

FULL PLANNING APPLICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).

NAME OF APPLICANT: _____

NAME OF AGENT: _____

ADDRESS OF DEVELOPMENT: _____

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- ☐ Have you completed the planning application forms and signed and dated all copies? (Part one for residential development, parts one and two for all other applications).
- ☐ Have you completed, signed and dated the correct Certificate, including the Agricultural Holdings Certificate? (Remember if any part of the proposed development is not on land that you own you should complete section B of the certificate and Serve Notice on the owner).
- ☐ Have you enclosed the correct fee? If not, please explain why:-
- ☐ Have you provided a site location plan at a scale of 1:1250 or 1:2500 and edged the application site in red and any adjoining land in your ownership or control in blue (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- ☐ Have you provided drawings that show the full information relevant to your application. This could include site layout, internal arrangements and all elevations, both existing and proposed, and where appropriate, a contextual drawing, eg. the street scene? **Please note that all plans must have a reference number (and revision number if appropriate).**

- ☐ If there are existing changes in ground levels within the site or you propose to change the levels have you submitted full details of this at a scale of 1:100 to include adjacent land? Where height and relationship to adjoining buildings and land is important sections through the site should be provided. Except for extensions to existing buildings all plans must show finished floor levels to enable the Council to assess the height of the development and to enable the height of the finished development to be established.
- ☐ Have you provided a drawing to show all trees within and adjacent to the site and accompanying Tree Survey, Impact Study and Method Statement?
- ☐ Do your drawings show all new boundary treatments?
Have you indicated clearly what materials are to be used and where?
- ☐ Have you identified any ecological features or wildlife habitats on your site and how your proposals intend to deal with them? You must also include any appropriate surveys (e.g. bat surveys). Please contact us if you are unsure what to submit.
- ☐ Where applicable have you included a Design and Access Statement that gives the information required in the Town & Country Planning (General Management Procedure) (England) Order 2015 (as amended)
- ☐ Existing and proposed access and car parking arrangements
- ☐ Details of existing and proposed refuse and recyclables storage arrangements

Additional Requirements

Some or all of the additional information detailed below may be required. Please read the Guidance Notes carefully. If you are in any doubt, please contact us before submitting your application. Additional information is more likely to be required if the application relates to the following:-

- If you are proposing a major development, that is, a development on a site area of 1Ha or more or involving more than 1,000 sq m of industrial or commercial floorspace or involving the erection of 10 or more new dwellings (or if in outline residential development on a site of 0.5Ha or more),
 - Any new dwellings
 - Town centre development outside a town centre
 - Other development contrary to the Development Plan
 - New Food and Drink Uses
 - Sites which are or where contaminated
 - Sites near a landfill or former landfill
 - Sites with significant levels changes
 - Developments involving a loss of existing site ecology
 - Sites containing protected habitats
- ☐ A transport assessment

- ☐ Noise assessment
- ☐ Flood Risk Assessment/Sustainable Drainage Statement
- ☐ Air Quality assessment
- ☐ Biodiversity Net Gain Information
- ☐ Biodiversity survey and report
- ☐ Construction method statement
- ☐ Daylight/Sunlight assessment
- ☐ Economic Statement
- ☐ Evidence to accompany applications for town centre uses
- ☐ Foul sewerage assessment
- ☐ Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- ☐ Land Contamination assessment
- ☐ Lighting assessment
- ☐ Noise impact assessment
- ☐ Open Space assessment
- ☐ Parking and Access Arrangements
- ☐ Planning obligations - Draft Head(s) of Terms
- ☐ Planning Statement
- ☐ Pre-commencement statement
- ☐ Sustainable Urban Drainage Assessment
- ☐ Statement of Community Involvement
- ☐ Structural survey
- ☐ Transport assessment
- ☐ (Draft) Travel Plan
- ☐ Tree survey/Arboricultural implications
- ☐ Utilities Statement

☐ Ventilation/Extraction statement

☐ Site Waste Management Plan

(If any of these assessments/statements are required, please ensure that they are provided with the application)

GUIDANCE NOTES

GENERAL

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. Drawings must show previous extensions and calculations of volumes for applications if the site is within the green belt. All plans and drawings should include paper size, key dimensions and scale bar indicating a minimum of 0-10 metres.

ENVIRONMENTAL IMPACT STATEMENT

Not part of the documents required for validating applications are The Town and Country Planning (Environmental Impact Assessment) Regulations 2011. These prescribe cases where applications, either individually or collectively, may have significant environmental impacts. Applicants are advised to look at Schedule 1 and Schedule 2 of the Regulations to ascertain if their development is likely to require a Statement to be submitted. If there is a doubt applicants should submit a request called a screening request to the Council. We will then look at the scheme and inform you whether or not a Statement is Needed. That is formally known a Screening Opinion.

CERTIFICATES

All applications must be accompanied by a certificate of ownership. Certificate A is needed if all of the land is owned by the applicant. If the applicant is not the sole owner of the land but all of the owner(s) of the land are known Certificate B is needed. In all other cases advice from the Council should be taken on what certificate must be signed.

Agricultural holdings certificates must also be signed in every case.

LOCATION PLAN

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. The plan should be marked with a north point and identify a minimum of two roads.

SITE PLAN

Full Applications

Where appropriate, existing and proposed site plans must be provided. The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The extent and type of any hard surfacing to include indication of existing/proposed grassed areas/soft landscaping.
- f) Boundary treatment including walls or fencing where this is proposed.
- g) Details of existing and proposed parking provision and access arrangements
- h) Details of existing and proposed bin storage arrangements

Outline Applications

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The area of any access into the site

EXISTING AND PROPOSED ELEVATIONS

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. Any areas to be demolished must be shown in a different colour or by dotted lines. All proposed elevations will be required. Additionally, where an elevation adjoins another building, part of the adjoining elevation must also be provided.

EXISTING AND PROPOSED FLOOR PLANS

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable)

- Existing elevations will be required in all cases.
- Existing floor plans will be required for each floor if the proposed extension/alteration directly links to that floor, and for roof extensions a plan of the existing floor below will be required to demonstrate the means by which the converted roof is accessed.
- For roof extensions, an existing roof plan is required.
- For satellite dishes, a photograph of the elevation to which the dish will be attached will be considered acceptable.

EXISTING AND PROPOSED SITE SECTIONS AND FINISHED FLOOR AND SITE LEVELS

It is important to establish the height of the buildings proposed and confirm changes in land levels. Applications for new building on sites where levels will be altered or where there is a relationship with an adjoining site that needs to be assessed in terms of height will need to be accompanied by cross sections through the site. Plans should be of scale 1:100 and show cross sections through the proposed buildings across the whole site. All new buildings that are not extensions must have the finished floor levels shown on the plans.

STREET SCENE ELEVATIONS

These will not be required for most applications. In sensitive locations such as conservation areas or for developments that may later important street scenes these drawings will be required.

PARKING AND ACCESS ARRANGEMENTS

Details of existing and proposed parking provision and access arrangements. These details must be shown on the site layout plan.

DESIGN AND ACCESS STATEMENTS

Developments that need a D&A include:

- development which is major development
- where any part of the development is in a conservation area, development consisting of:

- (i) the provision of one or more dwellinghouses; or
- (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

Explanation - A design and access statement is a report accompanying and supporting a planning application that explains and justifies the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement must explain how the development has been arrived at taking into account the context of the development. It must state how consultation has been carried out and state how issues affecting access have been dealt with.

Biodiversity Net Gain

	Information	Format	Detailing	Checklist
1	Statement confirming the development is subject to the biodiversity net gain condition	Statement	Statement should also confirm if the biodiversity value of on-site habitat is lower on the date of application as a result of activities that have degraded the site.	<input type="checkbox"/>
2	Metric confirming pre-development biodiversity value.	Excel & PDF	Use of the relevant Defra metric	<input type="checkbox"/>
3	UKHab Plan detailing pre-development habitats and their condition.	Plan	UKHab mapping, drawn to appropriate scale showing direction of north, onsite habitat existing on the date of application (or earlier) and any irreplaceable habitat.	<input type="checkbox"/>
4	Description of any irreplaceable habitat on the land to which the application relates, that exists on the date of application.	Statement	Or should confirm no irreplaceable habitats are present.	<input type="checkbox"/>
5	Confirmation of how you foresee achieving the 10% net gains	Statement	On-site; off-site, both. Is any on-site likely to be 'significant'? Where is the off-site location intended to be?	<input type="checkbox"/>

6	Draft Biodiversity Gain Plan	Gain Plan	Project design regarding mitigation hierarchy; approach to biodiversity on-site, any proposed off-site biodiversity enhancements,	<input type="checkbox"/>
7	Draft Habitat Management and Monitoring Plan	Monitoring template	A draft plan to show how BNG will be managed and monitored	<input type="checkbox"/>
8	Mapping (UKHab or similar) detailing post-development habitats and their condition.	PDF	UKHab mapping, drawn to appropriate scale, showing direction of north, proposed habitats, and their condition	<input type="checkbox"/>
9	Any specific information relating to the preparation and finalisation of a legal agreement (S106) – e.g. draft Heads of terms.	Word	Draft legal agreement of heads of terms regarding financial arrangements for monitoring the BNG provision	<input type="checkbox"/>

Net Gain Plan Requirements

	Information	Format	Detailing	Checklist
1	Metric showing pre-development biodiversity value	Excel and PDF	Use of the relevant Defra metric	<input type="checkbox"/>
2	UKHab Mapping detailing pre-development habitats and their condition	PDF and GIS files (e.g. Shape files)	UKHab mapping, drawn to appropriate scale, showing direction of north, showing onsite habitat existing on the date of application (or earlier) and any irreplaceable habitat	<input type="checkbox"/>

3	Metric showing post-development biodiversity value	Excel and PDF	Use of the relevant Defra metric	<input type="checkbox"/>
4	UKHab Mapping detailed post-development habitats	PDF and GIS files (e.g. Shape files)	UKHab mapping, drawn to appropriate scale, showing direction of north, showing proposed on-site (and off-site habitats) and their intended condition, and any irreplaceable habitat	<input type="checkbox"/>
5	Biodiversity Gain Plan (BGP)	GainPlan	Containing all matters required to be provided in the BGP (see guidance / PPG / Environment Act Schedule 7a, paragraph 14(2)) – including how design has considered mitigation hierarchy and net gain hierarchy; approach to biodiversity on-site, any proposed off-site biodiversity enhancements.	<input type="checkbox"/>
6	Habitat Management and Monitoring Plan	Monitoring template	Management of the habitats for 30-year period, monitoring process and frequency of reports	<input type="checkbox"/>
7	Draft Section 106 agreement	Word document	Any significant gain that is identified in the BGP that	<input type="checkbox"/>

			requires monitoring by the LPA and is not covered in a S106 agreement in the planning application must have a S106 agreement covering the costs to the Council over the mandatory 30 year monitoring period.	
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Where off-site provision is to be made

	Information	Format	Detailing	Checklist
1	Landowner written consent	Signed letter by the legal owner		<input type="checkbox"/>
2	Legal agreement	Section 106 or Conservation Covenant		<input type="checkbox"/>
3	Evidence off-site habitats registered on national register	National Register		<input type="checkbox"/>
4	Evidence of purchase of national credits	Proof of purchase	Credits should not be bought before discussion with the LPA regarding the appropriateness of their use	<input type="checkbox"/>

Advice Notes

Development not subject to net gain requirements

- Householder development
- Section 73 applications for small development made before 2nd April 2024
- Development that does not impact on onsite priority habitat and
- It is less than 25 square metres of onsite habitat that has a biodiversity value greater than zero
- Less than 5m of linear habitat

“irreplaceable habitat” has the meaning given by regulation 2 of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024;”.

Significant On-Site Enhancements Includes:

- habitats of medium or higher distinctiveness in the biodiversity metric
- habitats of low distinctiveness which create a large number of biodiversity units relative to the biodiversity value of the site before development
- habitat creation or enhancement where distinctiveness is increased relative to the distinctiveness of the habitat before development
- areas of habitat creation or enhancement which are significant in area relative to the size of the development
- enhancements to habitat condition, for example from poor or moderate to good
- Examples of significant enhancements include creating a wildlife pond or a nature park.
- “Non-significant enhancements are habitat enhancements that will be included in your metric calculations, but that will not make a significant difference to the development’s biodiversity value.

Statutory Meaning of biodiversity gain hierarchy

“biodiversity gain hierarchy” means the following actions in the following order of priority—

- (a) avoiding adverse effects of the development to onsite habitat with a habitat distinctiveness score, applied in the biodiversity metric, equal to or higher than six;
- (b) so far as those adverse effects cannot be avoided, mitigating those effects;
- (c) so far as those adverse effects cannot be mitigated, habitat enhancement(a) of onsite habitat;
- (d) so far as there cannot be that enhancement, creation of onsite habitat,
- (e) so far as there cannot be that creation, the availability of registered offsite biodiversity gain;

Local Information Requirements

The preceding section deals with what is required under national legislation. The following section deals with information that may be needed locally. The Council will assess each application for the need to supply information. If in doubt applicants are advised to contact the development Management Section prior to submitting their application.

AIR QUALITY ASSESSMENT

Trigger – all development within, or affecting any air quality management area (AQMA) within the Borough or in areas where air quality is low and the development could lead to air quality falling below the acceptable standard. Major developments on North Valley, A682 Brierfield and A682 in Barrowford are areas where assessments are likely to be needed.

Explanation - Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

BIODIVERSITY SURVEY AND REPORT

Trigger – Any development within/adjacent to a Site of Biological or Geological Interest/within the green belt/barn conversions. All developments on sites which may have ecological interest must appraise that interest and how the development may affect it.

Explanation - Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to

provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

CONSTRUCTION METHOD STATEMENT

Trigger – Where a development may impact onto neighbouring properties by reason of a loss of deliveries, hours of working, potential mud on road, lack of space to develop within the site etc

Explanation - In circumstances where there is a potential adverse impact upon Living conditions and amenity of residents nearby developers should assess how they will develop and provide a scheme to mitigate those impacts. For example hours of delivery, hours of working and wheel washing are matters that would be covered in the statement.

DAYLIGHT/SUNLIGHT ASSESSMENT

Trigger – Where a development may impact onto neighbouring properties by reason of a loss of daylight or sunlight.

Explanation - In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. Please note that planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.)

ECONOMIC STATEMENT

Trigger - All applications that will result in the loss of protected employment land from employment use.

Explanation - The economic benefits of schemes will only be of concern when either Protected employment Land will be lost to another use or where the scheme is not in line with prevailing policy but the economic benefits are put forward as outweighing other material considerations. In these cases an economic impact statement would be needed to justify the development.

EVIDENCE TO ACCOMPANY APPLICATIONS FOR OUT OF CENTRE MAIN TOWN CENTRE USES

Trigger - Where main town centre uses are proposed and the schemes exceed 2,500 m², and for some smaller schemes, an assessment of the impact on the town centre will be required. The thresholds are as set out in paragraph 26 of the NPPF. Evidence should be provided to show that there are no sequentially preferential sites. All A3, A4 and A5 Food and Drink applications. All Hotel proposals.

Explanation - An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and

where it is not in accordance with an up to date development plan document strategy. It is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre. Evidence should be provided to show that there are no sequentially preferable sites.

FLOOD RISK ASSESSMENT

Trigger - Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development/some changes of use located in Flood Zone 2 and 3.

Explanation - At the planning application stage, an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development/some changes of use located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should be prepared by a developer in consultation with the local planning authority. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England) Regulations 2011.

Technical guidance on flooding is found in the companion guide to the NPPF:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6000/2115548.pdf

FOUL SEWERAGE ASSESSMENT

Trigger - All new applications where foul effluent will be generated. The level of detail will be commensurate with the scheme. For example if the Utility companies have agreed that connection to the mains network is acceptable then that would be sufficient details for the application. Developers will be expected to show at the time of submission how foul effluent will be disposed of and how they have arrived at that position.

Explanation - A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken. If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)

Trigger - Where archaeological or historical features or remains may be affected

Explanation - Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive. If an application affects such a site you may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in the NPPF.

LAND CONTAMINATION ASSESSMENT

Trigger - Where contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites. Within 250 metres of a currently licensed or historic landfill site.

Explanation - a land contamination assessment should include an extended assessment of contamination in line with paragraph 120 of the NPPF. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

LIGHTING ASSESSMENT

Trigger - Only where significant external lighting is proposed, i.e flood lighting, lit areas of car parking, new street lighting.

Explanation - Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, must be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. *'Lighting in the countryside: Towards good practice' (1997).*

NOISE IMPACT ASSESSMENT

Trigger - Noisy uses, including all B2 applications; Noise sensitive developments, e.g. housing located near to a source of noise, e.g., motorway, industrial site.

Explanation - Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Fu

OPEN SPACE ASSESSMENT / REQUIREMENTS

Trigger - Any development involving loss of existing public or private open space.

Explanation - For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Government planning policy is set out in paragraph 62 of the NPPF. The following forms of residential development will be required to make provision for public open spaces:

- New houses
- Flats and maisonettes
- Additional dwellings gained through the redevelopment of an existing housing area
- Conversions of existing buildings into residential use
- Conversion, or extension, of existing dwellings into a larger number of dwellings.
- Independent dwellings for students or the elderly
- Permanent permissions for mobile homes
- Mixed use schemes that include residential development

The Council's Guidelines for open space are set out in the Supplementary Planning Document "Greenspace Standards and New Development". The Developer / Applicant will normally be required to enter into a legal agreement under Section 106 of the Town and Country Planning Act(s) (or other appropriate legal mechanism) to meet the specific requirements of this SPD. In such cases a draft legal agreement or unilateral undertaking must accompany the application

PARKING AND ACCESS ARRANGEMENTS

Trigger - Required where the proposal requires an increase in the demand for parking or cycle provision.

Explanation - All applications involving new floorspace, buildings, extensions, changes of use or other development involving any alteration to external areas will be required to provide details of existing and proposed parking provision and access arrangements. These details should also be shown on a site layout plan.

Sustainable Urban Drainage (SUDs)

The Flood and Water Management Act 2010 contains provisions for the management of Flooding. Particular concerns are to ensure that the impact of climate change is mitigated in terms of waste discharges.

The national Planning Practice Guidance (ID: 7-051-20150323) contains advice on how to deal with flooding and on the use of Sustainable Urban Drainage Systems in major development. In order to be able to assess the impacts applications for major development (Major is defined in the General Procedure Order 2015) applications for major development must be accompanied by an assessment of the provision of Sustainable Drainage on the site. This must be what is reasonably practicable to be delivered on site.

Reasonably practicable is unlikely to be achieved if SUDs is more expensive to deliver than complying with building regulations - but in all cases the risk of flooding must not be increased elsewhere.

Applications for major development must be accompanied by a SUDs assessment and a full justification must be given if the development proposes not to use SUDs.

The SUDs assessment must include details for the maintenance of the SUDs which must be practicable and achievable. The National Planning Policy Practice Guidance provides technical guidance on SuDs at ID: 7-083-20150323.

PLANNING OBLIGATIONS - DRAFT HEAD(S) OF TERMS

Trigger – These are required for all proposals for new residential dwellings/development resulting in loss of open spaces.

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

If Planning Obligations are likely to support the proposed development, Draft Heads of Terms must accompany the application.

PLANNING STATEMENT

Trigger - Required for all 'major' planning applications, Proposals for 1 dwelling or more; All farm diversification proposals; All gypsy and travelling show people proposals. All commercial proposals over 1000sqm.

Explanation - A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission (unless covered in a separate Statement of Community Involvement).

PRE COMMENCEMENT CONDITIONS

Trigger – Where a developer will not be providing full details of a scheme they must indicate how they propose to deal with providing that information and what conditions they wish to see to deal with that.

Explanation – It is not unusual for full details of schemes not to be given as part of a development. For example we often receive FRA's which deal with the parameters of drainage from a development but without having a fully engineered scheme that accompanies it. These details can be dealt with by condition. A developer must identify

as part of their application which issues are to be left to be dealt with under conditions and suggest the wording of the condition.

STATEMENT OF COMMUNITY INVOLVEMENT

Trigger - Required for all major applications.

Explanation - Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation. Our requirements are set out in the adopted statement of community involvement which can be found at:-

STRUCTURAL SURVEY

Trigger - Applications for re-use or conversion of buildings within the open countryside including submissions for conversions under the GPDO 2015.

Explanation – A structural survey is required with a set of drawings indicating the proposed replacement and renovation works to the building, together with a method statement which states how the proposed work would be implemented and what measures would be taken to secure the existing structure.

TRANSPORT ASSESSMENT

Trigger - Schemes that would result in the generation of significant amounts of traffic

Explanation - Paragraph 32 of the NPPF advises that a Transport Assessment (TA) or Transport Statement should be submitted as part of any planning application where the proposed development would generate significant amounts of traffic. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in ***Guidance on Transport Assessment***, published by the Department for Transport (March 2007).

TRAVEL PLAN

Trigger - All developments that would generate a significant amount of traffic paragraph 32 of the NPPF

Explanation - A travel plan should be submitted alongside planning applications which are likely to generate significant amounts of traffic. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The travel plan should have a strategy for its implementation that is appropriate for the development proposal

under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

TREE SURVEY/ARBORICULTURAL IMPLICATIONS

Trigger - Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).

Explanation - Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Landscape and Visual Impact Assessment.

Trigger- Applications where there would be an impact on the landscape in the open countryside. For example a wind turbine development

Explanation - Applications may be accompanied by a Landscape and Visual Impact Assessment. The assessment should review the policy context and assess the significance of the developments, its impacts on landscape character, fabric, value, amenity and where appropriate cumulative effects with nearby development. Mitigation proposal should be detailed.

VENTILATION/EXTRACTION STATEMENT

Trigger - All uses within Use Classes A3, A4 or A5; or any uses which include an element of hot food provision with the proposal; any other development where substantial ventilation or extraction equipment is proposed to be installed..

Explanation - Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required.

SITE WASTE MANAGEMENT PLAN

Trigger - Development that would result in waste being generated from the site

Explanation - Proposed new development should be supported by site waste management plans. The detail of these would vary according to the nature of the use. For example a new business that would generate waste that would be disposed of through refuse collection would simply need to refer to this in the accompanying documents. A major generator of waste would need to provide a detailed analysis of how the waste generated would be disposed of.