

# The Validation of Planning Applications in Tyne & Wear 2011



**North Tyneside Council**



**South Tyneside Council**



## **Background to the Tyne & Wear Validation List**

As part of the drive to provide a quicker, more predictable and efficient planning service, the Government introduced new information requirements for the validation of planning applications by Local Planning Authorities in 2007.

The Government amended the Town and Country (General Development Procedure) Order 1995 (the GDPO) to introduce a mandatory standard application form and associated information requirements for validating applications on 6th April 2008.

The Department for Communities and Local Government produced 'best practice' guidance for the validation of applications that was designed to support the use of standardised application forms. It provided guidance on the scope of information that should be supplied with planning applications in the "national requirements" and those specified in 'local lists' (or local requirements).

In light of the guidance the Tyne & Wear Authorities worked together to provide a generic validation checklist, designed to provide a consistency for customers of the relevant planning services across Tyne & Wear. The aim being for all of the authorities to select the same topics from the local list but also to allow for local variances in individual circumstances.

This included carrying out consultation as the five Tyne & Wear authorities and the first Tyne & Wear Validation List was adopted in 2008.

### **New CLG Guidance**

The government (Communities and Local Government) produced new guidance in March 2010.

This new guidance replaces the 2007 guidance "The Validation of Planning Applications: Guidance for Local Planning Authorities", Circular 02/2008 entitled "Standard Application Forms and Validation" and Section 3 of Circular 01/2006 "Design and Access Statements".

There are changes to the proposed ***national requirements*** set out in Section 4 of the guidance (Items 1-8 on the validation list).

In terms of ***local information requirements*** it is set out that each Local Authority should review their existing list, create a summary report of the proposed changes, consult on those changes and finalise and publish the final list. This document is the final list being published in December 2010 to come into use on 1 January 2011.

Bespoke checklists for Householder, Advertisement Consent and Listed Building and Conservation Area Consent applications have also been produced and these follow the main list of requirements.

### **Consultation**

As before Tyne & Wear authorities have come together to review the validation list in the context of the new guidance and the tests.

An agents forum was held at Sunderland City Council on 22 July 2010 to begin the consultation process with invitations to all five Local Planning Authorities service users and statutory consultees. Individual letters were also sent out to the above to inform them of the event with the consultation period for comments being 22 July to 30 September 2010. As

well as this all five authorities asked their various internal services to comment on the lists for their area of expertise.

External consultation responses were received from:

English Heritage, One North East, Environment Agency, Sport England and The Coal Authority

Nathaniel Lichfield and Partners, Ward Hadaway and Anton Lang Planning Services.

Following these comments and those from the internal services this final document was produced.

### **Variations**

Whilst the list is the same across Tyne & Wear there is a different affordable housing threshold for South Tyneside Council which will be reflected in their own list (Item 10), whilst both South Tyneside and North Tyneside Councils require a Travel Plan to be submitted for developments which necessitate a Transport Statement as well as those that require a Transport Assessment (Item 29). These variations are in accordance with the associated Local Development Framework documents of these authorities.

The only other difference across the Local Planning Authorities will be the policy requirements for the topic area. This reflects the different stages that the authorities are at with their adopted plans and the policies within them.

There will also be areas of guidance or specific requirements that may be different where an authority has a local and specific information source it can direct customers to so as to assist them to submit relevant information.

### **Pre-application Advice and Discretion**

It is extremely difficult to create a “one size fits all” list for all development types and as such the wording of the document allows discretion for each authority to seek, or not to seek, an information requirement depending on the nature of the development and the site.

We would strongly encourage pre-application discussions where you are in any doubt and for complex and major schemes it is strongly recommended you seek pre-application advice in any case.

### **Review**

Despite best intentions it is accepted that there may arise anomalies in the list, areas where it does not work as well as intended and also the potential for a variance in interpretation from those using the list across the five authorities.

South Tyneside Council has agreed to act as a post box for any comments and concerns and the Tyne & Wear Authorities will meet every six months to review those comments, legislative changes and the like and make any changes to the validation list as necessary to improve it. The email address to make any comments is:

[planning.enquiries@southtyneside.gov.uk](mailto:planning.enquiries@southtyneside.gov.uk)

## **National Validation Requirements**

### **1. Completed Application Form**

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “4. Ownership Certificates” below with regard to certificates on the form.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of three sets are required for the application to be valid.

### **2. Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

Ordnance Survey plans can be provided by any of the Development Management Sections. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### 3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200 for householder applications and 1:500 otherwise).

**The site plan should be numbered.**

An existing site plan should accurately show:

- The direction of north;
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all existing trees on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

A proposed site plan should accurately show:

- The direction of north;
- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all proposed trees and those to be retained on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

## **4. Ownership Certificates (A, B, C or D as applicable)**

The relevant certificates concerning the ownership of the application site must accompany all forms of applications.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known.

If Certificate B has been completed, an Article 6 notice must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

## **5. Agricultural Land Declaration**

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

## **6. The correct fee**

Most applications incur a fee. The Planning Portal includes a fee calculator for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payment methods.

Note: For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement including thickness of external and internal walls.

## **7. Summary of application documents (if required)**

### **When is this required?**

For major planning applications where the supporting information would exceed 100 pages. If an application is not classified as a major but is accompanied by more than 100 pages of supporting documents, a summary document would be useful but is not essential.

### **What information is required?**

This summary should not exceed 20 pages and should include an overview of the proposal and a clear description of its impacts. The aim of this document is to introduce the scheme to parties who are not familiar with the details of the proposed development.

If the development is subject to Environmental Impact Assessment (EIA), there is no need to summarise the findings of the Environmental Statement non-technical summary.

## **8. Design and Access Statement (if required)**

### **When is this required?**

All planning applications, with the following exceptions:

- Engineering or mining operations;
- Development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area (see below for definition);
- A material change in the use of land or buildings, unless it also involves operational development;
- Extensions to the time limits for implementing existing planning permissions;
- Development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area;
- The extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area;
- The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure within the curtilage of a residential property or up to 2 metres high or the height of the existing means of enclosure (whichever is the higher) elsewhere, where no part of the application site is within a designated area or the curtilage of a listed building;
- Development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15 metres in height and where no part of the development is within a designated area;
- The alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area;
- The erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area;
- Development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

In this context, “designated area” means a World Heritage Site or a conservation area.

Design and Access Statements are not required for applications relating to advertisement control, tree preservation orders or storage of hazardous substances. Neither are they required for applications for prior approval for proposed development, or non-material amendments to existing planning permissions.

Design and Access Statements are required for applications for listed building consent.

### **What information is required?**

A Design and Access Statement (DAS) is a succinct report accompanying and supporting an application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a DAS depends on the scale and complexity of the application, and the length of the statement varies accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

An important part of a DAS is the explanation of how local context has influenced the design. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to sub-components of amount, layout, scale, landscaping, appearance etc.

The DAS should also explain how relevant policies in local development documents have been taken into account. The statement should provide information on any consultation undertaken in relation to issues of design and access and how the outcome of this consultation has informed the development proposals.

It is important to note that the requirement for the access component of the statement relates only to “access to the development” and therefore does not extend to internal aspects of individual buildings. Statements should explain how access arrangements would ensure that all users would have equal and convenient access to buildings and spaces and the public transport network.

A DAS for outline and detailed planning applications should demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy, and the supply of types of energy including from low-carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal. These measures may be of particular relevance under the topic headings of amount, layout, scale, landscaping, context or access, depending on the nature of the proposed development and its anticipated impacts on the surrounding area. Applicants should refer to paragraphs 41 and 42 of the PPS1 Climate Change Supplement for further details.

For outline applications, where access is reserved, the application should still indicate the location of points of access to the site. Statements accompanying such applications should, however, clearly explain the principles which will be used to inform the access arrangements for the final development at all scales from neighbourhood movement patterns where appropriate to the treatment of individual access points to buildings.

Design and Access Statements for outline and detailed applications should demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places: The Planning System and Crime Prevention (2004).

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and further include a brief explanation of how the design has taken account of PPS 5: Planning for the Historic Environment, and regard for the following details:

- The historic and special architectural importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building’s setting.

**Further information:**

- Commission for Architecture and the Built Environment (CABE) guide entitled “Design and Access Statements – How to write, read and use them”. The guide is commended to prospective developers for use in connection with applications to be submitted to the Council.

<http://www.cabe.org.uk>

- Design and Access Statements (IGNITE)

<http://www.designstatement.co.uk>

- Building for Life

<http://www.buildingforlife.org/>

• Safer Places: The Planning System and Crime Prevention

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147627.pdf>

## **Local Validation Requirements:-**

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## 9. Application Plans

### **When is this required?**

- Elevation plans should be submitted for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- Roof Plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

### **What information is required?**

#### **All plans should be numbered.**

##### (a). Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included, if only to show that this is in fact the case.

##### (b). Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

##### (c). Existing and Proposed Site Sections and Site Levels

Section drawings should be drawn at a scale of 1:50 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

##### (d). Roof Plan

A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50 or 1:100.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>

**Unitary Development Plan:**

Plans will be required to show how the scheme is compliant with the Unitary Development Plan policies.

## 10. Affordable Housing Statement

### **When is this required?**

All applications for housing development of 15 units or more or residential development on sites of 0.5ha or more.

### **What information is required?**

This statement should clearly identify the following points:

- Is affordable housing to be provided? If not then what is the justification? (e.g. no need identified in the area or financial viability)
- Will it be provided a) on site, b) off site or c) by way of financial contribution? If b) or c) why will it be provided in this way?
- What type of units will be affordable (e.g. houses, apartments) and how many bedrooms will they have?
- What type of affordable housing is being provided? (e.g. social rented or intermediate - see Planning Policy Statement 3 for definitions)
- How will the affordable housing be affordable to those on lower incomes? (see Housing market Information note: CLG May 2007)

For full or reserved matter applications, there should be clarification **on the plans** as to the location of the affordable units.

A Draft Heads of Terms for a Section 106 Agreement should also confirm the provision of affordable housing, its delivery and its retention in perpetuity.

**Please seek pre-application advice from the Local Planning Authority for further details on what provisions would be required.**

### **Policy Background**

#### **Government policy or guidance:**

- PPS 3: Housing  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- Housing Market Information advice note: CLG May (2007)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/322999.pdf>
- Strategic Housing Market Assessments Practice Guidance (July 2007)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/399267.pdf>

#### **Unitary Development Plan:**

- Policies H7 and H8

## 11. Air Quality Assessment

### **When is this required?**

It will be important to take into account current air quality conditions and the location of relevant exposure, as well as the particular activities or processes that would result from development. As such, the following criteria are provided to help establish when an air quality assessment is likely to be considered necessary, but they are by no means exhaustive:

- Where a development would lead to a minimum 5% increase in traffic within an Air Quality Management Area (AQMA) or 10% elsewhere;
- Where the Average Annual Daily Traffic (AADT) would exceed 10,000 vehicles (or 5,000 if narrow and congested);
- Where a development would increase the number of Heavy Goods Vehicle journeys by more than 200 per day;
- Where there would be an increase of 50 parking spaces within an AQMA or 100 spaces elsewhere;
- Major development (greater than 10 dwellings/1,000m<sup>2</sup> floorspace) within or adjacent to an AQMA;
- Development in excess of 100 dwellings or 10,000 m<sup>2</sup> floorspace (or an equivalent combination);
- Where a development would include Biomass boilers or a Combined Heat and Power Plant;
- Proposals for industrial processes where there are direct emissions to the air.

**If further details or clarification are required on whether an air quality assessment is required please consult the Local Planning authority.**

### **What is this required?**

The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development. There are three basic steps in an assessment:

- Assess the existing air quality in the study area (existing baseline);
- Predict the future air quality without the development in place (future baseline);
- Predict the future air quality with the development in place (with development).

The report should also contain the following information:

- Relevant details of the proposed development;
- Description of the relevant air quality standards and objectives;
- Details of the assessment methodology and input data including: traffic data; emissions data; meteorological data; baseline pollutant concentrations; other relevant parameters;
- Results of the modelling assessment and an assessment of the significance of the result;
- Summary of the assessment results, which should include: impacts of construction phase of development; impact that change in emissions will have on ambient air quality concentrations; any exceedance of air quality objectives or worsening of air quality; a verification of the model outputs.

Where a local authority has adopted an Air Quality Action Plan or Air Quality Strategy, the assessment should detail whether any of the actions contained within these will be directly compromise or rendered ineffective by the development.

## **Policy Background**

### **Government Policy or Guidance**

- PPS 23: Planning and Pollution Control

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement23.pdf>

### **Unitary Development Plan**

- Policies DC1 and DC2

### **Area specific requirements and further information:**

- Development Control: Planning for Air quality

<http://www.uwe.ac.uk/aqm/review/mplanguidance.html>

- Biomass and Air Quality Guidance for Local Authorities (Environmental Protection UK)

<http://www.environmental-protection.org.uk/biomass/>

## 12. Archaeological Assessments

### When is this required?

#### **Archaeological desk based assessment**

- Proposals affecting Scheduled Ancient Monuments;
- Developments along the Hadrian's Wall corridor or within the vicus (civilian settlement) of the Roman Forts (Newcastle, Benwell, Wallsend and South Shields);
- Proposals affecting sites identified on the Tyne & Wear Historic Environment Record <http://www.newcastle.gov.uk/Siteline.nsf/spatalsearch?openform>
- Greenfield sites of 1ha or more in size.

**Exceptions:** Householder extensions and also any development with no ground intrusion.

#### **Archaeological Evaluation Report (fieldwalking, earthwork survey, geophysical survey and/or trial trenching)**

All applications involving new builds where one of the following would apply:

- Proposals affecting Scheduled Ancient Monuments;
- Developments along the Hadrian's Wall corridor or within the vicus (civilian settlement) of the Roman Forts (Newcastle, Benwell, Wallsend and South Shields);
- Proposals affecting sites identified on the Tyne & Wear Historic Environment Record;
- Greenfield sites of 1 hectare or more in size.

#### **Archaeological Building Assessment and Recording**

- Proposals affecting sites identified on the Tyne & Wear Historic Environment Record;
- Applications for the demolition, substantial repair or alteration of historic buildings (19th century or earlier), and other listed buildings, locally listed buildings and unlisted buildings within a Conservation Area. The types of building which warrant assessment include churches, farms, houses, industrial buildings, public houses and schools;
- Proposals affecting buildings or structures identified on the Tyne & Wear Historic Environment Record.

### What information is required?

#### **Archaeological desk based assessment**

The County Archaeologist will provide a specification for the desk based assessment for the applicant which sets out what is required.

The assessment must be produced by an experienced professional archaeologist. The archaeological desk based assessment is an assessment of the known or potential archaeological resource within and around the development site. It consists of a collation of existing written, graphic, photographic and electronic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource within the development site. The Local Planning Authority will use the assessment to appraise the likelihood that archaeological features survive within the site and to determine if further archaeological fieldwork is required.

#### **Archaeological Evaluation Report (fieldwalking, earthwork survey, geophysical survey and/or trial trenching)**

The County Archaeologist will provide a specification for the evaluation for the applicant which sets out what is required.

The evaluation must be undertaken by an experienced professional archaeologist. Archaeological field evaluation is a limited programme of fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within the development site. It can take the form of fieldwalking, geophysical survey and trial trenching.

Where remains are present the field evaluation defines their character, extent, quality and preservation and enables an assessment of their worth.

### **Archaeological Building Assessment and Recording**

Standing buildings, structures and complexes form part of the archaeological resource and should be treated in an equivalent manner to other parts of the resource.

The County Archaeologist will provide a specification for the building assessment and recording for the applicant which sets out what is required.

The assessment and recording must be undertaken by an experienced professional archaeologist or buildings historian. This is a programme of work to establish the character, history, dating, form and archaeological development of a specified building, structure or complex and its setting.

The purpose of the recording is not only to provide an archive record of the building as it is, but also to advise the proposed scheme by identifying those parts of the building which are most significant and should be retained in the conversion process. It will be used to formulate a strategy for the conservation, alteration, demolition, repair or management of a building and to seek a better understanding, compile a lasting record, analyse the findings and then disseminate the results.

### **Policy Background**

#### **Government policy or guidance:**

- Planning Policy Statement 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

#### **Unitary Development Plan:**

- Policies ENV21, ENV22 and ENV24

#### **Area specific requirements and further information:**

- David Heslop, Tyne and Wear County Archaeologist tel. (0191) 2816117 or email [david.heslop@newcastle.gov.uk](mailto:david.heslop@newcastle.gov.uk)
- Jennifer Morrison, Tyne and Wear Archaeology Officer tel. (0191) 2816117 or email [jennifer.morrison@newcastle.gov.uk](mailto:jennifer.morrison@newcastle.gov.uk)

## 13. Coal Mining Risk Assessment

### **When is this required?**

This is normally only required for development in Coal Mining Development Referral Areas with the exception of householder extensions or alterations, changes of use and shop front alterations. A link is attached below to the map showing these areas.

### **What information is required?**

There is a legacy of past coal mining activity in the region. In order to ensure coal mining related land stability issues are assessed in planning applications, a Coal Mining Risk Assessment is required. The Coal Mining Risk Assessment should be prepared by a competent person and should address the following issues:

- A summary of the mining information relevant to the application site;
- An assessment of the risk that coal mining poses to the proposed development;
- A statement outlining whether Coal Authority permission has been obtained, or will be required, to undertake any further site investigation or treatment works.

### **Policy Background**

#### **Government policy or guidance:**

- PPG14: Development on Unstable Land  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147471.pdf>

#### **Unitary Development Plan:**

- Policy DC1

#### **Area specific requirements and further information:**

- Coal Authority planning service  
<http://www.coal.gov.uk/services/planning/>
- Map of Coal Mining referral areas  
[http://www.coal.gov.uk/media/810/0B/Gateshead\\_District\\_Referral.pdf](http://www.coal.gov.uk/media/810/0B/Gateshead_District_Referral.pdf)

## 14. Ecological Survey Assessment and Mitigation Report & Protected Species Survey

### When could either of these be required?

#### **Modification / demolition (including in part) of the following:**

- Permanent agricultural buildings;
- Buildings with wooden cladding or hanging tiles within 200 metres of woodland or water;
- Pre-1960 buildings within 200 metres of woodland or water;
- Tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts;
- Buildings known to support roosting bats.

#### **Applications that would include the following:**

- Floodlighting within 50 metres of woodland, water or hedgerows / lines of trees with an obvious connection to woodland or water;
- Works to fell or lop veteran trees, trees with obvious cracks, holes and cavities, or trees with a diameter greater than 1 metre at chest height;
- Major proposals within 500 metres of the perimeter of a pond, or 200 metres of rivers, streams, canals, lakes or other aquatic habitats such as wetlands;
- Minor proposals within 100 metres of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats such as wetlands.

#### **Applications affecting:**

- Woodland, or hedgerows / lines of trees with an obvious connection to woodland or water;
- Gravel pits, quarries, natural cliff faces, or rock outcrops with crevices or caves;
- Protected sites such as Special Protection Area (SPA) / Ramsar Site, Special Area of Conservation (SAC);
- Site of Special Scientific Interest (SSSI);
- Local Wildlife Sites; Local Nature Reserve (LNR);
- Wildlife Corridors;
- Site of Nature Conservation Importance (SNCI);
- Priority habitats as defined in the Biodiversity Action Plan (Refer to Local BAPs);
- A semi-natural habitat.

#### **Exceptions**

A survey assessment & mitigation report may be waived if:

- Following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required;
- A reasoned risk assessment, undertaken by a suitably qualified ecologist, is submitted demonstrating that no protected species are present, or that none would be adversely affected by the proposal;
- With regard to SPA, SAC or SSSI, it is confirmed in writing by Natural England that a survey/report is not required.

**Please seek pre-application advice from the Local Planning Authority for clarification on when a survey would be required.**

### **What information is required?**

Where a development has the potential to impact on important habitats or species e.g. bats or Great Crested Newts, appropriate surveys and assessments will be required with the application. Mitigation measures to negate harm may be required along with evidence of lack of alternative sites. The level of detail will vary according to the size of the development and the habitats and species concerned.

An Ecological Survey should contain the following information:

- Up-to-date information of habitats on site and links to habitats off site;
- Species present or likely to be present;
- Records search, likely impacts, mitigation and opportunities for enhancement.

Depending on the results of the initial survey, further surveys may be required.

Where protected or priority species are known or have a reasonable likelihood of occurring, a detailed Protected Species Survey must be carried out by a specialist. Failure to provide information on protected species at the outset can significantly delay the processing of your planning application whilst a survey is carried out, and could result in a need for design and layout changes that should have been taken into account in the original proposal. Your proposal may be refused as a result.

**Please note certain surveys can only be undertaken at certain times of the year.** For further details please contact the Local Planning Authority at pre-application stage.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 9: Biodiversity and Geological Conservation  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>
- Planning for Biodiversity and Geological Conservation: A Guide to Good Practice 2006  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/143792.pdf>

#### **Unitary Development Plan:**

- Policies DC1, ENV46, ENV47 and ENV52

#### **Area specific requirements and further information:**

- Bat Conservation Trust  
<http://www.bats.org.uk/>

## 15. Flood Risk Assessment

### When is this required?

All planning applications for:

- Development in a critical drainage area\* and Flood Zones 2 & 3;  
<http://www.environment-agency.gov.uk/research/planning/93498.aspx>
- Development on sites of 1ha or greater;
- Development or changes of use to a more vulnerable class that may be subject to other sources of flooding (see Annex C of PPS 25).

\* As notified to the Local Planning Authority by the Environment Agency.

### What information is required?

For both residential extensions and non-residential extensions of less than 250sq. metres in a critical drainage area and Flood Risk Zones 2 and 3, a simple flood risk assessment is required using the link below:

<http://www.environment-agency.gov.uk/static/documents/Research/AdvisoryCommentsfz2.pdf>

Otherwise, a Flood Risk Assessment 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.

A Flood Risk Assessment should include the following information:

#### **Zone 1**

- Existing flood risk to the site from localised sources & impact of development upon run off rates;
- Design measures proposed to mitigate run off rates (SUDS).

#### **Zone 2**

- Existing flood risk to the site from all sources & potential impact of development upon flood risk only (High level assessment only);
- Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDS).

#### **Zone 3**

- Existing flood risk to the site from all sources (e.g. flood depth, flow routes, flood velocity, defence failure);
- Potential impact of development upon flood risk;
- Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDS etc).

Applications for new development in Flood Zones 2 and 3 should contain a sequential testing statement (except for householder extensions, non-residential extensions of less than 250sq. metres or renewable energy proposals) which should demonstrate to the local authority that there are no reasonably available alternative sites where the proposed development could be sited within an area of lower flood risk. It is recommended that applicants consider and apply the sequential approach prior to the submission of a full application to avoid unnecessary costs due to planning permission being refused.

The applicant needs to submit the following evidence to allow the local authority to consider the sequential test:

- A written statement explaining the area of search;
- A map identifying all other sites considered within lower areas of flood risk;
- A written statement explaining why the alternative sites listed within lower areas of flood risk are not reasonably available.

However, if the sequential test is passed there are still some vulnerable types of development that should not normally be allowed in Flood Zones 2 and 3 unless there are exceptional circumstances. These circumstances are established by using the Exception test. Please see Annex. D of PPS 25 to clarify when this test will be required.

For the exception test to be passed it has to satisfy each of the following three tests:

- It must be demonstrated that the proposed development provides significant wider sustainability benefits to the community that outweighs flood risk;
- The development must be on previously developed land;
- A Flood Risk Assessment submitted with the application must demonstrate that the development will be safe without increasing flood risk elsewhere and where possible reduce flood risk overall.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 25: Development and Flood Risk  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25.pdf>
- PPS 25: Development and Flood Risk - Practice Guide  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps25guideupdate.pdf>
- Environment Agency Standing Advice Development and Flood Risk  
<http://www.environment-agency.gov.uk/research/planning/33098.aspx>

#### **Unitary Development Plan:**

- Policy DC1

#### **Area specific requirements and further information:**

- CIRIA: Sustainable Urban Drainage Systems  
<http://www.ciria.org.uk/suds/>

## 16. Heritage Statement

### When is this required?

This statement is required for all applications for Listed Building Consent and Conservation Area Consent, major planning applications within conservation areas, and may be required for other planning applications for developments within Conservation Areas (except changes of use) and those that have a material impact on the setting of a listed building or structure, a locally listed building or structure, or a conservation area/other heritage asset.

In all cases the Heritage Statement could form part of a more comprehensive Design and Access Statement.

### **Works to a Listed Building**

Applications for Listed Building Consent may need to as appropriate include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

### **Conservation Area Consents and Planning Applications within Conservation Areas**

For planning applications within Conservation Areas the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.

For Conservation Area Consent applications the statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition.

### **Applications affecting the setting of heritage assets**

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of

and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

#### **Unitary Development Plan:**

- Policies ENV3, ENV7, ENV8, ENV11 and ENV12

## 17. Land Contamination Assessment

### **When is this required?**

Subject to prior pre-application discussions, all new development with a sensitive end use (including dwellings, allotments, schools, nurseries, playgrounds, hospitals and care homes) require a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Preliminary Risk Assessment) to be submitted. Also subject to pre-application discussions, new development on land that has been identified on the public register as being contaminated or land that is adjacent to, a Phase 1 Assessment will be required as a minimum.

### **What information is required?**

The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model.

The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the land under consideration or land adjacent to, and to initially identify potential sources of contamination, receptors and pathways.

As part of the desktop study and site walkover it is important to identify all past uses of the site, and adjacent or nearby sites, since pollutants have the potential to travel away from the source, depending on the geology, groundwater and surface water of the area.

The desktop study and the site walkover should be the first stages of any site assessment and should enable a 'conceptual site model' of the site to be produced that provides a clear interpretation of all plausible pollutant linkages at the site.

The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual model will determine whether a Phase 2 Intrusive Site Investigation is required.

Where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the allowable land uses.

**Please seek pre-application advice from the Local Planning Authority to address potential pollution matters early in the planning process.**

### **Policy Background**

#### **Government policy or guidance:**

- PPS 23: Planning and Pollution Control  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement23.pdf>

#### **Unitary Development Plan:**

- Policies DC1, ENV54

#### **Area specific requirements and further information:**

- Environment Agency website:  
<http://www.environment-agency.gov.uk/subjects/landquality/>
- BS 10175: Investigation of Potentially Contaminated Sites: Code of Practice

Gateshead website guide to Land Contamination:

<http://www.gateshead.gov.uk/Building%20and%20Development/Planning/LandContamination.aspx>

## 18. Landscaping Details

### **When is this required?**

Planning applications (except those for the change of use or alteration to an existing building), where landscaping would be a significant consideration in the assessment of the application.

### **What information is required?**

The submitted scheme shall, as applicable, include: existing trees, shrubs and other landscape features (indicating which are to be retained and which removed); planting plans, specifications and schedules; existing and proposed levels and contours; means of enclosure, walls, retaining walls and boundary treatment; paving and other surface treatment including car parking and circulation layouts; items of landscape furniture, equipment, storage, signage, and lighting; services and drainage; location of site cabins and compounds. The location of any watercourse and associated landscaping as existing and proposed should also be shown. These details should be cross-referenced with the Design and Access statement where submitted.

Existing trees and other vegetation of amenity value should, wherever possible, be retained in new developments and will need to be protected during the construction of the development.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development (para. 33 - 39)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>

#### **Unitary Development Plan:**

- Policies ENV3 and DC1.

#### **Area specific requirements and further information:**

- BS 4428:1989: Code of practice for general landscape operations (excluding hard surfaces);
- BS 7370-1 to BS 7370-5: Grounds maintenance.

## 19. Marketing Information

### **When is this required?**

Planning applications for:

- Conversion to residential use in greenbelt or safeguarded land as allocated in the development plan;
- Change of use from retail to other uses in town centre Primary Shopping Frontages;
- Non B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan;
- Demolition of listed and locally listed buildings.

With regard to the first three bullet points marketing information will not always be required and the need for such evidence should be clarified with the Local Planning Authority at pre-application stage including the scope of the marketing exercise and timescales.

### **What information is required?**

It should be demonstrated that the property/land has been advertised for sale or lease on the open market for uses appropriate to the use allocated in the development plan. Details of the marketing and all offers received, if applicable, should be submitted along with a written assessment.

### **Policy Background**

#### **Government policy or guidance:**

- PPG 2: Green Belts <http://www.communities.gov.uk/publications/planningandbuilding/ppg2>
- PPS 4: Planning for Sustainable Economic Growth  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement4.pdf>
- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>
- PPS 7: Sustainable Development in Rural Areas  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>

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#### **Unitary Development Plan:**

- Policies ENV36, ENV42, RCL4, RCL5, JE1 and JE3

## 20. Noise Assessment

### **When is this required?**

A noise impact assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance, or are considered to be noise sensitive developments. A noise survey/sound insulation details may be required for the following types of application:

- Changes of use to Class A3 (restaurants, snack bars, cafes), A4 (nightclub), A5 (takeaways), D1 (places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms), D2 (cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos);
- New residential development adjacent to classified roads, or adjacent to railway or metro lines, the airport, or existing industrial uses (except Class B1);
- New residential development near to licensed premises;
- New commercial development within Use Classes B2 or B8 and other noise sensitive uses (e.g. schools, care homes) adjacent to existing residential development.

In addition, a vibration survey may be required if a development is proposed adjacent to a railway line.

### **What information is required?**

A noise impact assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance or are considered to be noise sensitive developments. Sound insulation details may be required for the types of application named in the above list.

The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.

### **Policy Background**

#### **Government policy or guidance:**

- Planning Policy Guidance 24: Planning and Noise  
<http://www.communities.gov.uk/publications/planningandbuilding/ppg24>
- The Calculation of Road Traffic Noise (DEFRA, 1988)
- The Calculation of Railway Noise (Department of Transport, 1995)

#### **Unitary Development Plan:**

- Policies DC1 and ENV61.

#### **Area specific requirements and further information:**

- The International Standard for Assessment of Environmental Noise ISO 1996;
- Acoustics – Description and Measurement of Environmental Noise" is the principal standard referred to for environmental noise assessment;
- BS 4142 – Method for Rating industrial noise affecting mixed residential and industrial areas (British Standards Institution 1997);
- BS 8233 – Code of Practice for Sound insulation and noise reduction for buildings;
- World Health Organisation Guidelines for Community Noise (1999);
- World Health Organisation Night Noise Guidelines for Europe (2009).

## 21. Open Space Assessment

### **When is this required?**

All planning applications for development on existing open space.

### **What information is required?**

Proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, that can offer important opportunities for sport and recreation and can also act as a visual amenity.

Planning permission is not normally given for the development of existing open spaces that local communities need. 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 and buildings are surplus to local requirements. Any such evidence should accompany the planning application.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development (para. 27 (v) - improved access to open space sport and recreation)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPG 17: Planning for Open Space Sport and Recreation (para. 1-19)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/ppg17.pdf>

#### **Unitary Development Plan:**

- Policies CFR20, CFR21, CFR22, CFR23 and CFR24.

## 22. Planning Obligations – Draft Head of Terms

### **When is this required?**

Applications for planning permission where the local authority have indicated at pre-application stage that a Section 106 agreement would be necessary. Please seek clarification from the Local Planning Authority.

### **What information is required?**

Planning obligations (Section 106 agreements) are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land that seek to address various planning issues such as affordable housing, public open space provision, highway works or landscape and nature conservation mitigation.

To make the planning application process quicker, it is expected that a draft head of terms will be submitted along with the application and the ownership and contact details necessary for the planning obligation to be progressed.

**Please seek pre-application advice from the Local Planning Authority for further details on what contributions would be required.**

### **Policy Background**

#### **Government policy or guidance:**

- Circular 05/2005: Planning Obligations  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147537.pdf>

#### **Unitary Development Plan:**

- Policies PO1 and PO2.

## 23. Planning Statement

### **When is this required?**

All planning applications for 100 dwellings or more or where a minimum of 10,000 sq. metres of commercial/retail development would be created, or major planning applications that would constitute a departure from the development plan.

### **What information is required?**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development relates to relevant national and local planning policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. This can be in the form of a Statement of Community Involvement (SCI; see Item 24).

The Planning Statement can also include information on employment creation as well as economic and regeneration benefits. Applicants can also submit an Economic Statement to highlight the economic benefits of a scheme if they so wish but this would not be required for validation purposes.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>

#### **Unitary Development Plan:**

- Any policies departed from in the plan.

## **24. Statement of Community Involvement**

### **When is this required?**

A Statement of Community Involvement (SCI) would be required for some major development application as advised at pre-application stage by the Local Planning Authority.

### **What information is required?**

A SCI will explain 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 seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 12: Local Spatial Planning  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps12lsp.pdf>
- Further guidance on SCI's is available in:  
<http://www.communities.gov.uk/index.asp?id=1143846>

#### **Area specific requirements and further information:**

Gatesheads Statement of Community Involvement: -  
<http://www.gateshead.gov.uk/Building%20and%20Development/Planning%20Policy/LDF/SCI.aspx>

## 25. Structural Survey

### **When is this required?**

All applications that involve:

- The change of use or conversion of rural buildings (e.g. barn conversions);
- The demolition, or proposals that may affect the structural integrity, of a building or structure that contributes to the character of a Conservation Area;
- Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.

**Please seek pre-application advice from the Local Planning Authority for further details on when this would be required.**

### **What information is required?**

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

### **Policy Background**

#### **Government policy or guidance:**

- PPG 2 Green Belt  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155499.pdf>
- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>
- PPS 7: Sustainable Development in Rural Areas (para. 17 - 20)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>

#### **Unitary Development Plan:**

- Policies ENV8, ENV11, ENV12, ENV36 and ENV42

## 26. Sustainability Statement

### **When is this required?**

Most major full and major reserved matter applications.

### **What information is required?**

The statement should demonstrate how sustainability has been addressed and/or how it will be addressed at future design stage. This can include topics such as water use, materials, surface water run-off, waste, pollution, health and wellbeing, management, ecology and transport.

The statement shall include estimated energy loads and consumption as well as predicted CO<sub>2</sub> (carbon) emissions.

Where possible the statement should include prediction of the carbon target emission rating expressed as a percentage below Part L of the Building Regulations (2006).

The statement should include an outline strategy to reduce CO<sub>2</sub> emissions to include building design and materials, energy demand reduction, and renewable energy supply and generation.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 10: Planning for Sustainable Waste Management  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147411.pdf>
- PPG 13: Transport  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634.pdf>
- PPS 22: Renewable Energy  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147444.pdf>
- Planning Policy Statement: Planning and Climate Change - Supplement to PPS 1  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/ppsclimatechange.pdf>

#### **Unitary Development Plan:**

- Policies DC1, DC4 and MWR35

#### **Area specific requirements and further information:**

- NAREC Microrenewables toolkit  
[http://www.narec.co.uk/sectors/distributed\\_energy/microrenewables\\_toolkit/](http://www.narec.co.uk/sectors/distributed_energy/microrenewables_toolkit/)

## 27. Telecommunications Development

### **When is this required?**

Planning applications for mast and antenna development by mobile phone network operators.

### **What information is required?**

Telecommunications applications will need to be accompanied by:

- Area of search;
- Details of the proposed structure;
- Technical justification;
- Evidence of mast sharing;
- Details of any consultation undertaken;
- A signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

### **Policy Background**

#### **Government policy or guidance:**

- PPG 8: Telecommunications  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1705360.pdf>
- Code of Practice on Mobile Network Development (2002)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/codemobilenetwork.pdf>

## 28. Town Centre Use Assessment

### When is this required and what information should be supplied?

Policy EC14 of PPS 4 sets out the supporting evidence required for planning applications for main town centre uses. These uses comprise:

- Retail developments;
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls);
- Offices;
- Arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Under Policies EC15 and EC16.1 a 'Sequential Assessment' and an 'Impact Assessment' may be required depending upon the scale and location of the proposal. The following table sets out when the assessments are required:

Site Location (as defined by PPS4)	Large scale (floorspace above 2,500sq.m net)	Medium scale (floorspace 280sq.m net – 2,500sq.m net)	Small scale (floorspace less than 280sq.m net)	Mezzanine floorspace up to 200sq.m net
In Centre	No*	No*	Check with Local Authority	Planning permission not required
Edge of Centre and Out of Centre	Yes**	Yes**	Check with Local Authority	Planning permission not required

\* An assessment of impacts is also required for planning applications in an existing centre which are not in accordance with the development plan and which would substantially increase the attraction of the centre to the extent that the development could have an impact on other centres.

\*\* However a sequential assessment and impact assessment are not required for planning applications that are in accordance with an up-to-date development plan.

Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to a range of services and facilities and other positive effects in deprived areas.

### Policy Background

#### **Government policy or guidance:**

- PPS 4: Planning for Sustainable Economic Growth  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement4.pdf>

#### **Unitary Development Plan:**

- Policies RCL2, RCL3, RCL4, RCL5 and RCL8

## 29. Transport Assessments & Statements, Travel Plans, Parking and Highways

### When is this required?

For new development, changes of use of buildings or land and alterations to existing buildings, the transportation and accessibility outcomes of development needs to be set out as part of your planning application. This information is used to assess the suitability of the development and to ensure it is in accordance with policy and other related guidance.

Where a new development is likely to have significant transportation implications, a Transport Assessment (TA) and Travel Plan (TP) should be prepared. In some instances a simplified report in the form of a Transport Statement (TS) may be sufficient, which can be incorporated into the Design & Access Statement where applicable. These documents are used to determine whether the impact of the development is acceptable.

The scale and type of development will normally determine the requirement for a TS, TA or TP, and the relevant thresholds can be found in the table below, although these thresholds are for guidance only.

Land Use	Description of development	Size	Case by Case Analysis. Pre-application advice recommended	TS required (TP also required for North & South Tyneside)	TA & TP required
A1 - Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	Gross Floor Area (GFA)	<250 sq.m	>250 sq.m <800 sq.m	>800 sq.m
A1 - Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq.m	>800 sq.m <1500 sq.m	>1500 sq.m
A2 - Financial & Professional Services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq.m	>1000 sq.m <2500 sq.m	>2500 sq.m
A3 - Restaurants and Cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq.m	>300 sq.m <2500 sq.m	>2500 sq.m
A4 - Drinking Establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq.m	>300 sq.m <600 sq.m	>600 sq.m
A5 - Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq.m	>250 sq.m <500 sq.m	>500 sq.m
B1 - Business	(a) Offices other than in	GFA	<1500 sq.m	>1500 sq.m	>2500 sq.m

	use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry			<2500 sq.m	
B2 - General industrial	General industry (other than classified as in B1). The former 'special industrial' use classes, B3 – B7, are now all encompassed in B2.	GFA	<2500 sq.m	>2500 sq.m <4000 sq.m	>4000 sq.m
B8 - Storage or Distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq.m	>3000 sq.m <5000 sq.m	>5000 sq.m
C1 - Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedrooms	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2 - Residential institutions - hospitals, nursing homes.	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
C2 - Residential institutions – residential education	Boarding schools and training centres.	Students	<50 students	>50 <150 students	>150 students
C2 - Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Residents	<250 residents	>250 <400 residents	>400 residents
C3 - Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwellings	<50 units	>50 <80 units	>80 units
C4 – Houses in Multiple Occupation	Dwellings occupied by between 3-6 unrelated individuals who share basic amenities (such as student lets and small bedsits).	Refer to LPA	Refer to LPA	Refer to LPA	Refer to LPA
D1 - Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq.m	>500 sq.m <1000 sq.m	>1000 sq.m

D2 - Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq.m	>500 sq.m <1500 sq.m	>1500 sq.m
Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, POs. travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	Refer to LPA	Refer to LPA	Refer to LPA	Refer to LPA

Other matters such as site access, existing parking pressures or the proposed number of parking spaces may need to be taken in account when deciding if a TS, TA, TP or other supporting information is required. The following list, which is by no means exhaustive, may necessitate a Travel Plan to be submitted if, in the opinion of the LPA, the development proposal would:

- not be in conformity with the adopted development plan;
- generate 30 or more two-way vehicle movements in any hour;
- generate 100 or more two-way vehicle movements per day;
- be likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people;
- generate significant freight or HGV movement per day, or significant abnormal loads per year;
- be proposed in a location where the local transport infrastructure is inadequate – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions;
- be in a location within or adjacent to an Air Quality Management Area (AQMA) as referred to in the Local Transport Plan.

**Please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of these documents in order to avoid abortive work.**

**What information is required?**

A **Transport Statement** should cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

A **Transport Assessment** should quantify and assess the impact of the proposals on traffic movement and highway safety, quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted and provide details of any proposals for access or transport improvements.

A **Travel Plan** is a long term management strategy which aims to increase sustainable travel to a site through positive actions. It is set out in a document that is reviewed regularly. The starting point is a Transport Assessment which shows what the issues are. There are a number of types of travel plan:

- Full Travel Plan;
- Interim Travel Plan;
- Framework Travel Plan;
- Travel Plan Statement;
- Area Wide Travel Plan (for a defined geographic area).

Where applicable, the contents of these should include:

- Site location plan (strategic and local context);
- Site audit to include transport links, transport issues, barriers to non-car use and possible improvements to encourage sustainable modes;
- Travel surveys – include example of distributed survey, means of distribution, number distributed, number of responses, results and analysis etc;
- Clearly defined objectives, targets and indicators;
- Details of committed measures, timetable for implementing, marketing proposals and budget;
- Travel Plan Coordinator - definition of role, contact details etc;
- Monitoring plan and mitigation proposals if targets not reached.

### **Parking and Servicing requirements**

Parking and servicing need to be considered as an important part of any scheme. Car parking provision needs to be at an appropriate level to cater for the development and visitors whilst taking into account the location, circumstances in the surrounding area, nature of the development, sustainability, impact on residential amenity and highway safety, and the availability of public transport. Servicing requirements need to be fully considered so they are not of danger or inconvenience. Information on parking and servicing can be combined within the Transport Assessment or Transport Statement where required or provided in a supporting document and/or annotated plans.

Information that may be sought includes:

- Setting out the rationale for the approach to parking provision (car, cycle, disabled and motorcycle provision);
- Car parking accumulation information;
- Car parking layout plan;
- Cycle parking layout plan;
- Servicing plan covering deliveries, refuse collection and taxi pick up and drop off (Auto tracks may be required in some instances);
- Parking and servicing management plan.

### **Highways and Public Rights of Way**

Some new development will necessitate the need for works and changes to the local highway network and/or to public rights of way. In order to understand the impact of the development the proposed changes will need to be set out on a plan. The amount of information will be appropriate to the type and scale of development.

### **Policy Background**

**Government policy or guidance:**

- PPS1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 3: Housing  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- PPS 6: Planning for Town Centres  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147399.pdf>
- PPG 13: Transport  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634.pdf>
- Department for Transport – Guidance on Transport Assessments  
<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>
- Good Practice Guidelines, Delivering Travel Plans through the planning system  
<http://www.dft.gov.uk/pgr/sustainable/travelplans/top/goodpracticeguidelines-main.pdf>

**Unitary Development Plan:**

- Policies DC4 and DC5

**Area specific requirements and further information:**

- Tyne & Wear Local Transport Plan
- English Partnerships: Car Parking - What works where  
<http://www.englishpartnerships.co.uk/qualityandinnovationpublications.htm#carparking>

## **30. Tree Survey and/or Statement of Arboricultural Implications of Development**

### **When is this required?**

Where a development site includes trees, where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage that would be affected by the development proposal.

### **What information is required?**

All trees should be accurately shown on a scaled plan with the following information:

Species; height in metres; stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the roof flare for multi-stemmed trees; branch spread in metres taken at north, south, east and west points; height in metres of the lowest part of the canopy above ground level.

However, the following details will also be required where a tree is protected by a TPO or the site is located in a Conservation Area:

Age class (young, middle aged, mature, over-mature, veteran); physiological condition (e.g. good, fair, poor, dead); structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat; estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40); category grading (see BS5837: 2005 Trees in Relation to Construction – Recommendations).

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2005.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 3: Housing  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- PPS 7: Sustainable Development in Rural Areas  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>
- PPS 9: Biodiversity and Geological Conservation  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>

#### **Unitary Development Plan:**

- Policies DC1 and ENV44

#### **Area specific requirements and further information:**

- Paragraph 4.1.3 of BS 5837: 2005 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2005 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2005 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.

## **31. Ventilation / Extraction Details**

### **When is this required?**

Planning applications where ventilation or extraction equipment is to be installed, including those for the sale or preparation of cooked food, launderettes, and significant retail, business, industrial or leisure developments.

### **What information is required?**

Details of the position and design of ventilation and extraction equipment. This may include technical specification including predicted noise levels, noise mitigation measures and odour abatement techniques where required. Elevation drawings showing the size, location and external appearance of plant and equipment will also be required.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 23: Planning and Pollution control  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement23.pdf>
- Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems (DEFRA)  
<http://www.defra.gov.uk/environment/quality/noise/research/kitchenexhaust/documents/kitchenreport.pdf>

#### **Local Development Framework:**

- Policies RCL6, DC1 and DC2

## **Checklist for Householder Applications**

### **1. Completed Application Form**

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “4. Ownership Certificates” below with regard to certificates on the form.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of three sets are required for the application to be valid.

### **2. Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

Ordnance Survey plans can be provided by any of the Development Management Sections. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### 3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200).

**The site plan should be numbered.**

An existing site plan should accurately show:

- The direction of north;
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all existing trees on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

A proposed site plan should accurately show:

- The direction of north;
- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all proposed trees and those to be retained on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

## **4. Ownership Certificates (A, B, C or D as applicable)**

The relevant certificates concerning the ownership of the application site must accompany all forms of applications.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known.

If Certificate B has been completed, an Article 6 notice must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

## **5. Agricultural Land Declaration**

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

## **6. The correct fee**

Most applications incur a fee. The Planning Portal includes a fee calculator for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payment methods.

Note: For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement including thickness of external and internal walls.

## 8. Design and Access Statement (if required)

### **When is this required?**

A Design and Access Statement (DAS) is required if the dwellinghouse, or any part of its curtilage lies within a designated area (i.e. a conservation area or World Heritage Site).

### **What information is required?**

It is a short report accompanying and supporting an application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a DAS depends on the scale and complexity of the application, and the length of the statement varies accordingly. An important part of a DAS is the explanation of how local context has influenced the design. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to sub-components of amount, layout, scale, landscaping, appearance etc.

Information on Design and Access Statements is available from CABE publication 'Design and Access Statements – How to write, read and use them.'

[www.cabe.org.uk](http://www.cabe.org.uk)

<http://www.designstatement.co.uk>

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and further include a brief explanation of how the design has taken account of PPS 5: Planning for the Historic Environment, and regard for the following details:

- The historic and special architectural importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building's setting.

## 9. Application Plans

### **When is this required?**

- Elevation plans should be submitted for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- Roof Plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

### **What information is required?**

#### **All plans should be numbered.**

##### (a). Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included, if only to show that this is in fact the case.

##### (b). Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

##### (c). Existing and Proposed Site Sections and Site Levels

Section drawings should be drawn at a scale of 1:50 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

##### (d). Roof Plan

A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50 or 1:100.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>



## 14. Protected Species Survey

Where protected or priority species are known or have a reasonable likelihood of occurring, a detailed Protected Species Survey must be carried out by a specialist. Failure to provide information on protected species at the outset can significantly delay the processing of your planning application whilst a survey is carried out.

Applications which involve the modification, extension or demolition of a dwellinghouse which fall within the following categories will be required to provide 3 copies of a protected species survey unless, following consultation with the Council at pre-application stage, it is confirmed in writing that a protected species report will not be required.

- Where the property is known to support roosting bats;
- Pre-1960 buildings within 200 metres of woodland or water;
- Buildings with wooden cladding or hanging tiles within 200 metres of woodland or water;
- Pre-1919 buildings within 400 metres of woodland or water;
- Works that affect veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1m at chest height.

**Please note certain surveys can only be undertaken at certain times of the year.** For further details please contact the Local Planning Authority at pre-application stage.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 9: Biodiversity and Geological Conservation  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>
- Planning for Biodiversity and Geological Conservation: A Guide to Good Practice 2006  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/143792.pdf>

#### **Unitary Development Plan:**

- Policies DC1, ENV46, ENV47 and ENV52

#### **Area specific requirements and further information:**

- Bat Conservation Trust  
<http://www.bats.org.uk/>

## 15. Flood Risk Assessment

### **When is this required?**

For development in a critical drainage area\* and Flood Zones 2 & 3.  
<http://www.environment-agency.gov.uk/research/planning/93498.aspx>

\* As notified to the LPA by the Environment Agency.

### **What information is required?**

A simple flood risk assessment using the link below:  
<http://www.environment-agency.gov.uk/static/documents/Research/AdvisoryCommentsfz2.pdf>

### **Policy Background**

#### **Government policy or guidance:**

- PPS 25: Development and Flood Risk  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25.pdf>
- PPS 25: Development and Flood Risk - Practice Guide  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps25guideupdate.pdf>
- Environment Agency Standing Advice Development and Flood Risk  
<http://www.environment-agency.gov.uk/research/planning/33098.aspx>

#### **Unitary Development Plan:**

- Policy DC1

## 20. Noise Assessment

### **When is this required and what information is required?**

Certain developments could cause noise nuisance to nearby neighbours e.g. a domestic wind turbine or air source heat pumps. These proposals should be accompanied by a noise assessment carried out by a suitably qualified acoustic professional. This will need to demonstrate the existing background noise levels at the site and the noise levels that would be generated by the proposal.

### **Policy Background**

#### **Government policy or guidance:**

- Planning Policy Guidance 24: Planning and Noise  
<http://www.communities.gov.uk/publications/planningandbuilding/ppg24>

#### **Unitary Development Plan:**

- Policy ENV61

## **30. Tree Survey and/or Statement of Arboricultural Implications of Development**

### **When is this required?**

Where a development site includes trees, where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage that would be affected by the development proposal.

### **What information is required?**

All trees should be accurately shown on a scaled plan with the following information:

Species; height in metres; stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the roof flare for multi-stemmed trees; branch spread in metres taken at north, south, east and west points; height in metres of the lowest part of the canopy above ground level.

However, the following details will also be required where a tree is protected by a TPO or the site is located in a Conservation Area:

Age class (young, middle aged, mature, over-mature, veteran); physiological condition (e.g. good, fair, poor, dead); structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat; estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40); category grading (see BS5837: 2005 Trees in Relation to Construction – Recommendations).

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2005.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 3: Housing  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- PPS 7: Sustainable Development in Rural Areas  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>
- PPS 9: Biodiversity and Geological Conservation  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>

#### **Unitary Development Plan:**

- Policies DC1 and ENV44

#### **Area specific requirements and further information:**

- Paragraph 4.1.3 of BS 5837: 2005 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2005 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2005 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.

## **Checklist for Advertisement Consent Applications**

### **1. Completed Application Form**

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of three sets are required for the application to be valid.

### **2. Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

Ordnance Survey plans can be provided by any of the Development Management Sections. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### **6. The correct fee**

Most applications incur a fee. The Planning Portal includes a fee calculator for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payment methods.

## 9. Application plans

The following should be submitted where it would add to the understanding of the proposal or where the LPA consider it necessary:

- A proposed site plan to a scale of either 1:100 or 1:200 showing the direction of north, all buildings on site, and the position of the advert(s) with written dimensions and distances to the site boundaries as a minimum;
- Plans of the advert(s) to a scale of 1:50 or 1:100 showing their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours and method of fixing;
- Details of means of illumination where applicable.

### **Policy Background**

#### **Government policy or guidance:**

- PPG 19: Outdoor Advertisement Control  
<http://www.communities.gov.uk/publications/planningandbuilding/ppg19>

## **Checklist for Listed Building and Conservation Area Consent Applications**

### **1. Completed Application Form**

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “4. Ownership Certificates” below with regard to certificates on the form.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of three sets are required for the application to be valid.

### **2. Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

Ordnance Survey plans can be provided by any of the Development Management Sections. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### 3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200 for householder applications and 1:500 otherwise).

**The site plan should be numbered.**

An existing site plan should accurately show:

- The direction of north;
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all existing trees on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

A proposed site plan should accurately show:

- The direction of north;
- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all proposed trees and those to be retained on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

#### **4. Ownership Certificates (A, B, C or D as applicable)**

The relevant certificates concerning the ownership of the application site must accompany all forms of applications.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known.

If Certificate B has been completed, an Article 6 notice must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

#### **6. The correct fee**

There is no fee for Listed Building or Conservation Area Consent applications.

## **8. Design and Access Statement (if required)**

### **When is this required?**

All Listed Building Consent applications.

### **What information is required?**

A Design and Access Statement (DAS) is a succinct report accompanying and supporting an application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a DAS depends on the scale and complexity of the application, and the length of the statement varies accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

An important part of a DAS is the explanation of how local context has influenced the design. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to sub-components of amount, layout, scale, landscaping, appearance etc.

The DAS should also explain how relevant policies in local development documents have been taken into account. The statement should provide information on any consultation undertaken in relation to issues of design and access and how the outcome of this consultation has informed the development proposals.

It is important to note that the requirement for the access component of the statement relates only to “access to the development” and therefore does not extend to internal aspects of individual buildings. Statements should explain how access arrangements would ensure that all users would have equal and convenient access to buildings and spaces and the public transport network.

A DAS for outline and detailed planning applications should demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy, and the supply of types of energy including from low-carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal. These measures may be of particular relevance under the topic headings of amount, layout, scale, landscaping, context or access, depending on the nature of the proposed development and its anticipated impacts on the surrounding area. Applicants should refer to paragraphs 41 and 42 of the PPS1 Climate Change Supplement for further details.

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and further include a brief explanation of how the design has taken account of PPS 5: Planning for the Historic Environment, and regard for the following details:

- The historic and special architectural importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building’s setting.

### **Further information:**

- Commission for Architecture and the Built Environment (CABE) guide entitled “Design and Access Statements – How to write, read and use them”. The guide is commended to prospective developers for use in connection with applications to be submitted to the Council.

<http://www.cabe.org.uk>

- Design and Access Statements (IGNITE)

<http://www.designstatement.co.uk>

- Building for Life

<http://www.buildingforlife.org/>

## 9. Application Plans

### When is this required?

- Elevation plans should be submitted for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- Roof Plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

### What information is required?

#### **All plans should be numbered.**

#### (a). Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included, if only to show that this is in fact the case. Under certain circumstances, joinery details to a scale of 1:20 or less may be required.

#### (b). Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

#### (c). Existing and Proposed Site Sections and Site Levels

Section drawings should be drawn at a scale of 1:50 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

#### (d). Roof Plan

A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50 or 1:100.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

**Unitary Development Plan:**

- Policies ENV8, ENV11

## 16. Heritage Statement

### **When is this required?**

This statement is required for all applications for Listed Building Consent and Conservation Area Consent applications.

In all cases the Heritage Statement could form part of a more comprehensive Design and Access Statement.

### **Works to a Listed Building**

Applications for Listed Building Consent may need to as appropriate include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

### **Conservation Area Consent applications**

The statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition.

### **Applications affecting the setting of heritage assets**

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 5: Planning for the Historic Environment

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

**Unitary Development Plan:**

- ENV8, ENV11

## 25. Structural Survey

### **When is this required?**

All applications that involve:

- The demolition, or proposals that may affect the structural integrity, of a building or structure that contributes to the character of a Conservation Area;
- Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.

**Please seek pre-application advice from the Local Planning Authority for further details on when this would be required.**

### **What information is required?**

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

### **Policy Background**

#### **Government policy or guidance:**

- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>
- PPS 7: Sustainable Development in Rural Areas (para. 17 - 20)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>

#### **Unitary Development Plan:**

- ENV8, ENV11

## **30. Tree Survey and/or Statement of Arboricultural Implications of Development**

### **When is this required?**

Where a development site includes trees, where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage that would be affected by the development proposal.

### **What information is required?**

All trees should be accurately shown on a scaled plan with the following information:

Species; height in metres; stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the roof flare for multi-stemmed trees; branch spread in metres taken at north, south, east and west points; height in metres of the lowest part of the canopy above ground level.

However, the following details will also be required where a tree is protected by a TPO or the site is located in a Conservation Area:

Age class (young, middle aged, mature, over-mature, veteran); physiological condition (e.g. good, fair, poor, dead); structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat; estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40); category grading (see BS5837: 2005 Trees in Relation to Construction – Recommendations).

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2005.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 3: Housing  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>
- PPS 7: Sustainable Development in Rural Areas  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>
- PPS 9: Biodiversity and Geological Conservation  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>

#### **Unitary Development Plan:**

- DC1, ENV44

**Area specific requirements and further information:**

- Paragraph 4.1.3 of BS 5837: 2005 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2005 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2005 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.