



Application for outline planning permission with some matters reserved

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
- 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 applications for outline planning permission except applications 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.

- 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

Additional Mandatory Documents	<p>Even if layout, scale and access are to be reserved, a basic level of information on these issues must be provided.</p> <p>These are as follows:</p> <p>Layout - the approximate location of buildings, routes and open space.</p> <p>Scale - the upper and lower limits of height, width and length of each building.</p> <p>Access - the area/areas for access points.</p>
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)	When layout or scale is not reserved for later consideration.
	Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)	When layout or scale is not reserved for later consideration.
	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	<p>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.</p> <p>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.</p>
	Roof plans Scale 1:100/ 1:50	<p>Required for all planning applications involving significant extensions to roof forms and new buildings.</p> <p>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)</p>

		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>

		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.
	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 Environment Agency's website .
	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 outline planning applications, proposals to include details of proposals, long term maintenance and landscape management.
	Open Space assessment	Any development involving loss of existing open space.
	Photographs and photomontages	Strongly encouraged as part of Design and Access statement.
	Planning Obligations - Draft Head(s) of Terms	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.
	Statement of Community Involvement	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 Statement of Community Involvement .
	Town centre uses – evidence to accompany applications	Where a retail proposal exceeds 2500m ² 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.
	Transport Assessment	Required where proposal would lead to significant transport implications as set out in Appendix B to CLG and DfT Guidance .
	Travel plan	Required for food and non-food retail, cinema and conference facilities, other leisure (D2) uses (excluding stadium) from and above 1000m ² gross floorspace; B1 (including office, higher and further education establishments from and above 2500m ² gross floorspace; stadia of 1500 + seats. Other service developments such as hospitals and smaller traffic attracting developments in rural areas.
	Tree survey/ arboricultural implications	Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the 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 lists¹.

¹ 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.

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.

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”¹) 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 website².

¹ 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

² <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).

Town Centre Uses – Evidence to accompany applications

Planning Policy Statement 6: Planning for Town Centres (March 2005)¹, 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.

¹ 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.