voles. It is an offence to damage, destroy or obstruct places of shelter for these species.

4.2.8 The Countryside Council for Wales must be consulted about any work that may affect bats or their roosts, or places of shelter for otters or water voles.

4.3 NOTE 3 The design of a development should take account of the existing and eventual canopy spread of retained trees. The site layout plan, which is part of an application for planning permission, should show the existing and predicted canopy spread of retained trees, as well as the proposed location of buildings, overhead wires and highway vision splays.

4.3.1 New buildings of any type should not normally be constructed within the existing canopy spread of a retained tree, to ensure the tree itself is not damaged. Non-residential development can be designed so that building takes place up to the line of the existing canopy (subject to consideration of the root zone, referred to in Note 4). While this allows maximum use of trees to soften the visual impact of the new development designers should note that provision for future tree maintenance will be necessary to prevent structural damage from the natural growth of the canopy.

4.3.2 New residential development needs a greater clearance between trees and buildings. The shade and debris from trees can damage residential amenity. There should be about 5 metres between a flat, house, or bungalow and the existing or expected canopy of a large tree. That distance could be significantly greater if the shade cast by the tree badly affects sunlight in the proposed house or garden or could be relaxed if adjoining a solid flank wall. The orientation and outlook of both houses and gardens should be determined at the design stage to minimise potential overshadowing problems.

4.4 NOTE 4 The design of a development should take account of the existing and eventual root zone of retained trees. The site layout plan, which is part of an application for planning permission, should show the estimated root zone of retained trees, as well as the proposed location and depth of excavation for services, and any changes in proposed ground level within the root zone.

4.4.1 Table 1 shows the typical root zone\(^3\) for a number of common trees. The root zone is expressed in terms of the radius of a circle centred on the tree trunk.

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3 The root zone is the extent of the tree roots. It is often assumed tree roots grow as far as the canopy spreads, with the majority of fibrous roots concentrated at the circumference. Recent research, however, has shown that roots can grow well beyond the canopy spread. In particular, the absorbing roots that are essential for water and mineral uptake are predominantly found beyond the canopy. In addition to lateral root spread having been underestimated in the past, the root depth of trees has been commonly overestimated. In fact, little root growth occurs below 1.2 metres of soil. Most absorbing roots are within the top few centimetres, where they are easily damaged.

The root zone relates to the mature height of trees with the following weighting depending on the water demand of the tree species:
- 1.25 x the mature height for high water demand trees
- 0.75 x the mature height for moderate water demand trees
- 0.50 x the mature height for low water demand trees
Trenches or other excavation should be routed outside the root zone of any retained tree. Where that is not possible, excavation should be carried out by hand. All roots over 25mm in diameter should be left undamaged, while smaller roots should be cut cleanly and treated with sealant if necessary.

4.4.2 Because the functional roots of trees can be shallow, even minor changes in level within the root zone can lead to the loss of a tree. Site layout plans should therefore clearly indicate existing and proposed levels.

<table>
<thead>
<tr>
<th>TREE</th>
<th>Height at maturity (m)</th>
<th>Habit (1)</th>
<th>Rate of Growth</th>
<th>Water Demand</th>
<th>Zone of Root Influence (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alder  <em>Alnus glutinosa</em></td>
<td>18</td>
<td>Columnar</td>
<td>Fast</td>
<td>Moderate</td>
<td>13.5</td>
</tr>
<tr>
<td>Ash   <em>Fraxinus Excelsior</em></td>
<td>23</td>
<td>Round</td>
<td>Fast</td>
<td>Moderate</td>
<td>17.25</td>
</tr>
<tr>
<td>Aspen  <em>Populus Tremula</em></td>
<td>12</td>
<td>Round</td>
<td>Medium</td>
<td>Moderate</td>
<td>9</td>
</tr>
<tr>
<td>Beech  <em>Fagus Sylvatica</em></td>
<td>20</td>
<td>Round</td>
<td>Medium</td>
<td>Low</td>
<td>10</td>
</tr>
<tr>
<td>Birch  <em>Betula Pendula</em></td>
<td>14</td>
<td>Columnar</td>
<td>Medium</td>
<td>Low</td>
<td>7</td>
</tr>
<tr>
<td>Cherry/ Crab spp</td>
<td>9</td>
<td>Round</td>
<td>Medium</td>
<td>Moderate</td>
<td>6.75</td>
</tr>
<tr>
<td>Field Maple  <em>Acer Campestre</em></td>
<td>12</td>
<td>Round</td>
<td>Medium</td>
<td>Moderate</td>
<td>9</td>
</tr>
<tr>
<td>Hawthorn  <em>Crataegus Monogyna</em></td>
<td>10</td>
<td>Round</td>
<td>Slow</td>
<td>Moderate</td>
<td>7.5</td>
</tr>
<tr>
<td>Holly  <em>Ilex Aquifolium</em></td>
<td>12</td>
<td>Columnar</td>
<td>Medium</td>
<td>Low</td>
<td>6</td>
</tr>
<tr>
<td>Horse Chestnut  <em>Aesculus Hippocastanum</em></td>
<td>20</td>
<td>Spreading</td>
<td>Medium</td>
<td>Moderate</td>
<td>15</td>
</tr>
<tr>
<td>Lime  <em>Tilia Cordata</em></td>
<td>22</td>
<td>Columnar</td>
<td>Medium</td>
<td>Moderate</td>
<td>16.5</td>
</tr>
<tr>
<td>Ornamental Maples  <em>Acer Platanoides</em></td>
<td>9</td>
<td>Round</td>
<td>Medium</td>
<td>Moderate</td>
<td>6</td>
</tr>
<tr>
<td>Norway Maple  <em>Acer Platanoides</em></td>
<td>16</td>
<td>Round</td>
<td>Fast</td>
<td>Moderate</td>
<td>13.5</td>
</tr>
<tr>
<td>Oak  <em>Quercus spp</em></td>
<td>18-24</td>
<td>Round</td>
<td>Slow</td>
<td>High</td>
<td>20-30</td>
</tr>
<tr>
<td>Poplar  <em>Populus alba</em></td>
<td>28</td>
<td>Columnar</td>
<td>Fast</td>
<td>High</td>
<td>35</td>
</tr>
<tr>
<td>Rowan  <em>Sorbus Aucuparia</em></td>
<td>11</td>
<td>Round</td>
<td>Medium</td>
<td>Moderate</td>
<td>8.25</td>
</tr>
<tr>
<td>Scots Pine  <em>Pinus Sylvestris</em></td>
<td>20</td>
<td>Columnar</td>
<td>Medium</td>
<td>Moderate</td>
<td>15</td>
</tr>
<tr>
<td>Sweet Chestnut  <em>Castanea Sativa</em></td>
<td>20</td>
<td>Round</td>
<td>Fast</td>
<td>Moderate</td>
<td>15</td>
</tr>
<tr>
<td>Sycamore  <em>Acer Pseudoplatanus</em></td>
<td>22</td>
<td>Round</td>
<td>Fast</td>
<td>Moderate</td>
<td>16.5</td>
</tr>
<tr>
<td>Whitebeam  <em>Sorbus Aria</em></td>
<td>12</td>
<td>Round</td>
<td>Medium</td>
<td>Moderate</td>
<td>9</td>
</tr>
<tr>
<td>Willow  <em>Salix spp</em></td>
<td>18-24</td>
<td>Round</td>
<td>Medium</td>
<td>High</td>
<td>20-30</td>
</tr>
</tbody>
</table>

**NOTES (1)**

Round: Height and spread approximately equal

Columnar: Height greater than spread

Spreading: Spread greater than height
4.5.2 Retained trees on a development site must be protected during construction by fencing erected around those trees. The area within the fencing should remain undisturbed. If access into the fenced area becomes necessary for any purpose the agreement of the local planning authority should be sought beforehand. Where a tree is harmed as the result of a breach of the protective measures, those responsible may be prosecuted under the relevant legislation.

4.5.3 Protective fencing should be appropriate for the location and building processes. 2m high metal mesh panels on fixed posts are recommended, but 1.2m high chestnut paling fencing can be acceptable. Movable panel and block fencing is not acceptable. Trees of exceptional amenity value may require more substantial protection.

4.5.4 The protective fence should be erected 3 metres beyond the canopy of the tree and remain in position throughout the duration of the construction period. Alternatively, in consultation with the local planning authority, a person with an appropriate arboricultural qualification may determine the location of fencing with reference to Table 1 of British Standard 5837.

5.1.2 Comprehensive and detailed landscape proposals resulting from a condition of consent should be submitted to the Planning Department of Bridgend County Borough Council for approval prior to the commencement of any work on site.

5.1.3 It will not always be physically possible to plant the full requirement of trees on the development site. In such cases the trees should be planted in a suitable place elsewhere and in agreement with the Planning Department. Bridgend County Borough Council may enter into a Section 106 planning agreement with the developer to ensure that the tree planting is carried out.
Diagram 1

No staking required

Short stake required i.e. 1/3 height of tree.

Double stake required

TREE SIZES FOR PLANTING
5.2 **NOTE 7** The design of a development should take account of the eventual canopy spread of new trees. The site layout plan, which is part of an application for planning permission, should show the predicted canopy spread, at maturity, of proposed trees, as well as the proposed location of buildings.

5.2.1 No new building of any type should be designed so as to fall within the predicted canopy spread of a new tree, unless management proposals for the tree are resolved at the design stage. While the roots of newly planted trees will usually grow around existing structures with sound foundations without problems, storm-lashed branches can cause physical damage to a building within the canopy spread. While this may be overcome with planned pruning it can lead to demands that the whole tree be felled.

5.2.2 Where residential development is involved the adverse effects on residential amenity of shade and debris has to be taken into account. In the vicinity of houses trees of a more open habit, rather than those casting dense shade, are usually preferable. Attention needs to be paid to their location, to ensure that they do not unacceptably obstruct sunlight at their maturity. Fast growing trees such as Leyland Cypress, or substantial forest trees with a high water demand, such as Oak, Beech, Alder or Willow, should not be specified close to houses. They are liable to create either an environmental or a maintenance liability.

5.2.3 Trees should not be planted where they may grow to compromise security. Trees can obscure the view of CCTV cameras, and they may become climbing aids into property.

5.3 **NOTE 8** Where tree planting is proposed as part of a development the planning application should be accompanied by a landscaping scheme that identifies the species of trees proposed, their size at planting, and a programme for their maintenance.

5.3.1 Specialist advice should always be obtained for the selection of trees to be planted in association with new development. Decisions need to be made about the species of tree and its size for each location. This information should be included on the plans submitted to the local planning authority with an application for planning permission.

5.3.2 The following factors are relevant to the choice of tree:

- The purpose of any tree: Is it a specimen tree, or part of a group or woodland, or to contribute to a wildlife corridor? Is it to give immediate effect, or to contribute in ten to twenty years? Is it to give shade, or colour, or structure?
- The growing conditions: the type of soil; the proximity to water; the amount of sun; the exposure to wind.
- The space available for the tree to grow.
- The value to nature conservation of a particular species.

5.3.3 In addition to selecting the species of trees there is a choice to be made about the size of trees to be planted. Generally smaller trees are more likely to succeed in the long term, but there will be occasions when a heavy standard is more appropriate to gain immediate effect.

(A range of tree sizes is available from hedging transplants to extra heavy standard, illustrated in diagram 1.)

5.3.4 Tree planting should be programmed as part of the development to ensure the best chance of survival for the new trees. Planting is best undertaken between November and end of March. It is possible to plant outside these months, particularly if trees are container grown, but plans should be made to ensure that the tree is well watered during its establishment period. The developer will normally be responsible for the replacement of any trees that fail to thrive.
The following policies of the adopted Bridgend Unitary Development Plan are relevant to tree matters.

**EV20**

PROPOSALS FOR DEVELOPMENT OR REDEVELOPMENT WILL BE REQUIRED TO:-

1. Retain wherever possible and/or translocate or replace where appropriate existing woodland, trees, hedgerows, wetlands, watercourses, ponds, green lanes, geological features and other natural features or habitats of nature conservation interest and safeguard them during any development works;

2. Conserve those habitats listed in (1) above or, where necessary, provide for mitigation or compensatory measures in order to secure biodiversity, in accordance with any appropriate planning conditions/obligations regarding their future management;

3. Incorporate appropriate native vegetation in any landscaping or planting scheme, except where special requirements in terms of their purpose or location dictate otherwise;

4. Maximise the possible area of permeable ground surface to assist proper surface water drainage whilst supporting the planting or replacement of existing habitats;

5. Avoid or overcome harm to any adjacent nature conservation resource, and/or species of wildlife which may be either resident in-situ or which can be demonstrated to have frequented habitats within the site on a migratory basis.

**EV21**

Development proposals which incorporate measures for the protection and maintenance of native broad-leaved trees, woodlands, hedgerows, and/or the planting of native species will be favoured, except where these would result in unacceptable conflict with the interests of nature conservation.

**EV22**

Development proposals which incorporate new, or replacement afforestation, and which maintain or enhance the environment by:

1. Protecting high quality agricultural land, important landscape features, sites of importance for biodiversity, and features of the built and historic environment;

2. Encouraging local recreational uses, amenity and rights of way; and

3. Improving water quality, and reducing the surface water run-off of acid rainfall, for example, by the replacement of conifer plantations with broad-leaved woodland;

will be favoured.

**EV38**

Proposals for development within conservation areas should preserve or enhance their architectural or historic character or appearance. Proposals which do not:

1. Preserve or enhance views, vistas, characteristic street scenes and rooftops;

2. Show special regard to areas of spatial importance and their relationship to the layout and scale of nearby buildings;

3. Use materials appropriate to their setting and context;

4. Pay special regard to protect trees, hedges and other habitats of importance to biodiversity and visual amenity; and

5. Respect local historical and cultural traditions;

will not be permitted.

**EV45**

New development which achieves a good standard of design by:

1. Having a consistent style or character;

2. Respecting the context of the development;

3. Being appropriate to the scale and prominence of the development;
4. INCORPORATING THOSE EXISTING FEATURES OF THE SITE THAT ARE IMPORTANT TO THE LOCAL ENVIRONMENT, INCLUDING ITS TOPOGRAPHY, BIODIVERSITY, AND STRUCTURES OF HISTORIC INTEREST;
5. USING SITING, LAYOUT, FORM, MATERIALS, AND ARCHITECTURAL DETAIL, AND PUBLIC ART, TO CREATE A NEW, OR ENHANCE AN EXISTING, SENSE OF PLACE;
6. REASONABLY PROTECTING THE RESIDENTIAL AMENITY OF NEIGHBOURS, INCLUDING PRIVACY, A QUIET ENVIRONMENT, DAYLIGHTING AND SUNLIGHTING;
7. BEING COMPATIBLE WITH THE ADEQUATE PROVISION OF AMENITIES (INCLUDING OPEN SPACE) FOR RESIDENTS OR USERS OF THE DEVELOPMENT;
8. BEING COMPATIBLE WITH THE CREATION OF AN ENVIRONMENT WHICH IS SAFE, FRIENDLY TO THE DISABLED, SUSTAINABLY ACCESSIBLE, MANAGEABLE, AND POLLUTION-FREE;
9. BEING COMPATIBLE WITH THE USE OF SUSTAINABLE METHODS OF CONSTRUCTION, MATERIALS, ENERGY CONSERVATION, AND WATER MANAGEMENT;

WILL BE PERMITTED.

7. **FURTHER READING**

7.1 British Standard 3998: 1989 - Recommendations for Tree Work
7.4 SPG 06 Conservation Areas in Bridgend County Borough.
This guidance can only offer general advice. If it is not clear how the advice notes apply to a particular development the proposal may be discussed with staff of the County Borough Planning Department. Letters should be addressed to:-

Mr David Llewellyn BA MSc MRTPI  
Group Manager Development  
Bridgend County Borough Council  
P.O. Box 4, Civic Offices  
Angel Street, BRIDGEND  
CF31 1LX  

If telephoning, ring Bridgend (01656) 643155 (the Supplementary Planning Guidance reference to quote is SPG 07).  
The fax number is Bridgend (01656) 643190.  
Emails may be sent to planning@bridgend.gov.uk