

Local Validation Requirements for Planning Applications



April 2019

Introduction

In order to promptly and accurately determine applications for planning permission and related consents, certain information must be supplied to the Local Planning Authority (LPA) before it can begin assessing the proposals. This information needs to be checked before an application can be validated and for the period to make a decision to commence. This document is prepared to aid in the efficient validation of applications, setting out both the statutory, or mandatory, requirements as well as the locally set requirements.

Section 62 of the Town and Country Planning Act 1990 ('the 1990 Act') and section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990 ('the LBCA') along with subordinate legislation allow the LPA to request information as long as it is:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

Paragraph 44 of the [National Planning Policy Framework](#) (NPPF) sets out the Government's policy on local validation requirements:

“Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question”.

As a consequence, aside from the mandatory requirements, items specified on the local list will be requested on a case by case basis, having regard to the nature and scale of development, including the constraints and planning policies which are applicable to the site concerned.

Applicants should note that information provided can assist interested parties in understanding the proposals and in making representations. A lack of suitable detail can often lead to uncertainty and, in turn, objection, raising the likelihood of delay in dealing with an application, or refusal of it.

This document was the subject of consultation and was adopted on 23 April 2019. It replaces any previous local validation requirements. The document is available at www.southderbyshire.gov.uk/planning and will be reviewed in 2021, or sooner if necessary.

If further clarification is needed on any matter referred to in this document, then please contact Planning Services by emailing planning@southderbyshire.gov.uk.

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1. Overarching requirements

The standard application forms

- 1.1 Planning applications can be processed quickly when the standard application forms are used, as these capture much of the information needed in order to understand and assess the proposals. This is particularly the case when the application is made electronically, through the [Planning Portal](#), and this is the preferred method of application. These forms are mandatory for a number of application types, as outlined in the following sections.

Dual applications

- 1.2 It is possible to make more than one type of application on a single form. These are known as dual applications. Applicants should have regard to each of the relevant sections of this document where making a dual application.

Retrospective applications

- 1.3 Legislation allows for some [applications to be made retrospectively](#)¹. These applications often come about following a complaint to the Local Planning Authority about unauthorised development. Such applications will be validated having regard to the provisions of the Town and Country (Development Management Procedure) Order ('the DMPO') and the content of this document, bearing in mind what information is proportionate and necessary to enable a proper assessment of the development to be made.
- 1.4 It should be noted that prior notifications and prior approvals cannot be applied for retrospectively. This also applies to notifications for works to trees in conservation areas or removal of hedgerows, as well as listed building consent and some other forms of consent.

Planning fees

- 1.5 Most applications attract a fee. This must be paid before the application can be considered valid. The [fees schedule](#) is published on the Planning Portal. Care should be taken to calculate the correct fee when submitting a proposal which comprises various types of development, such as a mixed commercial floorspace and residential scheme.

Information to support applications

- 1.6 The development proposed, type of application made and the factors influencing the site all mean that each application will attract differing requirements for supporting information. Hence, sites for similar types of development close to each other may require varying degrees of documentation. A glossary is provided at [Annex A](#) which describes the documents which might be requested and, where relevant, provides useful links to other websites to assist with submission of adequate information.
- 1.7 Applicants are also strongly encouraged to seek [pre-application advice](#) from the Local Planning Authority, as this will help to focus development proposals and outline the information likely to be required to enable assessment of the application.

¹ Pursuant to [section 73A of the 1990 Act](#)

Digital files

- 1.8 When providing an application electronically, the following standards should be adhered to:
- **File types:** documents should be provided as pdf files. This is to adhere to accessibility standards, given Office and CAD software packages are not always freely available. Dwg files are not acceptable.
 - **File names:** each document should be logically and clearly labelled to assist in the statutory publication of an application (e.g. Site Layout - 9453_07 Rev A.pdf). In the case of applications which seek the approval of details required by a condition(s), the filename should be prefixed with 'C01' or 'Condition 1' and thereafter labelled in the above manner.
 - **File security:** documents should be provided so they are editable ('unsecured'). This is to allow the redaction of any sensitive information prior to publication on the statutory planning register.

Following these criteria aids in the swift validation of an application and assists both officers and third parties to quickly identify those documents relevant to their interests and provide comments accordingly.

Paper copies

- 1.9 In the case of applications submitted on paper, 2 copies of the application form and supporting documents (the original and one copy) will be necessary. Where an application is accompanied by an Environmental Statement, a copy for each Parish Council affected along with a further 2 copies must be provided.

Disputes

- 1.10 If there is disagreement with the Local Planning Authority's request for information, there is a [procedure to resolve such disputes](#). However, even if the application is accepted as valid by the Planning Inspectorate, this can add considerable delay to assessment of the application. Informal negotiation is clearly in the interests of both parties, and [pre-application](#) discussions can be a useful way for an applicant and Local Planning Authority to agree what information is required before an application is submitted.

Privacy and data protection

- 1.11 Inclusion of personal data, such as signatures or personal email addresses and phone numbers, should be avoided where possible. Nonetheless, the Local Planning Authority must have sufficient information in order to process the application, so contact details are often unavoidable (e.g. the applicant's name). Whilst every attempt will be made to redact sensitive information, it would assist the Local Planning Authority if documents are provided without personal data in the first instance.

Confidentiality

- 1.12 Certain documents may be required which will inevitably contain commercially sensitive or confidential information – such as financial appraisals or statements relating to personal circumstances. These documents still form part of the statutory application register. Paragraph 57 of the NPPF indicates that all viability assessments should be made publicly available. If you wish for a document to be treated in confidence, it must be marked accordingly and exceptional justification provided to outline the reasons for handling it in this manner.
- 1.13 The decision whether to publish the document will be the Local Planning Authority's, having regard to the sensitivity of the information, the likely impacts of its publication and the significance of the proposal. If published, we will seek to redact the document in part if possible. Notwithstanding this, the full document will likely need to be circulated in a controlled fashion to selected consultees so they may offer advice to case officers, in the interests of determining the application.

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2. Householder applications

2.1 The most common planning application is that for householder development. This captures extensions and alterations to existing dwellinghouses, including the erection of outbuildings and creation of dropped kerbs and driveways. Usually, the most important considerations in dealing with these applications are the impact of the development on the living conditions of neighbouring residential properties, the impact of the design on the host dwelling and the street scene, and any impact on parking provision and highway safety.

National requirements

2.2 The following items are required:

- the completed **application form**;
- the **appropriate fee**, unless an exemption applies;
- a **site location plan**;
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below).

Local requirements

2.3 The following documents are likely to be required:

- **floor plans**;
- **elevation drawings**;
- **roof plans**;
- a **layout plan**, accurately showing the position of adjoining properties and their windows;
- for proposals involving the provision or alteration of a vehicular access; a **block plan** showing the position for the lowered kerb and hard surfaces in the public highway, along with details of the materials and drainage to any driveway created;
- for proposals affecting protected or significant trees, a **tree survey**.

2.4 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

2.5 Proposals for residential annexes, where there is no functional dependency on the main dwelling, will be treated in line with the supporting text (paragraph 3.15) to [policy H27 of the Local Plan Part 2](#). A full application should be made with regard to the information requirements set out in section 4.

Policy Drivers

2.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies SD1, BNE1, BNE4 and INF2 of the Local Plan Part 1 and policies H26, H27, H28, BNE5, BNE7 and BNE10 of the Local Plan Part 2, and as supported by the Design Guide Supplementary Planning Document (SPD) and provisions of the NPPF and Planning Practice Guidance (PPG).

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3. Prior approval for larger householder extensions

3.1 The Town and Country Planning (General Permitted Development) Order 2015 ('the GPDO') allows householders to obtain approval for [a single storey rear extension](#) which exceeds the usual allowances. The GPDO requires a specified level of information.

Specified requirements

3.2 The following items are required:

- A **written description of the development** including:
 - the depth of the extension beyond the rear wall of the original dwellinghouse (where the extension is joined to an existing extension, this information must be provided in respect of the total depth);
 - the maximum height of the extension;
 - the height of the eaves of the extension;
 - the developer's contact details; and
 - a list of the addresses of any adjoining premises.

This information is best provided on the standard **application form**.

- A **site location plan**;
- A **block plan** showing the proposed extension along with any existing extension to which it will be joined.

Local requirements

3.3 The Council has the power to refuse prior approval if it considers there is insufficient information to establish whether the proposed development complies with the [conditions, limitations or restrictions](#) applicable to the development. Therefore, applicants are advised to provide as much information as possible, with **floor plans** and **elevation drawings** strongly recommended.

3.4 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested. This is likely to include any of the documents set out at paragraph 2.3.

Policy Drivers

3.5 These requirements are based on the need to establish whether the proposal accords with the applicable conditions, limitations or restrictions as set out in the GPDO; and Development Plan policies, in particular policies SD1 and BNE1 of the Local Plan Part 1 and policy H27 of the Local Plan Part 2, as supported by the Design Guide SPD and provisions of the NPPF and PPG.

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4. Full applications

4.1 This type of application should be used where there is no specific form to cater for the proposed development. This includes change of use applications.

National requirements

4.2 The following items are required:

- the completed **application form**;
- the **appropriate fee**, unless an exemption applies;
- a **site location plan**;
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below);
- for major developments, or for the erection of 1 or more dwellings or for 100m² or more of floorspace in a conservation area; a **design and access statement**;
- for development considered to be [EIA Development](#), as defined by the Regulations²; an **environmental statement**;
- For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a **statement of community involvement**.

Local requirements

4.3 The following documents are likely to be required:

- **floor plans**;
- **elevation drawings**;
- **roof plans**;
- a **layout plan**, accurately showing the position of adjoining properties and their windows, as well as any provision or alteration of a vehicular access and hard surfaces;
- for developments filling a gap between existing buildings; a **street scene drawing(s)**, particularly where the development is visible from the public realm;
- for major developments; a **drawing schedule**;
- for major residential developments of 10 or more dwellings, a **planning obligations statement**;
- for major developments, a **drainage strategy**;
- for major developments, a **topographical survey**;
- for major developments, **layout plans** showing hard and soft landscaping (the latter in particular for National Forest locations), facing materials for buildings, enclosures/boundary treatments and swept path analysis for refuse and service vehicles.
- for developments within the River Mease catchment which create residential annexes, dwellings or commercial floorspace; a **River Mease impact statement**.

4.4 Depending on constraints affecting the site, the following documents are often required so to enable consultation with interested parties, including statutory consultees:

- a **planning statement**;

² The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- for major developments not in accordance with the [Development Plan](#); a **statement of community involvement**.
- for [certain forms of development](#) within [flood zone](#) 2 or 3, or where the site exceeds 1 hectare in site area in flood zone 1, a **flood risk assessment** supported by evidence for the [sequential test](#) and [exception test](#) where necessary;
- for development at high risk from [coal mining legacy](#), a **coal mining risk assessment** unless the type of development is [exempt](#);
- for development influenced by an area of known contamination, a **land contamination assessment**;
- for development involving the conversion of an agricultural building; a **structural survey**;
- for development influenced by protected, veteran, significant or a high number of trees and/or priority or important hedgerows; an **arboricultural impact assessment**;
- for development [within or influencing](#) a Site of Special Scientific Interest (SSSI), a nature reserve or Local Wildlife Site (LWS), or has [suitable habitat for protected and priority species](#); a **preliminary ecological appraisal**;
- for development likely to generate [significant levels of traffic](#); a **transport statement** or **transport assessment**;
- for development likely to generate notable use of or demand for sustainable modes of transport; a **framework travel plan**;
- for development affecting a [designated or non-designated heritage asset](#), including the setting of assets and [archaeological potential](#); a **heritage impact assessment**;
- for development affecting an archaeological entry on the [Historic Environment Record](#); an **archaeological desk-based assessment**, **geophysical survey** or field evaluation as appropriate;
- for development leading to the loss of [grade 1, 2 or 3 agricultural land](#); a **soil quality survey**;
- for major development within a [minerals safeguarding area](#) (Map 3 of the Minerals Local Plan); a **minerals extraction feasibility study**;
- for development which, in the opinion of the Local Planning Authority, is likely to have notable visual or landscape impacts; a **landscape and visual impact assessment**;
- for development leading to the loss of playing fields or public open space (whether publically adopted or not); a **sports and open space analysis**;
- for development leading to the loss of a community facility, including Assets of Community Value (ACV); a **community facilities analysis** supported by evidence of marketing of the facility;
- for proposed main town centre uses outside of a [recognised town or local centre](#); a **retail sequential assessment**;
- for proposed retail, office and leisure development of over 1,000m² of floorspace not in accordance with the Development Plan and outside of an existing town or local centres; a **retail impact assessment**;
- for development likely to be affected by road, rail or air traffic noise, or noise from commercial premises, or where the development is likely to generate noise impacts on adjoining property; a **noise impact assessment**;
- for development likely to generate notable lighting impacts on adjoining property or bat foraging lines, or sky glow; a **lighting strategy**;
- for development likely to generate notable traffic movements and/or emissions within influencing distance of an Air Quality Management Area (AQMA); an **air quality assessment**;

- for high rise development or commercial premises over 8m to the eaves; a **daylight and sunlight assessment**;
- for development likely to generate notable demand on utility services, such as water, drainage, gas, electricity and telecommunications; a **utilities assessment**;
- where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an 'open book' **viability appraisal** (also see paragraphs 1.12 and 1.13);
- for creation of a rural worker's dwelling(s); a **rural enterprise statement**;
- for tourism, business or employment development within rural areas; a **business plan**;
- for proposals which are likely to negatively affect a minority group, an **equalities impact statement**;

4.5 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Conditions

4.6 It should be recognised that the Local Planning Authority may need to apply conditions to any planning permission. This may be as a result of inadequate detail having been provided, such as omission of eaves and verge details, or specification of materials. As far as practicable, such information should be submitted as part of the application to negate the need for further conditions. This assists in enabling the swift implementation of the development.

Policy Drivers

4.7 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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5. Outline applications

- 5.1 This application type should be used where the principle of development needs to be established. It is ideally suited to major developments where the design of the site is yet to be confirmed, but the certainty of a development opportunity is needed.
- 5.2 Detail of access, appearance, layout, scale and landscaping can be deferred to a later date. These are known as 'Reserved Matters' and are defined at [Annex A](#). An outline application can be made seeking consideration of none or some of the Reserved Matters, but not all. Where an application is made seeking consideration of some of the Reserved Matters, regard should be had to the information requirements set out in section 6.
- 5.3 Outline applications are not appropriate where the full detail of a proposal is necessary in order to establish whether the principle of development can be supported, such as extensions to buildings, dual applications (see paragraph 1.2), proposals in conservation areas, barn conversions or for changes of use. In some circumstances, it is not appropriate to use outline applications where the proposal would affect a heritage asset, including its setting.
- 5.4 The Council may also invoke its powers under the DMPO to require the submission of details for one or more of the Reserved Matters. In many cases, access will need to be considered whilst layout and scale can be important for infill and backland developments.

National requirements

- 5.5 The following items are required:
- the completed **application form**;
 - the **appropriate fee**, unless an exemption applies;
 - a **site location plan**;
 - where access is a Reserved Matter, a **layout plan** indicating the area or areas where access points will be situated;
 - other plans and drawings or information necessary to describe the subject of the application (see the local requirements below);
 - for major developments, or for the erection of 1 or more dwellings or for 100m² or more of floorspace in a conservation area; a **design and access statement**;
 - for development considered to be [EIA Development](#), as defined by the Regulations³; an **environmental statement**;
 - For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a **statement of community involvement**;
 - for developments within the River Mease catchment which create residential annexes, dwellings or commercial floorspace; a **River Mease impact statement**.

Local requirements

- 5.6 The following is likely to be required:
- where layout is a Reserved Matter; an **illustrative masterplan**;

³ The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- where Reserved Matters are to be considered; detailed **layout plans, floor plans and elevation drawings** (in so far as relevant to the Reserved Matter(s) applied for) – also see paragraph 4.3 where the application is for a major development, and paragraph 6.4;
- for residential led developments which are likely to delivered in phases; a **phasing masterplan**;
- for major developments where layout, scale or appearance are to be considered; a **drawing schedule**;
- for major residential developments of 10 or more dwellings, a **planning obligations statement**;
- for major developments, a **drainage strategy**.

5.7 Depending on constraints affecting the site, the following documents are often required so to enable consultation with interested parties, including statutory consultees:

- Any of the documents listed at paragraph 4.4, having regard to whether any Reserved Matters are to be considered.

5.8 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

5.9 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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6. Applications for Approval of Reserved Matters

- 6.1 These applications follow a grant of outline permission and, where reserved under that permission, set out the detail of the development – the access, appearance, landscaping, layout and scale. Applications for Reserved Matters can be made separate to one another and in respect of part of the site only (i.e. for development delivered in phases).
- 6.2 The Reserved Matters are defined in more detail in the DMPO⁴, but in brief, these are:
- Access considers the accessibility to and within the site for vehicles, cycles and pedestrians, looking at the position and treatment of the access(es) and how these fit into the surrounding access network;
 - Appearance means the visual aspects of a building or place within the site, including its form, architecture, materials, decoration, lighting, colour and texture. This Reserved Matter has a close relationship to layout;
 - Landscaping considers the treatment of land (not buildings) and includes boundary treatments/enclosures; soft landscaping such as trees, hedges, shrubs or grass; formation of banks, terraces or other earthworks; provision of gardens, courts, squares, water features, sculpture or public art; and provision of other amenity features. This Reserved Matter has a close relationship to layout;
 - Layout means the way in which buildings, routes and open spaces within the site are provided, situated and orientated in relation to each other and to buildings and spaces adjoining the development; and
 - Scale means the height, width and length of each building proposed within the site in relation to its surroundings.

National requirements

- 6.3 The following items are required:
- Sufficient information to allow the Local Planning Authority to identify the outline permission, best provided on the standard **application form**.
 - the **appropriate fee**, unless an exemption applies;
 - detailed **layout plans, floor plans, elevation drawings** and information (in so far as relevant to the Reserved Matter(s) applied for) – see paragraph 4.3 where the application is for a major development;
 - for major developments, or for the erection of 1 or more dwellings or for 100m² or more of floorspace in a conservation area; a **design and access statement**.

When submitting drawings and plans for particular reserved matters, consideration should be given to the list at paragraph 6.2, and the advice at paragraph 6.7 below. For instance, as the landscaping reserved matter includes boundary treatments, hard surfaces and planting, drawings should provide the position, height, type, material and elevation of boundary treatments, the position and materials for hard surfaces and the position and species schedule, density and maturity of plants/seeding proposed.

⁴ www.legislation.gov.uk/uksi/2015/595/article/2/made

Local requirements

- 6.4 The following is likely to be required (in so far as relevant to the Reserved Matter(s) applied for):
- any **assessments, studies, plans or drawings** as may be required by conditions attached to the outline permission (see [Annex A](#) for relevant definitions);
 - for major developments, a **dwelling schedule** (grouping the total number of dwellings by number of bedrooms and tenure⁵) or **floor space schedule** (listing the floorspace amounts and uses per unit created), as the case may be;
 - for major developments where layout, scale or appearance are to be considered; a **drawing schedule**;
 - where layout is to be considered, **swept path drawings** for delivery and service vehicles (in particular showing swept paths for refuse wagons used by South Derbyshire District Council).
- 6.5 Depending on the constraints affecting the site, the following documents are often required so to enable consultation with interested parties, including statutory consultees:
- a **design assessment** to demonstrate how the submission accords with Development Plan policies and SPDs;
 - for high rise development or commercial premises over 8m to the eaves; a **daylight and sunlight assessment**.
- 6.6 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Conditions

- 6.7 It should be recognised that the Local Planning Authority may need to apply conditions to any approval of Reserved Matters. This may be as a result of inadequate detail having been provided, such as omission of eaves and verge details, or specification of materials. As far as practicable, such information should be submitted as part of the relevant Reserved Matter to negate the need for further conditions, in addition to what may already exist attached to the outline permission. This assists in enabling the swift implementation of the development following the approval of Reserved Matters.

Policy Drivers

- 6.8 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies SD1, H20, H21, BNE1, BNE2, BNE3 and INF2 of the Local Plan Part 1 and policies BNE7 and BNE10 of the Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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⁵ This may be provided on the Planning Portal's [Supplementary Information template](#).

7. Applications for Permission in Principle

- 7.1 As of 1 June 2018, it is possible to seek Permission in Principle (PiP) for housing-led development. The PiP consent route has 2 stages: the first stage establishes whether a site is suitable in principle and the second stage is when the detailed development proposals are assessed. This latter stage is known as the Technical Details Consent (TDC).
- 7.2 Non-residential development may also be given PiP providing housing occupies the majority of the floorspace of the overall scheme and it is compatible with the residential development, such as a small proportion of retail, office space or community uses.
- 7.3 A PiP application cannot be made for major development, development which is [EIA Development](#) or likely to have significant effects under the [Habitat Regulations](#).

National requirements

- 7.4 The following items are required:
- the completed **application form**;
 - the **appropriate fee**, unless an exemption applies;
 - a **site location plan**;

Local requirements

- 7.5 There are no local requirements applicable to this type of application.

Policy Drivers

- 7.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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8. Applications for Technical Details Consent

8.1 These applications follow a grant of Permission in Principle and seek approval for all technical and detailed matters. They are, in effect, a full planning application except that the principle of the development, and its parameters, has already been set. Applications for Technical Details Consent cannot be made in phases, and must provide details relevant to the whole site.

National requirements

8.2 The following items are required:

- the completed **application form**;
- the **appropriate fee**, unless an exemption applies;
- a **site location plan**;
- where access is a Reserved Matter, a **layout plan** indicating the area or areas where access points will be situated;
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below);
- for major developments, or for the erection of 1 or more dwellings or for 100m² or more of floorspace in a conservation area; a **design and access statement**;
- for development considered to be [EIA Development](#), as defined by the Regulations⁶; an **environmental statement**;
- For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a **statement of community involvement**.

Local requirements

8.3 The following documents are likely to be required:

- **floor plans**;
- **elevation drawings**;
- **roof plans**;
- a **layout plan**, accurately showing the position of adjoining properties and their windows, as well as any provision or alteration of a vehicular access and hard surfaces;
- for developments filling a gap between existing buildings; a **street scene drawing(s)**, particularly where the development is visible from the public realm;
- for major residential developments; a **drawing schedule**;
- for major residential developments of 10 or more dwellings, a **planning obligations statement**;
- for major developments, a **drainage strategy**
- for developments within the River Mease catchment which create residential annexes, dwellings or commercial floorspace; a **River Mease impact statement**.

8.4 Depending on constraints affecting the site, the following documents are often required so to enable consultation with interested parties, including statutory consultees:

- Any of the documents listed at paragraph 4.4.

⁶ The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- 8.5 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

- 8.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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9. Applications for Listed Building Consent

- 9.1 These are applications for works to [listed buildings](#), including listed curtilage structures, which are either made separate to or in conjunction with a planning application, recognising that internal works and some extensions to property may require listed building consent (LBC), but not planning permission.
- 9.2 The Local Planning Authority has a statutory duty to have special regard to the impact of the proposed works on the special architectural or historic interest of the listed building⁷. Hence the implications of the works need to be fully understood, and this can only come from a detailed, proportionate and informative submission/assessment.
- 9.3 Additionally, in order to avoid the need for conditions to be attached to any consent granted, submissions should provide as much information as possible, including detailed drawings of joinery, eaves/verges/cills and lintels, brickwork patterns, etc. and details of the materials to be used.

National requirements

- 9.4 The following items are required:

- the completed **application form**;
- a **site location plan**;
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below);
- a **design and access statement** which explains the design principles and concepts that have been applied to the works, and how these principles and concepts take account of:
 - (i) the special architectural or historic interest of the building;
 - (ii) the particular physical features of the building that justify its designation as a listed building; and
 - (iii) the building's setting;

and (unless where the proposal relates to interior works only) how issues relating to access to the building have been dealt with, including:

- (iv) what alternative means of access have been considered,
- (v) what, if any, consultation has been undertaken and what account has been taken of such consultation, and
- (vi) how Development Plan policies relating to access have been taken into account.

Local requirements

- 9.5 The following documents are likely to be required:

- **floor plans**;
- **elevation drawings**;
- **roof plans**;

⁷ [Section 66](#) of the Planning (Listed Buildings and Conservation Areas) Act 1990

- a **schedule of works**, clearly setting out the methodology for works affecting the existing fabric of the building and timescales/order for carrying out the works including any temporary means of support, etc;
- a **heritage impact statement** where the proposed works are likely to have a notable effect on or total loss of the significance of the listed building.

9.6 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

9.7 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies BNE2 of the Local Plan Part 1 and policy BNE10 of the Local Plan Part 2, as supported by the Design Guide SPD and provisions of the NPPF and PPG.

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10. Applications for Relevant Demolition Consent

- 10.1 It is often necessary to obtain Relevant Demolition Consent (RDC) when making an application within a [conservation area](#) which involves demolition of an unlisted, unscheduled or ecclesiastical building. This applies to:
- buildings within a conservation area with a volume of more than 115m³; and
 - gates, fences, walls or railings within a conservation area more than 1m in height next to a highway (including a right of way) or public open space; or more than 2m high elsewhere within a conservation area.
- 10.2 Notwithstanding the above, RDC is not needed when the building is required to be demolished by: a condition on a planning permission, as part of implementing that permission;
- a section 106 agreement;
 - an enforcement notice;
 - a discontinuance (etc.) order under section 102 of the 1990 Act;
 - a proper maintenance of land notice under section 215 of the 1990 Act; or
 - a demolition order or compulsory purchase order under Part 9 of the Housing Act 1985.
- 10.3 The Local Planning Authority has a statutory duty to pay special attention to the impact of the demolition on the desirability of preserving or enhancing the character and appearance of the conservation area⁸. Hence the implications of the works need to be fully understood, and this can only come from a detailed and informative submission by the applicant.

National requirements

- 10.4 The following is required:
- the completed **application form**;
 - a **site location plan**;
 - other plans and drawings or information necessary to describe the subject of the application (see the local requirements below).

Local requirements

- 10.5 The following documents are likely to be required:
- in the case of buildings, a **calculation of the volume of the building(s)** subject of the application;
 - in the case of gates, fences, walls or railings, a **specification of the height of the gates, fences, walls or railings(s)** subject of the application;
 - a **layout plan** clearly identifying the building(s) and/or gates, fences, walls or railings subject of the application;
 - a **heritage impact assessment** to justify the proposed demolition, having regard to the significance of the structure affected and the impact of the demolition on the character and appearance of the conservation area.
- 10.6 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

⁸ [Section 72](#) of the Planning (Listed Buildings and Conservation Areas) Act 1990

Policy Drivers

- 10.7 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies BNE2 of the Local Plan Part 1 and policy BNE10 of the Local Plan Part 2, as supported by the Design Guide SPD and provisions of the NPPF and PPG.

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11. Applications for Advertisement Consent

11.1 It is necessary to have Advertisement Consent to display a sign or advert. Exemptions or deemed consent provisions under [Schedules 1 and 3](#) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 allow for many forms of signs and adverts to be displayed without the need for express consent. Where express consent is required, regard should be had to the following guidance.

11.2 It should also be noted that an application for the renewal of an express consent may not be made more than 6 months before the date on which the existing consent is due to expire.

National requirements

11.3 The following is required:

- the completed **application form**;
- the **appropriate fee**, unless an exemption applies;
- a **site location plan**;
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below).

Local requirements

11.4 The following is likely to be required:

- a **layout plan** or **block plan** clearly identifying the position/location of the proposed signs/adverts on the site and/or building(s) or structure(s);
- **elevation drawings** of the sign(s)/advert(s);
- in the case of illuminated signage; **elevation drawings** and **specification** of the method of proposed lighting.

11.5 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

11.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies BNE1 and BNE2 of the Local Plan Part 1 and policies BNE9, BNE10 and BNE11 of the Local Plan Part 2, as supported by the Design Guide SPD and provisions of the NPPF and PPG.

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12. Applications for works to trees subject to a Tree Preservation Order

- 12.1 Anyone wishing to cut down, top, lop or uproot trees subject to Tree Preservation Order (TPO) must first apply to the Local Planning Authority for consent unless the proposed work benefits from [an exception](#). Where an exception applies, consent is not needed but notice of those works may need to be first given to the Local Planning Authority.
- 12.2 It is important that applications for works make clear exactly what the proposed work is and provides adequate information to support the case.

National requirements

- 12.3 The following is required:
- the completed **application form**;
 - a **site location plan** which identifies the tree or trees to which the application relates;
 - a **specification of the work** for which consent is sought;
 - a **statement of the reasons** for the works; and
 - **substantiated evidence** describing any structural damage to property or in relation to tree health or safety, as applicable.

Local requirements

- 12.4 The following is likely to be required:
- for works involving the removal of trees; a **tree survey** and **arboricultural method statement**;
 - for works involving the pruning of trees; **photos or diagrams** marked with pruning points, crown lifting height and/or extent of crown reduction.
- 12.5 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

- 12.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies BNE3 and BNE4 of the Local Plan Part 1 and policy BNE7 of the Local Plan Part 2, as supported by the Tree Works Supplementary Planning Guidance and provisions of the NPPF and PPG.

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13. Applications for works to trees in Conservation Areas

13.1 Anyone wishing to cut down, top, lop or uproot trees within a conservation area will often need to first notify the Council of this intent. This is known as a section 211 notice⁹. Where the tree(s) are also protected by a TPO, then the guidance under section 12 should be followed instead.

13.2 Notwithstanding the above, a notification is not required for:

- the cutting down, topping or lopping or uprooting of a tree whose diameter does not exceed 75mm; or
- the cutting down or uprooting of a tree, whose diameter does not exceed 100mm, for the sole purpose of improving the growth of other trees (e.g. thinning as part of forestry operations).

In either case, the diameter of the tree is to be measured over the bark of the tree at 1.5 metres above ground level. Where a tree has more than one stem at a point 1.5m above ground level, if any stem at that point exceeds 75mm or 100mm respectively, the tree shall be treated as exceeding the relevant diameter. There are also further [exceptions for the need to submit a notification](#).

13.3 It is important that applications for works make clear exactly what the proposed work is and provides adequate information to support the case. Where the works are not properly justified, the Local Planning Authority may place a TPO on the tree(s) to prevent the works taking place.

National requirements

13.4 The following is required:

- A **written notification** describing:
 - the work proposed and including sufficient particulars to identify the tree or trees, including where a number of trees or operations are involved, it made clear what work is proposed to which tree;
 - the date of submission of the notification.

This information is best provided on the standard **application form**.

Local requirements

13.5 The following items are strongly encouraged:

- a **site location plan** which identifies the tree or trees to which the application relates by way of reference numbers (e.g. T1, T2, etc.);
- a **specification of the work** for which consent is sought, which may include **photos or diagrams** marked with pruning points, crown lifting height and/or extent of crown reduction for works involving the pruning of trees;
- a **statement of the reasons** for the works;
- **substantiated evidence** describing any structural damage to property or in relation to tree health or safety, as applicable.

⁹ [Section 211](#) of the 1990 Act

Policy Drivers

- 13.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies BNE3 and BNE4 of the Local Plan Part 1 and policy BNE7 of the Local Plan Part 2, as supported by the Tree Works Supplementary Planning Guidance and provisions of the NPPF and PPG.

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14. Applications for removal of a hedgerow

14.1 A hedgerow is a boundary line made up of bushes, which can include trees. It is controlled by the [Hedgerow Regulations 1997](#) if it is more than 20m long with no gaps greater than 20m in length, or less than 20m long but meets another hedge at each end. Such a hedgerow is protected if it is on or next to:

- land used for agriculture or forestry;
- land used for breeding or keeping horses, ponies or donkeys;
- common land;
- a village green;
- a site of special scientific interest;
- a protected European site such as a special area of conservation or special protection area;
- a national nature reserve;
- a local nature reserve; or
- Crown land.

14.2 Anyone wishing to remove a protected hedgerow must first apply to the Local Planning Authority so they may determine if the hedgerow is 'important' in the definition of the Hedgerow Regulations.

National requirements

14.3 The following is required:

- a **written notification** in the form as set out in Schedule 4 to the Hedgerow Regulations, best provided on the standard **application form**;
- a **statement of reasons** for the works, confirming whether the applicant is the owner, tenant or manager of the hedgerow, or the relevant utility company eligible to remove it;
- **evidence** that the hedge is less than 30 years old;
- a **site location plan** which identifies the hedgerow(s) to be removed.

Policy Drivers

14.4 These requirements are based on the need to establish whether the proposal affects an important hedgerow as defined by the Hedgerow Regulations; and Development Plan policies, in particular policies BNE2, BNE3 and BNE4 of the Local Plan Part 1 and policies BNE7 and BNE10 of the Local Plan Part 2, as supported by the provisions of the NPPF and PPG.

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15. Prior notification under permitted development rights

- 15.1 The Town and Country Planning (General Permitted Development) Order 2015 ('the GPDO') allows for the carrying out of development without the need for express planning permission from the Local Planning Authority. This is known as 'permitted development'.
- 15.2 Some forms of permitted development require a prior notification to be submitted to the Local Planning Authority. The restrictions and limitations, and the triggers for making a prior notification, are [set out in the GPDO](#).
- 15.3 Prior notifications can be necessary for the following forms of development:
- agricultural development involving the erection, extension or alteration of a building, creation of a farm track or road, creation of a tank or the deposition of waste;
 - forestry development involving the erection, extension or alteration of a building, or creation of a forestry track or road;
 - demolition of a building (one which is not listed or within a conservation area);
 - erection of telecommunications equipment/masts;
 - temporary flexible uses under Part 4 Class D of Schedule 2 to the GPDO;
 - installation, alteration or replacement of solar thermal or PV equipment on a building which generates more than 50kW electricity or 45kW thermal energy.
- 15.4 These are submitted to enable the Local Planning Authority to decide whether it requires further detail to be provided in respect of the siting, design and appearance of certain types of development, or how certain developments are to proceed. This is known as prior approval.

National requirements

- 15.5 For agricultural development involving (a) the erection, extension or alteration of a building, (b) the formation or alteration of a private way, (c) the carrying out of excavations or the deposit of waste material, or (d) the placing or assembly of a tank in any waters; or for forestry development involving (a) the erection, extension or alteration of a building, or (b) the formation or alteration of a private way; the following is required:
- a **written description** of the proposed development and of the materials to be used, best provided on the standard **application form**;
 - a **site location plan** showing the proposed development;
 - the **appropriate fee**, unless an exemption applies.
- 15.6 For the demolition of a building(s) the following is required:
- a **written description** of the proposed development and **justification for the demolition**, best provided on the standard **application form**;
 - the **appropriate fee**, unless an exemption applies;
 - a **statement that a site notice has been displayed** on or near the land on which the building to be demolished is sited, noting the following rules:

The site notice must contain (a) the name of the applicant,(b) a description, including the address, of the building or buildings to be demolished, (c) a statement that the applicant has applied to the Local Planning Authority for a determination as to whether prior approval will be required as to the method of demolition and any restoration of the site, (d) the date on which the applicant proposes to carry out the demolition, and (e) the name and address of the Local Planning Authority. The site notice must also be signed and dated by or on behalf of the applicant.

15.7 For telecommunications development the following is required:

- a **written description** of the proposed development, along with the developer's contact address and confirmation that notice has been served on landowners and/or agricultural tenants; best provided on the standard **application form**;
- where the development consists of the installation, alteration or replacement of a mast within 3km of the perimeter of an aerodrome, **evidence of notification** of the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as the case may be;
- a **site location plan** showing the proposed development;
- the **appropriate fee**, unless an exemption applies.

15.8 For temporary flexible uses the following is required:

- a **written statement** confirming the site/premises (clearly identified by way of postal address and/or a **site location plan**), the date the flexible use will begin, and what that use will be.

15.9 For installation, alteration or replacement of solar thermal or PV equipment the following is required:

- a **written description** of the proposed development and contact details of the developer, best provided on the standard application form;
- a **site location plan** showing the proposed development;
- the **appropriate fee**, unless an exemption applies.

15.10 In all the above cases, the Local Planning Authority is expected to consider the siting, design and/or external appearance of the development, and, in the case of solar thermal or PV equipment, the impact of glare on occupiers of neighbouring land. As a consequence, it may be necessary to seek prior approval of these details. It is therefore advisable to provide as much information as possible to avoid the need for prior approval.

Policy Drivers

15.11 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies SD1, BNE1, BNE2 and BNE4 of the Local Plan Part 1 and policies BNE5, BNE6, BNE10 and INF11 of the Local Plan Part 2, as supported by the Design Guide SPD and provisions of the NPPF and PPG.

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16. Prior approval under permitted development rights

- 16.1 The GPDO allows for the carrying out of development without the need for express planning permission from the Local Planning Authority. This is known as 'permitted development'.
- 16.2 Some forms of permitted development require an application to be submitted to the Local Planning Authority so it may decide whether to grant or refuse prior approval. The restrictions and limitations, and the triggers for making an application are [set out in the GPDO](#), and these must be complied with in order to make an application under this provision. Please see section 3 for larger householder extensions.
- 16.3 Currently, prior approval is necessary for the following forms of development:
- change of use from retail, betting office, pay day loan shop or casino to restaurant or cafe together with building or other operations for the provision of ventilation and extraction equipment and facilities for the storage of rubbish;
 - change of use from a betting office or pay day loan shop or from Class A1 (shops) or Class A2 (financial and professional services) of the Use Classes Order to a use falling within Class D2 (assembly and leisure).
 - change of use from a betting office, pay day loan shop or laundrette or from Class A1 (shops) or Class A2 (financial and professional services) of the Use Classes Order, or from a mixed use comprising these uses, to a dwellinghouse(s) together with building operations reasonably necessary to convert the building;
 - change of use from an amusement arcade/centre or a casino, to a dwellinghouse(s) together with building operations reasonably necessary to convert the building;
 - change of use from Class B1(a) (offices) to a dwellinghouse(s);
 - change of use from Class B1(c) (light industrial) to a dwellinghouse(s);
 - change of use from Class B8 (storage or distribution centre) to a dwellinghouse(s);
 - change of use from an agricultural building to a dwellinghouse(s) together with building operations reasonably necessary to convert the building;
 - change of use from an agricultural building to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage or distribution), Class C1 (hotels) or Class D2 (assembly and leisure) of the Use Classes Order;
 - change of use from an agricultural building, or from Class B1 (business), Class C1 (hotels), Class C2 (residential institutions), Class C2A (secure residential institutions) or Class D2 (assembly and leisure) of the Use Classes Order, to a state-funded school or a registered nursery;
 - the provision of temporary school buildings on vacant commercial land (last used for Class B1 (business), Class C1 (hotels), Class C2 (residential institutions), Class C2A (secure residential institutions) or Class D2 (assembly and leisure) of the Use Classes Order or as a school) and the use of that land as a state-funded school for up to 3 academic years;
 - the temporary use of land or buildings for commercial film-making and the provision of temporary structures, works, plant or machinery required in connection with that use;
 - the erection or construction of a collection facility within the curtilage of a shop.

National requirements

16.4 The following is required:

- a **written description** of the proposed development and, where building or other operations are involved, the building or other operations, and the developer's contact details, best provided on the standard **application form** (where currently available);
- a **site location plan** showing the proposed development;
- the **appropriate fee**, unless an exemption applies;
- for development within [flood zone](#) 2 or 3, or in an area within flood zone 1 which has critical drainage problems and has been notified to the Local Planning Authority as such, or is for the temporary use of land or buildings for commercial film-making; a **flood risk assessment** supported by evidence for the [sequential test](#) and [exception test](#) where necessary;
- in the case of a change of use from Class B1(c) (light industrial) to a dwellinghouse(s); **supporting evidence** to demonstrate that the building was used solely for a storage or distribution centre use on 19 March 2014; and
- in the case of a change of use from Class B8 (storage or distribution centre) to a dwellinghouse(s); **supporting evidence** to demonstrate that the building was used solely for a storage or distribution centre use on 19 March 2014 and that it was/will have been used solely for this purpose for no less than 4 years prior to the development commencing;
- in the case of a change of use from an agricultural building(s) of less than 150m² floorspace to a flexible use; a **supporting statement** setting out the date the site will begin to be used for any of the flexible uses and the nature of the use or uses;
- in the case of a change of use resulting in the creation of dwellinghouses, a **supporting statement** specifying the net increase in dwellinghouses proposed by the development;
- in the case of a change of use from an agricultural building to a dwellinghouse(s); a **supporting statement** specifying (i) the number of smaller dwellinghouses proposed, (ii) the number of larger dwellinghouses proposed, (iii) if previous dwellings have been created under permitted development provisions, the number of smaller and larger dwellinghouses which have been previously created¹⁰.

Local requirements

16.5 The national requirements reflect the minimum level of information which is required in order to validate an application for prior approval. However, the Local Planning Authority is expected to assess the impact of the development on a number of interests, such as highway safety or flood risk, or the siting, design or external appearance of the development. As a consequence, the following are likely to be required, in so far as relevant to the prior approval concerned:

- **floor plans;**
- **elevation drawings;**
- **roof plans;**
- a **layout plan**, accurately showing the location of any curtilage to be created and the position of adjoining properties and their windows;

¹⁰ See the definition of smaller and larger dwellinghouses in [Article 10](#) of the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2018

Where relevant, it is encouraged that these details are provided at the point of submitting an application for prior approval, so not to delay the determination of it.

- 16.6 Where constraints and/or consultation with third parties indicate an elevated level of concern, the following are also likely to be required (in so far as relevant to the scope of considerations for that development set out under the GPDO):
- a **transport statement**;
 - a **flood risk assessment**;
 - a **land contamination assessment**;
 - a **noise assessment**;
 - an **odour assessment**;
 - an **air quality assessment**;
 - a **lighting assessment**;
 - a **retail impact assessment**;
 - a **waste handling method statement**;
 - a **preliminary ecological appraisal** where there is a heightened likelihood of protected species or sites being affected;
 - for developments within the River Mease catchment which create residential annexes, dwellings or commercial floorspace; a **River Mease impact statement**;
 - in the case of changes of use from Class B1(c) (light industrial) or Class B8 (storage or distribution centre) to a dwellinghouse(s); an **impact assessment** of whether the introduction of, or an increase in, residential use in the area would have an adverse effect on the sustainability of the provision of storage or distribution services and/or industrial services.

These documents are defined at [Annex A](#). Where requested, these details should be provided promptly so not to delay the determination of the application. Ideally, [pre-application advice](#) should be sought to establish what assessments or reports are needed.

- 16.7 It should be noted that the national and local requirements listed above reflect that documentation which is required as of the date of this document. The GPDO is often amended such that where new provisions are introduced, validation requirements will be considered against that legislation.

Policy Drivers

- 16.8 These requirements are based on the need to establish whether the proposal accords with Development Plan policies, in particular policies SD1, SD2, SD3, SD4, BNE1, BNE2, BNE4 and INF2 of the Local Plan Part 1 and policies BNE5, BNE7, BNE10 and BNE11 of the Local Plan Part 2, as supported by the Design Guide SPD and provisions of the NPPF and PPG.

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17. Applications for Lawful Development Certificates

- 17.1 There are 2 types of Lawful Development Certificate (LDC). A Local Planning Authority can grant an LDC confirming that:
- (a) an existing use of land, operational development or activity being carried out in breach of a planning condition is lawful for planning purposes under section 191 of the 1990 Act; or
 - (b) a proposed use of buildings or land, or operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under section 192 of the 1990 Act.
- 17.2 Provision has recently been made under the Planning (Listed Buildings and Conservation Areas) Act 1990 establish whether proposed works to a listed building, where those works would not affect the character of the listed building, would be lawful under section 26 of that Act.
- 17.3 In all cases, the [onus is on the applicant](#) to provide the evidence to substantiate their claim for an LDC.

National requirements

- 17.4 The following is required:
- the completed **application form**;
 - a **site location plan** which identifies the tree or trees to which the application relates;
 - the **appropriate fee**, unless an exemption applies;
 - **substantiated evidence** verifying or supporting the proposed or existing use, operation or activity.

Local requirements

- 17.5 The following is likely to be required:
- for applications made under section 191; any statements of fact to be in the form of a **statutory declaration**;
 - for applications made under section 191 where multiple components of the development are claimed; the **site location plan** to be further shaded, outlined or hatched in varying colours for each component;
 - for applications made under section 192 involving extensions, alterations or other operational development (in so far as relevant to the proposal), or for applications made under section 26 of the LBCA:
 - **floor plans**;
 - **elevation drawings** which should contain sufficient detail to enable assessment of all relevant limitations and conditions (e.g. dimensions, glazing types, whether the materials to be used are to match those existing, etc.);
 - **roof plans**;
 - a **layout plan**, accurately showing the dimensions of the development, site boundaries and any ancillary features, such as car parking, circulation spaces and amenity areas;

- for applications made under section 26 of the LBCA, a **schedule of works**, clearly setting out the methodology for works affecting the existing fabric of the building and timescales/order for carrying out the works including any temporary means of support, etc.

17.6 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

17.7 These requirements are based on the need to establish whether the proposal accords with legislation, in particular the 1990 Act and related and subordinate legislation, as well as any conditions attached to planning permissions applicable to the site.

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18. Applications for variation or removal of condition(s) (including material minor amendments)

18.1 This type of application facilitates the variation or removal of a condition(s) on an extant or implemented planning permission. This also allows for material minor-amendments to planning permissions, where a condition listing the approved plans/drawings exists.

National requirements

18.2 The following is required:

- the completed **application form**;
- the **appropriate fee**, unless an exemption applies;
- for development considered to be [EIA Development](#), as defined by the Regulations¹¹; an **environmental statement** or, if a Screening Opinion dictates, an addendum to the original environmental statement;
- for applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a **statement of community involvement**.

Local requirements

18.3 The following is likely to be required:

- a **planning statement** setting out the reasons for the application;
- where the application concerns the removal of an occupancy condition, a **marketing report** to demonstrate that the property can no longer be occupied in accordance with that condition;
- an update to any **preliminary ecological appraisal** (and subsequent ecological surveys) where the appraisal/survey(s) accompanying the host permission is more than 2 years old;
- an update to any **arboricultural impact assessment** survey where the appraisal/survey(s) accompanying the host permission is more than 5 years old;
- if there has been a material change in site circumstances; **any of the documents listed at paragraph 4.4**, having regard to the nature of the application made and the condition concerned (e.g. the removal of an hours of operation condition could require a noise assessment to consider noise impacts overnight);
- for material minor-amendments to designs:
 - **floor plans**;
 - **elevation drawings**;
 - **roof plans**;
 - a **layout plan**, accurately showing the position of any ancillary features, such as car parking, circulation spaces and amenity areas, as well as adjoining properties and their windows;
 - for developments filling a gap between existing buildings; a **street scene drawing(s)**, particularly where the development is visible from the public realm;
 - for major residential developments; a **drawing schedule**;
- where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an 'open book' **viability appraisal** (also see paragraphs 1.12 and 1.13).

¹¹ The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- 18.4 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

- 18.5 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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19. Applications for non-material minor amendments

- 19.1 Development must take place in accordance with conditions attached to a planning permission. These often specify approved plans and drawings. However, new issues may arise or preferences may alter which require modification of the approved proposals. Where the changes are minor and have little consequence, they may be considered 'non-material'.
- 19.2 There is no statutory definition of non-material. This is because it will be dependent on the context of the overall scheme – an amendment that is non-material in one context may be material in another. The Local Planning Authority must be satisfied that the amendment sought is non-material in order to accept an application for a non-material minor amendment¹². Whether an amendment is non-material will be the opinion of the Local Planning Authority.
- 19.3 Further advice is available in [Planning Practice Guidance](#).

National requirements

- 19.4 The following is required:
- the completed **application form**;
 - the **appropriate fee**, unless an exemption applies.

Local requirements

- 19.5 The following is likely to be required:
- Where seeking alterations to approved plans/drawings:
 - **floor plans**;
 - **elevation drawings**;
 - **roof plans**;
 - a **layout plan**, accurately showing the position of any ancillary features, such as car parking, circulation spaces and amenity areas, as well as adjoining properties and their windows;
 - for developments filling a gap between existing buildings; a **street scene drawing(s)**, particularly where the development is visible from the public realm;
 - for major residential developments; a **drawing schedule**.
 - Where the application seeks to remove or alter existing conditions:
 - a **supporting statement** to justify the basis for the application and how the effect of the removal or alteration would be non-material.
- 19.6 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

Policy Drivers

- 19.7 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG.

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¹² Under [section 96A of the 1990 Act](#)

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20. Applications for approval of details required by condition(s)

- 20.1 Conditions attached to permissions and consents may command the submission and approval of details before a certain trigger is reached, such as prior to occupation, before construction of a particular element of the development or before development commences. In these cases, it is necessary to apply to the Local Planning Authority for approval of the detail(s) required by that condition(s).
- 20.2 It is also possible, through an application made in this regard, to seek written confirmation that one or more conditions imposed on a planning permission have been satisfied.
- 20.3 Further guidance is available in South Derbyshire's [Use and Discharge of Planning Conditions](#) document or in [Planning Practice Guidance](#).

National requirements

- 20.4 The following is required:
- an **application in writing** giving sufficient information to enable the host planning permission to be identified, best provided on the standard **application form**;
 - **plans and drawings**, or **assessments and reports**, relevant to the condition(s) applied for;
 - the **appropriate fee**, unless an exemption applies.

Local requirements

- 20.5 The following is likely to be required:
- a **pro-forma** which clearly identifies:
 - the relevant condition(s);
 - the document(s) submitted in respect of that condition(s) and a description thereof; and
 - if relevant, the assessment, report, plan or drawing reference number(s) (and revision number(s)) relevant to that condition(s).
 - a **conditions tracker** where the condition(s) relates to a site which is being delivered in phases, outlining the status of each condition attached to the permission and the documents which have been submitted and/or approved as of the date of the application, including to which phase(s) of the site they relate.

Policy Drivers

- 20.6 These requirements are based on the need to establish whether the proposal accords with Development Plan policies as set out in the Local Plan Part 1 and Local Plan Part 2, as supported by SPDs and provisions of the NPPF and PPG, and to enable swift approval of details submitted in line with the aims of the NPPF.

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21. Applications to remove or vary planning obligations

- 21.1 Planning permission is often granted subject to the applicant entering into a planning obligation under section 106 of the Town and Country Planning Act 1990. Sometimes there is a need to vary to delete obligations, and where this is not done under mutual agreement between the signatories to that obligation, section 106A of the Act allows for a formal application to be made.
- 21.2 Unless the 'host' legal agreement states otherwise, it is not possible to make an application under section 106A within the first 5 years following the date of that agreement.

National requirements

- 21.3 The following items are required:
- the completed **application form** as [published by the Local Planning Authority](#);
 - a **site location plan** identifying the land to which the planning obligation relates;
 - such other information which the applicant thinks is relevant to the application.

Local requirements

- 21.4 The following documents are likely to be required:
- where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an 'open book' **viability appraisal** (also see paragraphs 1.12 and 1.13).
- 21.5 The above documents are defined at Annex A where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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Annex A

Glossary and advice

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The following pages provide a glossary of (a) the planning terminology used throughout the document and (b) the documentation listed this validation requirements document split into two groups: (1) forms, schedules and plans, and (2) statements, assessments and reports.

General glossary

the 1990 Act	The Town and Country Planning Act 1990
Air Quality Management Area (AQMA)	A designated area which is currently or at risk of not achieving national air quality objectives by the relevant deadlines.
Asset of Community Value (ACV)	A building or other land listed on a register held by the Local Authority where its main use has recently been, or is presently used, to further the social wellbeing or social interests of the local community and could do so in the future. 'Social interests' include cultural, recreational and sporting interests.
Development Plan	The statutory policy framework upon which planning applications are assessed, comprising strategic plans, local plans and neighbourhood plans (as may be relevant to the site concerned)
the DMPO	The Town and Country (Development Management Procedure) Order 2015 (as amended)
EIA Development	Development which is listed in schedule 1, or listed in schedule 2 and in the opinion of the LPA or secretary of state is likely to have significant impacts, of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
the GPDO	The Town and Country Planning (General Permitted Development) Order 2015 (as amended)
the LBCA	The Planning (Listed Buildings and Conservation Areas) Act 1990.
Local Planning Authority (LPA)	The county, district, borough, unitary or metropolitan authority responsible for the application concerned.
Local Wildlife Site (LWS)	An identified area selected locally for its nature conservation value, taking into account the most important, distinctive and threatened species and habitats.
Major application	A development of 10 or more dwellings; 1,000m ² or more of floorspace; or other developments where the site area is 1 hectare or greater.
National Planning Policy Framework (NPPF)	The government's planning policies for England, as revised in July 2018 and February 2019, including guidance on how these are expected to be applied.

Permission in Principle (PiP)	Permission for housing-led development which has established solely the principle of using the land for that use (including associated ancillary uses). It cannot be used for major or EIA development, or development which is likely to have significant impacts under the Conservation of Habitats and Species Regulations 2017.
Planning Practice Guidance (PPG)	The government's guidance on how Development Plan documents should be created and how planning applications should be handled, pursuant to legal requirements and policies contained in the NPPF.
Public realm	Land which is accessible by the general public or certain groups of persons, such as residents habiting dwellings off a private road. This includes roads, rights of way, railways, waterways and water bodies, greenways, parks and squares.
Relevant Demolition Consent (RDC)	Permission granted for the demolition of unlisted buildings and structures within a conservation area which exceed certain sizes.
Reserved Matters	Matters of access, appearance, landscaping, layout and scale, as summarised at paragraph 6.2 and more fully explained in the DMPO.
Screening Opinion	A formal decision of the LPA that the development is or is not likely to have significant effects in the terms of the Environmental Impact Assessment Regulations 2017.
Site of Special Scientific Interest (SSSI)	A formal conservation designation for an area which is of particular interest because of its fauna, flora or geological or physiological features. In other words, these areas have extremely high conservation value.
Supplementary Planning Document (SPD)	An adopted policy document which supplements one or more planning policies within the Development Plan.
Technical Details Consent (TDC)	An application required following the approval of Permission in Principle or designation of a site on a brownfield register held by the LPA. This application seeks approval of technical matters such as flood risk, drainage and transport impacts, as well as the detailed layout and design of the development, and must relate to the entire site.

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Validation requirements glossary: forms, schedules and plans

<p>Application form (including ownership certificates)</p>	<p>As a general rule, an application form will not be accepted if it is incomplete in any way and not on the latest version of the form as published at the Planning Portal. The latter issue can be avoided by using the Planning Portal to submit an application or downloading the latest forms at www.southderbyshire.gov.uk/planning.</p> <p>An ownership certificate will often need to be completed stating the current ownership of the land to which the application relates, and whether there are any tenant farmers of it. A declaration must also be signed. In order for the form to be accepted, the correct certificate and declaration must be completed.</p> <ul style="list-style-type: none"> ▪ Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates (i.e. the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases). ▪ Certificate B should be completed if the applicant is not the sole owner, but knows the names and addresses of all the other owners. A Notice must also be completed and sent to all known owners. ▪ Certificate C should be completed if the applicant does not own all of the land to which the application relates, and does not know the name and address of all of the owners. A Notice must also be completed and sent to all known owners, whilst a further Notice needs to be published in a local newspaper. ▪ Certificate D should be completed if the applicant does not own all of the land to which the application relates, and does not know the names and addresses of any of the owners. A Notice needs to be published in a local newspaper. <p>There are three types of notice: Notice 1, Notice 2 and the Householder Notice.</p>
<p>Appropriate fee</p>	<p>Planning fees in England are set nationally by the government¹³. Guidance on fees is available in the PPG whilst the fees schedule is published on the Planning Portal.</p>
<p>Block plan</p>	<p>A plan at 1:500 or 1:1000 scale (metric) showing the footprint of the proposed development, the existing built footprint within the site, the site boundaries and neighbouring buildings and roads.</p>

¹³ The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)

<p>Conditions tracker</p>	<p>A full list of conditions on the host permission relevant to the application made which outlining the status of each condition and the documents which have been submitted and/or approved as of the date of the application, including to which phase(s)/area(s) of the development they relate.</p>
<p>Drawing schedule</p>	<p>A full list of plans and drawings submitted, setting out the description of each plan/drawing, its reference number and issue date, and which is capable of revision throughout the course of the application.</p>
<p>Elevation drawing</p>	<p>A drawing at 1:100 or 1:200 scale (metric) showing the external elevations of the building(s) or structure(s). The position of windows and doors must be shown, whilst any elevations hidden by another elevation, in full or in part, must be shown separately with the obscuring elevation removed. Ideally, proposed materials should be indicated.</p> <p>Where proposals seek the use of roof spaces, cross sections must be included which clearly show the position of any openings in the roof slope and the floor to ceiling heights.</p>
<p>Floor plan</p>	<p>A plan at 1:50 or 1:100 scale (metric) showing the internal layout of existing and proposed spaces within a building, including the use of each of those spaces. The position of windows and doors to all external elevations must be shown.</p>
<p>Illustrative masterplan</p>	<p>An indicative plan of how the site is likely to be set out showing appropriate zones, and potential layouts within, for different uses across it. Movement routes and access points should also be shown along with existing features.</p>
<p>Layout plan</p>	<p>A plan at 1:200 or 1:500 scale (metric) showing the layout of the proposed development, means of access, existing buildings within and adjacent to the site (including position of windows on neighbouring residential property), existing trees and hedgerows, areas of hard and soft landscaping, water bodies, boundary treatments/enclosures, roads and rights of way on and off the site, and other structures and relevant features.</p>
<p>Other plans or drawings (e.g. for approval of details required by condition)</p>	<p>These are likely to be specifically required by a condition attached to a permission or consent, and to provide further detail of building features or site works, such as eaves and verges, drainage layouts, proposed levels/sections or landscaping details. All plans must be provided to scale (metric). Depending on the detail required, acceptable scales may include 1:2, 1:5, 1:10, 1:20, 1:50, 1:100, 1:200 and 1:500. The most appropriate scale to enable assessment of the application should be chosen.</p>

Phasing masterplan	A indicative plan setting out the intended order of delivery of the site, inclusive of supporting infrastructure such as a roads, rights of way, open spaces and drainage features.
Pro-forma (for applications seeking approval of details required by conditions)	A schedule of the planning conditions subject of the application; the document(s) submitted in respect of each condition(s) and a description thereof; and, if relevant, the assessment, report, plan or drawing reference number(s) (and revision number(s)) relevant to each condition(s). This must be capable of revision throughout the course of the application. A template pro-forma can be found in South Derbyshire's Use and Discharge of Planning Conditions document.
Roof plan	A plan at 1:100 or 1:200 scale (metric) showing the roof slopes from a bird's eye view. This is particularly important where the elevation drawing does not show all roof slopes (e.g. flat roofs or a valley hidden by an outer ridgeline). Ideally, proposed materials should be indicated.
Site location plan	A plan on an up-to-date Ordnance Survey base accurately showing surrounding property and roads at a scale (metric) of 1:1250 or 1:2500 (or 1:5000 or 1:10000 in exceptional circumstances). The direction of north must be shown, with the site outlined in red and any other land within the applicant's control outlined in blue. Where new property is to be established under the proposals, the red line must include all land necessary to access the site, up to the edge of the public highway.
Street scene drawing	A drawing at 1:100 or 1:200 scale (metric) showing the main elevation(s) of the building(s) or structure(s) in context with neighbouring buildings. This is normally required for infill or backland development, or on major developments which front open spaces and public routes; and should be provided along a section(s) taken through the site or along a public route/space, such as a road, with true gradients of the land shown. The alignment of the section(s) should be shown on a 1:1250 or 1:2500 inset.
Swept path drawing	A plan at 1:500 or 1:1000 scale (metric) showing the layout of the site and tracking of domestic and service vehicles over estate roads, shared driveways and vehicular accesses. As a minimum, this must include swept paths for refuse wagons used by South Derbyshire District Council.

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Validation requirements glossary: statements, assessments and reports

Air quality assessment	A technical assessment of existing air quality conditions and prediction of likely impacts on air quality arising from proposed development. Further advice is available in the Planning Practice Guidance and from the Council's Environmental Health section.
Arboricultural implications assessment	Informed by an arboricultural or tree survey, this considers how a proposed development and existing and proposed trees will co-exist and interact throughout the lifetime of the development. It is necessary to satisfy the Local Planning Authority that factors such as root protection, changes in levels, installation of services, material storage, and so on have been given due consideration during the design process and that these items will not prove detrimental to important trees. Future issues, such as the need to prune or remove trees because they cast excessive shade or encroach upon property, should also be addressed. A tree constraints plan and a tree protection plan (identifying trees and hedgerow to be retained and/or removed, the location and type of protective fencing along with signage, the location and type of ground protection, and details of any special construction techniques, such as 'no-dig' hard standing) should be included.
Arboricultural (or tree) survey	An assessment of existing trees and, where relevant, hedgerows, accurately plotting these on a layout plan and assessing their value, condition, health and longevity in a cross-referenced schedule, in accordance with British Standard 5837 (or any equivalent Standard which might replace it).
Archaeological desk-based assessment (including field evaluation where appropriate)	<p>An assessment designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development. Such assessments should establish the nature and extent of any further pre-determination works that may be necessary, including geophysical surveys and/or field evaluation. In the case of field evaluation, a written scheme of investigation should be provided.</p> <p>Further advice is available in the Chartered Institute for Archaeologists Standard and guidance for historic environment desk-based assessment.</p>

<p>Business plan</p>	<p>A statement setting out the intended purpose and operation of the development, including evidence of need for the development (including submission of quantitative (i.e. overall land/floorspace/accommodation shortage) and/or qualitative evidence (e.g. need for large sheds/incubator/grow-on units/tourism facilities in the District as a whole or in particular locations) as appropriate); intended occupiers and catchment (including evidence of or potential for growth in the form of pre-orders or expressions of interest from clients, such as exchanges of letters concerning occupancy of new units), method(s) of marketing availability of the development, initial and ongoing financial considerations, and management and maintenance considerations.</p> <p>In the case of proposals concerning an established enterprise, the statement should include information concerning the financial health and recent growth of the business which, in the case of a limited company, should be in the form of the last three years of published accounts (which are public documents) including unaudited accounts if necessary, or, in the case of sole traders and other non-limited enterprises, an accountant's letter confirming their opinion of the business's finances and potential for growth. Accounts/letters should consider profitability, rather than turnover, as this is a far more reliable indicator of financial health.</p>
<p>Coal mining risk assessment</p>	<p>An assessment to identify site specific coal mining risks relative to the development proposed which also explains the proposed mitigation strategy to demonstrate that the site can be made safe and stable for the proposed development. More information is available on the Coal Authority's website.</p>
<p>Community facilities analysis</p>	<p>An analysis of existing community facilities within the surrounding area of the site, relative to the size and function of the community facility to be affected/lost (e.g. the loss of a local shop may draw a smaller catchment than the loss of a doctors surgery), along with justification for impact, supported by evidence of marketing of the facility where relevant. Community facilities are defined in the glossary to the Local Plan.</p>
<p>Daylight and sunlight assessment</p>	<p>An assessment, including visual representations, of the shading effect of the development on adjoining property and, where relevant, property created within the development. This should follow the tests laid out in the Building Research Establishment (BRE) document 'Site Layout Planning for Daylight and Sunlight'.</p>

<p>Design and access statement</p>	<p>A statement about the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The statement must:</p> <ul style="list-style-type: none"> (a) explain the design principles and concepts that have been applied to the development; (b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; (c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and (e) explain how any specific issues which might affect access to the development have been addressed. <p>The statement should also follow the advice and checklist in the Design Guide SPD.</p>
<p>Drainage strategy</p>	<p>A strategy for how surface water flows from the development will be handled. This should include (as a minimum):</p> <ul style="list-style-type: none"> ▪ details of compliance with the Defra non-statutory technical standards (or evidence as to why this is not required); ▪ flow paths through the development; ▪ treatment train components; ▪ design calculations for greenfield run-off, brownfield run-off if appropriate (including reductions), peak flow rates, surface water volumes and storage requirements; ▪ exceedance routes; ▪ temporary drainage during construction; ▪ climate change and urban creep (future development) allowances; and ▪ details of how the sustainable drainage system is to be maintained, and by whom, for the lifetime of the development. <p>For foul water flows, evidence of correspondence with the drainage authority should be provided to demonstrate capacity in the sewer network to receive flows. If capacity improvements are required to supported the development, these should be outlined.</p>

<p>Environmental statement</p>	<p>A statement to consider and assess the likely impacts of the development and whether it would or would not have significant effects on the environment. This must contain the information specified in regulation 18(3) of the Regulations and must meet the requirements of regulation 18(4). It must also include any additional information specified in schedule 4 to the Regulations which is relevant to the specific characteristics of the particular development or type of development and to the environmental features likely to be significantly affected. Further advice is available in the Planning Practice Guidance.</p>
<p>Equalities impact statement</p>	<p>A statement to consider what effect the development might have on a person or persons exhibiting a protected characteristic, as defined under the Equality Act 2010. This may include, for example, the impact of redeveloping a site which is regularly used by a certain sector of society, or how it may affect access to services, etc. for a specific group.</p>
<p>Flood risk assessment</p>	<p>An assessment of the flood risk to and from a development site, demonstrating how flood risk will be managed now and over the development's lifetime, taking climate change and urban creep into account, and with regard to the vulnerability of its users. The objectives of a flood risk assessment are to establish:</p> <ul style="list-style-type: none"> ▪ whether a proposed development is likely to be affected by current or future flooding from any source; ▪ whether it will increase flood risk elsewhere; ▪ whether the measures proposed to deal with these effects and risks are appropriate; ▪ the evidence for the local planning authority to apply (if necessary) the Sequential Test, and; ▪ whether the development will be safe and pass the Exception Test, if applicable. <p>More advice is available in the Planning Practice Guidance and from the Environment Agency.</p>

<p>Framework travel plan</p>	<p>A written plan setting out methods to promote and encourage the use of sustainable modes of transport by occupiers/users of the whole development, including what new public transport provision is to be provided. The plan should take account of:</p> <ul style="list-style-type: none"> ▪ policy INF2 of the Local Plan Part 1; ▪ the scale of the proposed development and its potential for additional trip generation; ▪ existing intensity of transport use and the availability of public transport; ▪ proximity to nearby environmental designations or sensitive areas; ▪ impact on other priorities/strategies (such as promoting walking and cycling); ▪ the cumulative impacts of multiple developments within a particular area; ▪ whether there are particular types of impacts around which to focus the plan (e.g. minimising traffic generated at peak times); and ▪ relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development. <p>More advice is available in the Planning Practice Guidance.</p>
<p>Geophysical survey</p>	<p>A survey created by ground-based physical sensing techniques to result in archaeological imaging or mapping. The most appropriate technique(s) (magnetometry, electrical resistance or ground penetrating radar) should be used for the site concerned.</p>

<p>Heritage impact assessment</p>	<p>An assessment which is proportionate to the heritage asset concerned and the works/development proposed. This should consider:</p> <ul style="list-style-type: none"> a) documents relating to the heritage asset, including the statutory listing entry or conservation area character statement, as appropriate, as well as the historic environment record, historical mapping and photographs, publications and archives, and local history groups and civic societies; b) a description of the building/structure/site and its setting (this may include important views towards and from the heritage asset); c) a summary of the building/structure/site's architectural, archaeological, artistic or historical significance; d) a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the development would harm the heritage asset or put it at risk in any way; are there ways of avoiding or mitigating the impacts on the heritage asset; and whether the scale, design and materials proposed are appropriate. <p>Where enabling development is proposed, this assessment should consider the implications of the development and be supported by a viability appraisal in order to demonstrate the quantum proposed is appropriate. More information is available in the Planning Practice Guidance and from Historic England.</p>
<p>Land contamination assessment (phase 1 site investigation)</p>	<p>An assessment of current and historical uses of a site and land adjoining and influencing it. This should take account of and landfill within the vicinity of the site, and be supported by gas monitoring data if necessary. The assessment should be based on a desktop study and ground survey involving trial bore holes and pits where necessary, and identify measures needed to remediate or mitigate against the findings so to ensure a new pollutant-pathway-receptor linkage is not created.</p> <p>Further advice is available in the Planning Practice Guidance and from the Council's Environmental Health section.</p>

<p>Land stability report</p>	<p>An assessment prepared by a suitably qualified engineer where development is proposed that may risk creating land instability and/or affect the stability/integrity of nearby land. The assessment should consider the risk of the development creating adverse effects on the stability of adjacent land and/or infrastructure, including road, rail and canal infrastructure, and identify the extent to which mitigation measures may be needed to minimise such risks. This includes considering the risk of creating instability through the imposition of additional loadings on structures both during the construction and operational phases of the development.</p>
<p>Landscape and visual impact assessment</p>	<p>An assessment which identifies the effects of the development on views and on the landscape itself, taking into account the various receptors of those effects and ascertaining the degree of harm or benefit which arises. The assessment should be carried out in line with the Landscape Institute's published Guidelines for Landscape and Visual Impact Assessment (currently the 3rd edition, April 2013, or 'GLVIA3') including consideration of cumulative effects and the significance of effects.</p>
<p>Lighting strategy</p>	<p>A technical assessment to identify the impact on adjoining property, the natural environment and night sky from lighting of a development site. The assessment should be accompanied by analysis light spill and glare that might arise on adjoining land, wildlife habitat and/or transport routes, and identify measures to mitigate adverse impacts.</p>
<p>Marketing report</p>	<p>A report of recent marketing activity of the property prepared by a recognised estate or property agent. For rural worker occupancy conditions, this must include (a) the period which the property has been marketed for, (b) the publications in which marketing has taken place, (c) the price at which the property has been valued taking into account the occupancy restriction, and (d) a record of all enquiries made and offers received. For holiday homes/lodges, this must include the manner and publications in which the property has been marketed over the proceeding 3 years and a full record of bookings made, honoured, cancelled and turned away.</p>
<p>Minerals extraction feasibility study</p>	<p>An assessment of the feasibility and viability of extraction of mineral resources, including the likely suitability of those resources, prior to the development of the site.</p>

<p>Noise impact assessment</p>	<p>An assessment prepared by a suitably qualified person, assessing the impact of the development on the existing environment and/or the impact of existing neighbouring and transport uses on the occupiers of the development. The assessment should first establish, by way of a site specific noise survey, the existing noise environment before assessing the impact of and upon the development and recommending mitigation measures where necessary. Further advice is available in the Planning Practice Guidance and from the Council's Environmental Health section.</p>
<p>Planning obligations statement (heads of terms for a section 106 agreement)</p>	<p>A statement summarising the types of financial contributions and on or off-site infrastructure improvements necessary to make the development acceptable in planning terms. This should have regard to adopted guidance. Where meeting the threshold set in policy H21 of the Local Plan Part 1, the statement must also set out the intended affordable housing provision, including the mix of types and tenure. Regard should be had to the Affordable Housing SPD. This statement should ideally be accompanied by an undertaking by the applicant to cover the Local Planning Authority's reasonable legal costs in preparing the section 106 agreement.</p>
<p>Planning statement</p>	<p>A statement which identifies the context and need for a proposed development. In particular it is expected to provide information and argument to show how the proposed development accords with relevant Development Plan policies, Supplementary Planning Documents and Guidance, the NPPF and PPG. It can also include the details of any pre-application consultation.</p>

<p>Preliminary ecological appraisal</p>	<p>An appraisal informed by a desk based assessment and site walkover study identifying the location of any statutorily or local designated areas and habitats, recognised for their local, regional or national ecological or geological interest. The desk based assessment and site walkover study should also consider habitat of the site and that immediate adjoining it, and the potential for species which are of principal importance or protected, noting that some may use the site for hibernation, mating, resting, sheltering, migration or foraging purposes. The appraisal should establish the significance of the identified habitats and evaluate the impacts, both on and off-site, of the development arising from the construction and occupation/use phases of the development. Measures to compensate for or mitigate adverse impacts, including loss of habitat and biodiversity must be outlined, whilst it should also be demonstrated that the development would result in a net gain in biodiversity.</p> <p>Where the preliminary ecological appraisal indicates the need for further targeted surveys, such as bat or nesting bird surveys, these should be included as an addendum and/or separate reports.</p>
<p>Retail impact assessment</p>	<p>An assessment to establish whether the impact of certain out of centre and edge of centre proposals over time (up to 5 years or 10 for major schemes) on existing town and local centres is or is not significantly adverse. The impact should be assessed in relation to all town and local centres that may be affected, which are not necessarily just those closest to the proposal and may be in neighbouring authority areas.</p>
<p>Retail marketing evidence</p>	<p>Where the development results in the loss of a retail unit in a town or local centre, evidence of the attempts made to secure an occupier for the existing retail use should be provided. Regard should be had to policy RTL1 of the Local Plan Part 2 which, amongst other things, requires a period of marketing of no less than 6 months.</p>
<p>Retail sequential assessment</p>	<p>An assessment of available premises within or on the edge of town and local centres in an agreed area of search. This area should be agreed in advance with the Local Planning Authority. If the proposal has particular market and locational requirements which mean that they may only be accommodated in specific locations, then a robust justification for this ‘filtering’ of available premises must be provided. Land ownership does not provide such a justification. The scope for flexibility in the format and/or scale of the proposal must also be outlined. More advice is available in the Planning Practice Guidance.</p>

<p>River Mease impact statement</p>	<p>A statement outlining the foul and surface water strategy of a development that could affect the integrity of the River Mease Special Area of Conservation (SAC). The statement should include consideration of the following foul water issues:</p> <ul style="list-style-type: none"> ▪ whether the development will connect to the foul sewer network or utilise a non-mains drainage solution such as septic tank or package treatment plant; ▪ where non-mains drainage is proposed, details of the sizing of the plant or tank, its siting, and the location of the outfall including its proximity to nearby watercourses and ditches; and ▪ the specification of the plant/tank. <p>The statement should include the proposed approach to managing surface water either by soakaway or sustainable drainage scheme, and:</p> <ul style="list-style-type: none"> ▪ where soakaways are proposed, the statement should be accompanied by details on the location of the soakaway(s) and evidence of porosity testing undertaken to confirm suitability of the ground to receive flows at the discharge rate proposed; and/or ▪ where the use of sustainable urban drainage systems (SuDS) is proposed, details on the number of treatment trains, the sizing and location of any attenuation basins and location of other features such as swales, watercourses or reedbeds, along with details of the outfall location and discharge rate from the development. <p>The statement should have regard to the latest River Mease Developer's Contribution Scheme.</p>
<p>Rural enterprise statement</p>	<p>A supporting statement to demonstrate that the development is essential to the functional needs of the enterprise, including evidence of a sound business plan and/or financial status of the enterprise, and evidence that the essential need cannot be met elsewhere in the locality. Attention should be given to policies BNE6 and/or H25 of the Local Plan Part 2.</p>
<p>Soil quality survey</p>	<p>A survey of the soil quality across the site informed by sampling of it, with the site, or areas of it, then categorised under the Agricultural Land Classification (ALC) grades. This survey should have regard to Natural England's revised criteria for grading the quality of agricultural land.</p>

Sports and open space analysis	<p>An analysis of existing sports facilities and playing fields (whether publically adopted or not) and open space of public value within the surrounding area of the site (whether publically adopted or not), relative to the size and function of the facility, field or space to be affected/lost, along with justification for impact, supported by evidence of marketing of the facility where relevant. Open space includes not just land, but also inland bodies of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and outdoor recreation. In the case of playing fields, the extent of the loss should be specified in hectares and the reason for the chosen location and alternatives considered also given.</p> <p>Regard should be given to Sport England's published advice.</p>
Statement of community involvement (SCI)	<p>A document which sets out how the developer/applicant has engaged with and consulted local communities and stakeholders, such as local authorities, statutory undertakers, consultees to the planning process and surrounding business, in the preparation of the application, and how responses have been taken account of in shaping the proposals.</p>
Statutory declaration	<p>A declaration under the Statutory Declarations Act 1835 of matters of fact made by a person to allow that person to declare something to be true for the purposes of satisfying a legal requirement or regulation when no other evidence is available. This can be made before anyone who is authorised by law to hear it (for example, a solicitor or legal executive), or before any Justice of the Peace. In addition, officers of the armed services with the equivalent rank of major and above may authenticate a statutory declaration.</p>
Structural survey	<p>A survey of the construction makeup and condition of an existing building undertaken by a suitably qualified survey, identifying likely impact of the development on that structure and in particular the capacity of the building to sustain the changes proposed. The survey should also identify a schedule of works/repairs needed to undertake the development including measures such as underpinning, structural support, demolition, partial removal, rebuilding, repair and maintenance.</p>

Transport assessment	<p>An assessment which considers:</p> <ul style="list-style-type: none">▪ the proposed development and site layout (particularly proposed transport access and layout across all modes of transport);▪ information about neighbouring uses, amenity and character, and existing functional classification of the nearby road network;▪ data about existing public transport provision, including provision/frequency of services and proposed public transport changes;▪ the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;▪ likely trips from committed development in the area;▪ data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) and identification of critical links and junctions on the highways network;▪ the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the site has been identified as within a high accident area;▪ the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as AQMAs or noise sensitive areas);▪ measures to improve the accessibility of the location (such as provision/enhancement of nearby rights of way and cycle path linkages) where necessary to make the development acceptable in planning terms;▪ parking facilities in the area and the parking strategy of the development;▪ ways of encouraging sustainability by reducing the need to travel; and▪ measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads). <p>In general, assessments should be based on normal traffic flow and usage conditions (e.g. non-school holiday periods, typical weather conditions, lack of planned roadworks) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). The timeframe that the assessment covers should be agreed with the local highway authority/ies in advance.</p>
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Transport statement	A 'lighter touch' evaluation compared to a transport Assessment, to be used where this would be more proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts). The choice between a transport assessment and transport statement should be agreed with the local highway authority/ies in advance.
Tree survey	See 'arboricultural survey'
Utilities assessment	An assessment of the existing capacity of utility services, such as water, drainage, gas, electricity and telecommunications; whether those services can support the proposed development and, if relevant, what mitigation/off-site improvements to the network are necessary.
Viability appraisal	An 'open book' appraisal of the economics of delivering the proposed development on the site concerned, using the latest available build costs as published by BCIS and property values relevant to the locale. Profit levels should be reflective of the level of risk associated with a site and the tenure mix proposed. The appraisal must be accompanied by an undertaking by the applicant to cover the Local Planning Authority's costs in engaging the district valuer. Please also see paragraphs 1.12 and 1.13.
Waste handling method statement	A statement which provides a structured approach to waste minimisation, recovery, re-use and management during the construction and demolition of buildings, structures and infrastructure, taking account of the Waste Management Plan for England .

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