

HART DISTRICT COUNCIL Proposed Local Triggers for Valid Planning Applications

National Planning Application Requirements			
Mandatory Documents	Document Type		Policy Reference
	Application form		The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Agric. Holding cert	EXCEPT reserved matters, renewal of temporary consent, discharge or variation of conditions, Tree applications or advertisement consent	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Design and Access Statement	All applications except for householder applications in non-designated areas (Conservation Areas, SSSI) advertisement applications, change of use. Engineering or mining operations.	Circular 1/2006
	Fee	EXCEPT exempt applications	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes. NFDC Disabled exemption certificate required.
	Location Plan	1:1250/1:2500 1+ 3 copies based on up to date map. All plans to have a scale bar, key dimensions and original paper size.	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes.
	Ownership certificate	Certificate A if applicant is sole owner, Certificate B when owner is known to the applicant; Certificate C & D where not all or any of the owners are known	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes.
	Part 1 Notice	If Certificate B completed. May be required if Certificate C completed and some of the owners are known. A copy should be served on each person identified in Certificate	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Site and other Plans	1+ 3 copies Scale 1:500/1:200 All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) and original paper size and a north point.	The Validation of Planning Applications Best Practice Guidance (December 2007), 1 APP forms and guidance notes
	Block Plan	1+ 3 copies Scale 1:100 / 1:200 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) the original paper size and a north point.	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Existing and proposed floor plans	1+ 3 copies Scale 1:100/ 1:50. 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. OUTLINE APPLICATIONS - Minimum amount of information required to be submitted relating to layout, scale and access. TREE WORK AND TREES IN CONSERVATION AREAS: Required if application refers to a proposed development on the site or the internal layout of a building (existing or proposed).	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Section drawings	1+ 3 copies 1:50/1:100. 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.	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Existing and proposed elevations	1+ 3 copies Scale 1:100/ 1:50 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. OUTLINE APPLICATIONS minimum information relating to layout, scale and access - LISTED BUILDING CONSENT In addition to this detailed plans at scale 1:20 of all new doors, windows, shopfronts, panelling, fireplaces, plaster mouldings and other decorative features.	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
	Roof Plan	1+ 3 copies 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	The Validation of Planning Applications - Guidance for Local planning authorities (December 2007), 1 APP forms and guidance notes
Local Planning			
triggers are a			
Mandatory Conditional Documents Required	Document Type	Circumstances when document should be submitted	Policy Reference
	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	PPS 3 HDC Policies ALTGEN 13 and RUR22
	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.	PPS 23 Planning and Pollution Control - Appendix A Paragraph 1 Annex 1 Pollution Control: Air and Water Quality and HDC Policy GEN8
	Biodiversity survey and report.	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. 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. 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.	PPS 9 Biodiversity and Geological Conservation Circular 06/2005 Biodiversity and Geological Conservation - Statutory Obligations and their Impact within the Planning System. Planning for Biodiversity and Geological Conservation : A Good Practice Guide (2006). HDC Policy CON1-CON8 1 APP Validation of Planning Applications - Template for Biodiversity and Geological Conservation June 2007 (Pilot Draft)
	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.	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999/293) as amended.
	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.	PPS 25 Planning and Flood Risk (2006)

Foul sewerage 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.	HDC Policy GEN11- DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297
Heritage statement (including Historical, archaeological features and Scheduled Ancient monuments)	Required for listed building consent applications and where an application directly affecting or adjoining a Scheduled Ancient Monument, archaeological site or other historic feature.	PPG 15 Planning and the Historic Environment (September 1994) and PPG 16 Archaeology (November 1990)
Land Contamination	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.	PPS 23 Planning and Pollution Control
Landscaping details	For all full planning and outline applications and reserved matters where landscaping has not already been approved. Proposals to include details of proposals, long term maintenance and landscape management. For householder development where existing trees, hedges and other landscape features will be affected by the proposals and landscaping needs to be considered an integral part of the development.	HDC local plan policy GEN1 and GEN4
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. Advertisements where illumination is proposed.	Lighting in Countryside: Towards Good Practice (1997)
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.	PPG 24 Planning and Noise (1994) Annex 3
Open Space Assessment	Any development involving loss of existing open space.	HDC Policy URB23 PPG 17 Planning for Open space , Sport and Recreation (2002)
Photographs and Photomontages	For applications for Listed Building Consent. Otherwise strongly encouraged as part of Design and Access statement.	Circular 1/2006
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.	Section 106 of Town and County Planning Act 1990. HDC Policy URB23, ALTGEN 13, RUR23 Circular 05/2005 Planning Obligations
Site Waste Management	Required for applications involving new residential and commercial development.	Site Waste Management Plans: Guidance for construction contractors and clients (2004)
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.	HDC Statement of Community Involvement. Application advice guidance notes. Creating Local Development Frameworks: A Companion Guide to PPS 12
Structural survey	Required for re-use or conversion of agricultural buildings for residential or commercial use or if structural work is included with a listed building application.	
Telecommunication Development supplementary information	Required for all Telecommunications applications and Prior Notifications where the following is required - 1. A signed declaration that the equipment and installation fully complies with the ICNIRP requirements Site type (micro or macro) 2. Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites 3. Details of annual rollout and pre application discussions with the Council 4. Details of all consultations carried out and copies of all written comments 5. Details of any consultations carried out with a particular school or further education college if relevant 6. Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant 7. Area of search 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 9. A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity 10. A statement explaining the reasons for the choice of the design 11. Technical information including the frequency, modulation characteristics, power output and the height 12. Technical justification — details about the purpose of the site and why the particular development is relevant 13. Details of alternative sites rejected with a justification for rejecting them: This should include existing n 14. An explanation if no alternatives considered 15. Visual impact assessment where relevant 16. Acoustic report where relevant 17. Any other relevant additional information. 1. A signed declaration that the equipment and installation fully complies with the ICNIRP requirements 2. Area of search 3. 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 4. A map showing the relationship of the application site to schools and other telecommunication equipment 5. A statement explaining the reasons for the choice of the design 6. Technical information including the frequency, modulation characteristics, power output and the height 7. Technical justification — details about the purpose of the site and why the particular development is relevant 8. Details of alternative sites rejected with a justification for rejecting them: This should include existing n 9. An explanation if no alternatives considered 10. Visual impact assessment where relevant	Town and Country Planning General Permitted Development Order Schedule 2 Part 24. Annex F Code of Practice on Mobile Network Development (2002) HDC Policy RUR10
Town Centre uses - Evidence to accompany applications.	Where a retail proposal exceeds 2,500 square metres 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 site.	PPS6 Retail Development (2005)
Transport Assessment	Required where proposal would lead to significant transport implications as set out in Appendix B to CLG and DfT Guidance.	PPG13 Transport (2001) , D of T Circular 02/2007, D of T Guidance on Transport Assessment (March 2007) and HCC standards.
Travel Plan	Required for food and non-food retail, cinema and conference facilities, other leisure (D2) uses (excluding stadium) from and above 1000m2 gross floorspace; B1 (including office, higher and further education establishments from and above 2500m2 gross floorspace; stadia of 1500 + seats. Other service developments such as hospitals and smaller traffic attracting developments in rural areas.	PPG 13 Transport HCC standards Using Planning Process to Secure Travel Plans : Best Practice Guide 2002: Making residential travel plans work: Good practice guidelines for new development; A guide to development related travel plans.
Tree Survey/Arboricultural Implications.	Required for all applications where trees or hedgerows are proposed to be lost or would be affected by the development.	BS 5837 Trees in Relation to Construction HDC Policy CON8
Ventilation/extraction	Required for applications for uses involving food preparation – restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order).	