



## Application for planning permission

### NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 Design and access statement, if required.
- Design and Access statement

A Design and Access Statement must accompany both applications for outline planning permission and full applications for planning permission, and generally will be required for all planning and listed building consent applications except applications for planning permission only for:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments: statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:
  - Site of special scientific interest
  - Conservation area

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have

been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the General Development Procedure Order 1995 and regulation 3A of the Listed Building and Conservation Area Regulations 1990.

- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

## LOCAL REQUIREMENTS

<b>Additional Mandatory Documents</b>	None
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<b>Conditional Documents Required</b>	<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	In all cases where a proposal involves a change in ground levels or is on a sloping site. All plans to clearly and consistently show existing and proposed works.  All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point.
	Roof plans Scale 1:100/ 1:50	Required for all planning applications involving significant extensions to roof forms and new buildings.  All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location
	Affordable Housing Statement	All applications where affordable housing is required. These currently are: Where 15 or more dwellings are proposed or the site is 0.5 hectares or larger with the exception of settlements below 5000 population where the criteria are 5 or more dwellings or the site is 0.2 hectares or larger. Local Plan Policy ALT GEN 13.
	Air Quality Assessment	All development where the development could lead to the designation of an AQMA with high levels of pollution, of residential use or which caters for people more vulnerable to pollution; development affects people/traffic on a regular basis eg shopping centres, entertainment establishments, leisure

		or other open activities. This information may be provided as part of an Environmental Impact Assessment where applicable or through other validation requirements.
	Biodiversity survey and report	<p>Where a proposal might also have an impact on a Site of Special Scientific Interest (SSSI) (which includes the Thames Basin Heaths Special Protection Area (SPA)) or a Site of Importance for Nature Conservation (SINC) then appropriate surveys and reports will be necessary.</p> <p>If the proposal involves the demolition of an existing building, alterations or the removal of the roof of an existing building, for example by adding a first floor to a bungalow or a loft conversion, the application should be supported by a bat survey to confirm whether bats might be present. Similarly, if there is the potential for an effect on badgers, their setts or foraging areas, details of surveys and how the design has reflected this needs to be submitted.</p> <p>Natural England, via their network of licensed volunteer bat wardens, provide an initial free survey as to the potential for the presence of bats for householder applications. If this is undertaken then the submission of the relevant report should be sufficient to clarify the issue of bat presence.</p>
	Environmental Statement	Where a project falls under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations) 1999 or under Schedule 2 would have significant environmental effects an environmental statement must be submitted. This must be provided in the form set out in Schedule 4. If an EIA is not required the LPA may still require environmental information to be provided.
	Flood risk assessment	Planning applications for all proposals for new development

		located in Flood Zone 2 and 3 or with a site area of greater than 1.0 ha elsewhere. Information can be found from on the <a href="#">Environment Agency's website</a> .
	Foul sewage and utilities assessment	All applications in areas where existing sewage flooding takes place.  For all applications that involve the disposal of trade waste or the disposal of foul sewerage effluent other than to the public sewer. In these cases a fuller foul drainage assessment will be required including details of method of storage, treatment and disposal.
	Land contamination assessment	Where contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites. Within 250 metres of a currently licensed or historic landfill site.
	Landscaping details	For all full planning and outline applications, proposals to include details of proposals, long term maintenance and landscape management.
	Lighting assessment	Required for proposals involving large areas of lighting for example golf driving ranges, lit car parks or proposals involving direct floodlighting of buildings and structures, of listed buildings or in Conservation Area.
	Noise assessment	Any major development where it is likely to generate associated noise or activity in noise sensitive areas . For example road traffic, railways, aircraft, military aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites.
	Open Space assessment	Any development involving loss of existing open space.
	Photographs and photomontages	Strongly encouraged as part of Design and Access statement.

	<p>Planning Obligations - Draft Head(s) of Terms</p>	<p>Where off-site contribution is required and is to be provided should be submitted with the planning application and where Local Plan policies give details of likely S106 requirements.</p>
	<p>Statement of Community Involvement</p>	<p>Required for all major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted <a href="#">Statement of Community Involvement</a>.</p>
	<p>Telecommunications Development – supplementary information</p>	<p>Required for all Telecommunications applications where the following is required -</p> <ol style="list-style-type: none"> <li>1. A signed declaration that the equipment and installation fully complies with the ICNIRP requirements Site type (micro or macro)</li> <li>2. Confirmation as to whether the Council’s mast register and/or the industry site database has been checked for suitable sites</li> <li>3. Details of annual rollout and pre application discussions with the Council</li> <li>4. Details of all consultations carried out and copies of all written comments</li> <li>5. Details of any consultations carried out with a particular school or further education college if relevant</li> <li>6. Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant</li> <li>7. Area of search</li> <li>8. Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials</li> <li>9. A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity</li> <li>10. A statement explaining the reasons for the choice of the design</li> <li>11. Technical information including the frequency, modulation characteristics, power output and the</li> </ol>

		<p>height of the proposed antenna</p> <p>12. Technical justification — details about the purpose of the site and why the particular development is required</p> <p>13. Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area</p> <p>14. An explanation if no alternatives considered</p> <p>15. Visual impact assessment where relevant</p> <p>16. Acoustic report where relevant</p> <p>17. Any other relevant additional information</p>
	Town centre uses – evidence to accompany applications	<p>Where a retail proposal exceeds 2500m<sup>2</sup> and for some smaller schemes may also be required to provide similar information as set out by current thresholds in PPS 6. Where proposal is located on the edge of the centre or out of centre and where it is not in accordance with the up to date development plan document strategy. Evidence should be provided to show that there are no sequentially preferential sites.</p>
	Transport Assessment	<p>Required where proposal would lead to significant transport implications as set out in Appendix B to <a href="#">CLG and DfT Guidance</a>.</p>
	Travel plan	<p>Required for food and non-food retail, cinema and conference facilities, other leisure (D2) uses (excluding stadium) from and above 1000m<sup>2</sup> gross floorspace; B1 (including office, higher and further education establishments from and above 2500m<sup>2</sup> gross floorspace; stadia of 1500 + seats.</p> <p>Other service developments such as hospitals and smaller traffic attracting developments in rural areas.</p>
	Tree survey/ arboricultural implications	<p>Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development.</p>
	Ventilation/ extraction statement	<p>Required for applications for uses involving food preparation – restaurants, cafes, takeaways and</p>

		pubs (A3, A4 and A5 of the Use Classes Order).
	Site Waste Management Plan	Required for applications involving new residential and commercial development.

## **Affordable housing statement**

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

## **Air quality assessment**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in **Planning Policy Statement 23: Planning and Pollution Control** (November 2004).

## Biodiversity survey and report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists<sup>1</sup>.

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<sup>1</sup> The British Standards Institute has produced a Publicly Available Standard, PAS 2010 *Planning to halt the loss of Biodiversity* which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <http://www.alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation. Local authorities may wish to draw on this material when preparing their own local validation requirements

- **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

## **Flood risk assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. **Planning Policy Statement 25: Development and Flood Risk** (December 2006) and its associated *Practice Guide* provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

## **Foul sewage and utilities assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers<sup>1</sup>.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in **DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297**.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;

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<sup>1</sup> It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

## **Land Contamination assessment**

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with ***Planning Policy Statement 23: Planning and Pollution Control (November 2004)***. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

## **Landscaping details**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

## Lighting assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.

These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. ***Lighting in the countryside: Towards good practice*** (1997)<sup>1</sup> is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

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<sup>1</sup> Guidance is available at <http://www.communities.gov.uk/index.asp?id=1144822>

## **Noise assessment**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in ***Planning Policy Guidance 24: Planning and Noise*** (September 1994).

## **Open Space assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in ***Planning Policy Guidance note 17: Planning for open space, sport and recreation*** (July 2002).

## **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene.

Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

## Planning obligations – Draft Head(s) of Terms

Planning obligations (or “section 106 agreements”<sup>1</sup>) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on planning obligations is available in Circular 05/2005, **Planning Obligations** and a model section 106 agreement is available on the Communities and Local Government website<sup>2</sup>.

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<sup>1</sup> Agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991

<sup>2</sup> <http://www.communities.gov.uk/index.asp?id=1500817>

## **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of ***Creating Local Development Frameworks: A Companion Guide to PPS12*** (November 2004).

- **Telecommunications Development – supplementary information**

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the ***Code of Practice on Mobile Network Development (2002)***.

## **Town Centre Uses – Evidence to accompany applications**

***Planning Policy Statement 6: Planning for Town Centres (March 2005)***<sup>1</sup>, sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

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<sup>1</sup> Note that under proposals set out in the Planning White Paper Planning for a Sustainable Future (May 2007), it is proposed to review Planning Policy Statement 6.

## Transport assessment

***Planning Policy Guidance 13 Transport*** (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in ***Guidance on Transport Assessment***, (March 2007) published by the Department for Transport.

## **Travel Plan**

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by *Planning Policy Guidance Note 13: Transport* (DETR, 2001), paragraphs 87-91.

**Further advice is available in *Using the planning process to secure travel Plans: Best practice guide* ODPM and DfT, 2002 (forthcoming revised guidance), also *Making residential travel plans work: Good practice guidelines for new development: DfT* and *A guide to development related travel plan* (Addison & Associates).**

- **Tree survey/Arboricultural implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

- **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

## Site Waste Management Plan

Proposed new development should be supported by site waste management plans<sup>1</sup> of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform ***Site Waste Management Plans: guidance for construction contractors and clients***. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

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<sup>1</sup> Defra have consulted on whether site waste management plans should become a statutory requirement. Regulations are expected to come into force in April 2008.