



## VALIDATION REQUIREMENTS PLANNING APPLICATIONS

This Advice Note explains the procedure that the Council uses for deciding whether applications are valid.

With each application you make we will expect you to have completed the relevant Validation Checklist. There is one checklist for each type of planning application. If the information required by the Validation Checklist is not submitted with the application, then the application will not be valid and will not be progressed to a decision.

**The fact that an application has been validated does not mean that the quality of the plans/documents has been fully assessed. The Local Planning Authority reserves the right to:**

- **Invalidate the application if, after the site visit, some aspect is found not to be in accord with the original validation process.**
- **Seek further information with regard to the submitted plans/documents**
- **Seek information on material planning issues that have not been addressed in the application.**

**These aspects will need to be satisfied before any decision is made on the application.**

All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.

### **Number of copies**

The statutory provisions specify that applications submitted electronically do not need to be accompanied by any further copies, either of the application or accompanying information.

Applicants, who apply for permission or consent using paper copies, must provide the original plus one additional copy of the form and any accompanying plans, drawings or information associated with the application (total 2 copies) unless the planning authority advises otherwise. The Local Planning Authority may request additional copies above this requirement, but failure to provide these, would not be a basis for invalidating an application.

### **Electronic and paper forms**

Electronic submission of supporting information may not always be possible because of its volume and variety. In these circumstances, information can be submitted in hard copy even if the application has been submitted electronically, but applicants who submit supporting information in hard copy must provide the original plus three copies (a total of four copies). Applicants who choose to submit their application and supporting information this way will be notified of the validity of their application when the local planning authority is satisfied they have received all the necessary information in whatever format.

Applicants who submit an application electronically to the local planning authority can communicate in this way throughout the whole application process unless an alternative approach is agreed between the local planning authority and applicant.

For electronic applications it will be acceptable for applicants to produce a typed signature on the form in block capitals of their name or the Agent's details if signed on the applicant's behalf.

### **Certificate of Ownership**

In order for the local planning authority to validate any application for planning permission or listed building consent, it must be accompanied by ownership certificates. The requirement for ownership certificates comes from article 7 of the GDPO and Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.

A written signature will need to accompany any paper version of the Standard Application Form certificates submitted, but for any electronically submitted certificate, a typed signature of the applicant's name will be acceptable.

### **The purpose of having validation requirements**

Development consists of many different types and occurs on a variety of scales, and consequently the information required to arrive at a reasoned decision about whether consent should be granted also varies. Although the information required should be broadly proportionate to the scale or complexity of the development, it is difficult to be prescriptive in guidance about what will be required in every case. However, for most applications, the Standard Application Form (available on the Planning Portal) together with additional documents referred to by the form (for example surface water drainage), will provide the certainty required for applicants and provide sufficient information for local planning authority. East Cambridgeshire District Council will apply a consistent and proportionate approach to the determination of information requirements.

On the submission of these items, the local planning authority has various duties, such as to register the application and notify other organisations. Where insufficient information has been submitted to fulfil the above requirements, a local planning authority has a duty to notify an applicant of this. Checking whether all required items have been submitted, commonly called 'validation', is therefore important as it enables an authority to determine what duties it can or must undertake.

Validation will identify whether the information requirements for the application type have been met. The information in this document and the attached annex provides information listing what is required for each consent type and reflects the various legal requirements. The requirements apply irrespective of whether the application is made on paper or electronically.

**Where there are clear omissions or clear inaccuracies, the local planning authority will be entitled to declare the application invalid. The authority will notify the applicant in writing, stating the local planning authority's reasons for taking this view and specify the**

**outstanding information required from the applicant to achieve a valid application. If the information is not forthcoming within a reasonable time period set in the notification the authority will return the application and any fee to the applicant.**

It should be rare that an application is registered as valid following validation, but is later found to be invalid because it lacks the necessary information. Examples would be where cheques are declined or false statements are made on certificates. Missing information required to accompany Application Form will normally have been identified when it was validated.

### **Information Supporting Applications**

For the applications to be registered as 'valid', applicants must provide all the information required, such as plans, diagrams and certificates and any additional supporting assessments. A fee is also required for some types of application. The local planning authority has discretion to produce and adopt 'Local Validation Requirements' and applicants will be required to provide this information if they submit an application for planning permission where it involves 'major development'.

Lists of the information requirements for the various types of application have are in **Annex A** of this document. Where applications require a combination of planning permission and associated consents, applicants must submit the requirements from the appropriate lists in **Annex A**. For example, an application may require planning permission for an extension to a dwelling and listed building consent. In this instance the information requirements in both List 1 (householder applications) and List 8 (listed building applications) should accompany the application.

The Standard Application Form specifies that for some applications additional information may be required. These issues are listed in **Annex A** together with a cross-reference to **Annex B** within which can be found advice on these national requirements and the circumstances when such information must be provided.

It is recognised that electronic submission of supporting documents may not always be possible because of the volume and variety of information. In these circumstances, documents can be submitted in hard copy even if the application itself has been submitted electronically.

It is advised that by using the Council's Pre-Application Advice service, formal advice will be provided by the Planning Team to confirm what information from **Annex A** you will be required to submit as part of your application, as well as confirmation of the planning fee, where relevant. Using the Pre-Application Advice service should therefore assist you in submitting a valid application and should speed up the time the Council takes do deal with your application.

## ANNEX A

### VALIDATION REQUIREMENTS

#### Householder Planning Application

The householder form should be used to apply to alter or enlarge a private dwelling(s). This also includes any work within the curtilage of the building. For example, extensions, replacement of windows and doors (Article 4 Directions), Garages and other detached buildings, gates or fences, new vehicular access, development within the curtilage of a listed building.

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See fee sheet	
<b>4. Design and Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	

<b>5. Local Validation Requirements</b>	
Community Infrastructure Levy (CIL) Form 0 – Additional form	<b>B10</b>
<ul style="list-style-type: none"> <li>○ Additional form can be found on the CIL section of the Council website</li> </ul>	
Heritage Statement – if in conservation area or listed building	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	
Parking and access arrangement	<b>B21</b>
<ul style="list-style-type: none"> <li>○ To include turning provision if access is onto a classified road</li> </ul>	
Tree survey / Arboricultural assessment	<b>B29</b>

**Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition in a conservation area**

	<b>Relevant section of Annex B for Guidance</b>
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul>	<b>B5</b>

*In all cases where a change in ground levels is proposed **Where an alteration or extension to the roof is proposed	
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B7</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Community Infrastructure Levy (CIL) Form 0 – Additional form	<b>B11</b>
○ Additional form can be found on the CIL section of the Council website	
Heritage Statement – if in conservation area	<b>B17</b>
○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)	
Parking and access arrangement	<b>B22</b>
○ To include turning provision if access is onto a classified road	
Tree survey / Arboricultural assessment	<b>B29</b>

### Householder Application for Planning Permission and for works or extension to a dwelling and Listed Building Consent

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>

Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed  **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
Required as the property is a listed building	
<b>5. Local Requirements</b>	
Community Infrastructure Levy (CIL) Form 0 – Additional form	<b>B10</b>
<ul style="list-style-type: none"> <li>○ Additional form can be found on the CIL section of the Council website</li> </ul>	
Heritage Statement – if in conservation area or listed building	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	
Parking and access arrangement	<b>B21</b>
<ul style="list-style-type: none"> <li>○ To include turning provision if access is onto a classified road</li> </ul>	
Tree survey / Arboricultural assessment	<b>B29</b>

### Application for Planning Permission

This form should be used to make a detailed planning application for building, engineering or other works in, on, or over or under the land, or making of any material change in the use of the land or buildings. Examples of relevant proposals include: Structural works or additions to no-domestic buildings, new buildings in the curtilage of non-domestic buildings, new dwellings (including the subdivision of existing properties)

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required	<b>B1, B2</b>

by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed  **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Affordable Housing Statement	<b>B7</b>
Air Quality Assessment	<b>B8</b>
Biodiversity Survey & Report	<b>B9</b>
Community Infrastructure Levy (CIL) Form 0 – Additional form <ul style="list-style-type: none"> <li>○ Additional form can be found on the CIL section of the Council website</li> </ul>	<b>B10</b>
Contaminated Land Investigation	<b>B11</b>
Design Statement/Development Brief	<b>B12</b>
Drainage Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>



Environmental Statement	<b>B14</b>
Flood Risk Assessment	<b>B15</b>
Heritage Statement – if in conservation area	<b>B16</b>
○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)	
Landscape Impact Assessment	<b>B17</b>
Lighting Scheme / Light pollution assessment	<b>B18</b>
Noise Impact Assessment	<b>B19</b>
Open Space Assessment	<b>B20</b>
Parking and Access Arrangements	<b>B21</b>
○ To include turning provision if access is onto a classified road	
Planning Obligations/Draft Heads of Terms	<b>B22</b>
Refuse Collection	<b>B23</b>
Renewable Energy and Water Consumption Assessment	<b>B24</b>
Retail Assessment	<b>B25</b>
Statement of Community Involvement	<b>B26</b>
Structural Survey	<b>B27</b>
Transport Assessment / Travel Plan	<b>B28</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Utilities Statement	<b>B30</b>
Ventilation / Extraction details	<b>B31</b>

### Application for Outline Planning Permission with Some Reserved Matters

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	

Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application where not included in the reserved matters.	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Affordable Housing Statement	<b>B7</b>
Air Quality Assessment	<b>B8</b>
Biodiversity Survey & Report	<b>B9</b>
Community Infrastructure Levy (CIL) Form 0 – Additional form ○ Additional form can be found on the CIL section of the Council website	<b>B10</b>
Contaminated Land Investigation	<b>B11</b>
Design Statement/Development Brief	<b>B12</b>
Drainage Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>
Environmental Statement	<b>B14</b>
Flood Risk Assessment	<b>B15</b>

Heritage Statement – if in conservation area	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	
Landscape Impact Assessment	<b>B17</b>
Lighting Scheme / Light pollution assessment	<b>B18</b>
Noise Impact Assessment	<b>B19</b>
Open Space Assessment	<b>B20</b>
Parking and Access Arrangements	<b>B21</b>
<ul style="list-style-type: none"> <li>○ To include turning provision if access is onto a classified road</li> </ul>	
Planning Obligations/Draft Heads of Terms	<b>B22</b>
Refuse Collection	<b>B23</b>
Renewable Energy and Water Consumption Assessment	<b>B24</b>
Retail Assessment	<b>B25</b>
Statement of Community Involvement	<b>B26</b>
Structural Survey	<b>B27</b>
Transport Assessment / Travel Plan	<b>B28</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Utilities Statement	<b>B30</b>
Ventilation / Extraction details	<b>B31</b>

### Application for Planning Permission and Relevant Demolition of an Unlisted Building in a Conservation Area

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required)	<b>B1, B2</b>

by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed  **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Affordable Housing Statement	<b>B7</b>
Air Quality Assessment	<b>B8</b>
Biodiversity Survey & Report	<b>B9</b>
Community Infrastructure Levy (CIL) Form 0 – Additional form <ul style="list-style-type: none"> <li>○ Additional form can be found on the CIL section of the Council website</li> </ul>	<b>B10</b>
Contaminated Land Investigation	<b>B11</b>
Design Statement/Development Brief	<b>B12</b>
Drainage Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>

Environmental Statement	<b>B14</b>
Flood Risk Assessment	<b>B15</b>
Heritage Statement – if in conservation area	<b>B16</b>
○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)	
Landscape Impact Assessment	<b>B17</b>
Lighting Scheme / Light pollution assessment	<b>B18</b>
Noise Impact Assessment	<b>B19</b>
Open Space Assessment	<b>B20</b>
Parking and Access Arrangements	<b>B21</b>
○ To include turning provision if access is onto a classified road	
Planning Obligations/Draft Heads of Terms	<b>B22</b>
Refuse Collection	<b>B23</b>
Renewable Energy and Water Consumption Assessment	<b>B24</b>
Retail Assessment	<b>B25</b>
Statement of Community Involvement	<b>B26</b>
Structural Survey	<b>B27</b>
Transport Assessment / Travel Plan	<b>B28</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Utilities Statement	<b>B30</b>
Ventilation / Extraction details	<b>B31</b>

**Application for Planning Permission and Listed Building Consent for alterations, extensions or demolition of a listed building (Should only be used if development directly affects the listed building).**

	<b>Relevant section of Annex B for Guidance</b>
--	---

<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Affordable Housing Statement	<b>B7</b>
Air Quality Assessment	<b>B8</b>
Biodiversity Survey & Report	<b>B9</b>
Community Infrastructure Levy (CIL) Form 0 – Additional form <ul style="list-style-type: none"> <li>○ Additional form can be found on the CIL section of the Council website</li> </ul>	<b>B10</b>
Contaminated Land Investigation	<b>B11</b>

Design Statement/Development Brief	<b>B12</b>
Drainage Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>
Environmental Statement	<b>B14</b>
Flood Risk Assessment	<b>B15</b>
Heritage Statement – if in conservation area	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	
Landscape Impact Assessment	<b>B17</b>
Lighting Scheme / Light pollution assessment	<b>B18</b>
Noise Impact Assessment	<b>B19</b>
Open Space Assessment	<b>B20</b>
Parking and Access Arrangements	<b>B21</b>
<ul style="list-style-type: none"> <li>○ To include turning provision if access is onto a classified road</li> </ul>	
Planning Obligations/Draft Heads of Terms	<b>B22</b>
Refuse Collection	<b>B23</b>
Renewable Energy and Water Consumption Assessment	<b>B24</b>
Retail Assessment	<b>B25</b>
Statement of Community Involvement	<b>B26</b>
Structural Survey	<b>B27</b>
Transport Assessment / Travel Plan	<b>B28</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Utilities Statement	<b>B30</b>
Ventilation / Extraction details	<b>B31</b>

## Application for Planning Permission and Consent to Display an Advertisement(s)

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	<b>B3</b>
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Affordable Housing Statement	<b>B7</b>
Air Quality Assessment	<b>B8</b>
Biodiversity Survey & Report	<b>B9</b>



Community Infrastructure Levy (CIL) Form 0 – Additional form	<b>B10</b>
<ul style="list-style-type: none"> <li>○ Additional form can be found on the CIL section of the Council website</li> </ul>	
Contaminated Land Investigation	<b>B11</b>
Design Statement/Development Brief	<b>B12</b>
Drainage Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>
Environmental Statement	<b>B14</b>
Flood Risk Assessment	<b>B15</b>
Heritage Statement – if in conservation area	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	
Landscape Impact Assessment	<b>B17</b>
Lighting Scheme / Light pollution assessment	<b>B18</b>
Noise Impact Assessment	<b>B19</b>
Open Space Assessment	<b>B20</b>
Parking and Access Arrangements	<b>B21</b>
<ul style="list-style-type: none"> <li>○ To include turning provision if access is onto a classified road</li> </ul>	
Planning Obligations/Draft Heads of Terms	<b>B22</b>
Refuse Collection	<b>B23</b>
Renewable Energy and Water Consumption Assessment	<b>B24</b>
Retail Assessment	<b>B25</b>
Statement of Community Involvement	<b>B26</b>
Structural Survey	<b>B27</b>
Transport Assessment / Travel Plan	<b>B28</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Utilities Statement	<b>B30</b>
Ventilation / Extraction details	<b>B31</b>

**Application for Planning Permission and Relevant Demolition of an unlisted building in a Conservation Area (Please use if not proposing any redevelopment on the site)**

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>Existing and proposed elevations to a scale of either 1:50 or 1:100</li> </ul>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Biodiversity Survey & Report	<b>B9</b>
Design Statement/Development Brief	<b>B12</b>
Heritage Statement – if in conservation area <ul style="list-style-type: none"> <li>Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	<b>B16</b>
Listed Building Appraisal <ul style="list-style-type: none"> <li>Should be carried out by a specialist Historic Building Consultant</li> </ul>	<b>B16</b>

Structural Survey and can be incorporated into a heritage statement	
Tree Survey / Arboricultural Statement	<b>B29</b>

### Application for Outline Permission with all Matters Reserved

This can be used as a way of establishing the principle of development on a site at a very early stage. You are able to submit this type of application with all or some matters reserved.

Reserved matters normally include: Access, Appearance, Landscaping, Layout, Scale

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Design &amp; Access Statement</b>	<b>B12</b>
If the site is located within the conservation area and any development is over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Affordable Housing Statement	<b>B7</b>
Air Quality Assessment	<b>B8</b>
Biodiversity Survey & Report	<b>B9</b>
Community Infrastructure Levy (CIL) Form 0 – Additional form	<b>B10</b>

○ Additional form can be found on the CIL section of the Council website	
Contaminated Land Investigation	<b>B11</b>
Design Statement/Development Brief	<b>B12</b>
Drainage Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>
Environmental Statement	<b>B14</b>
Flood Risk Assessment	<b>B15</b>
Heritage Statement – if in conservation area	<b>B16</b>
○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)	
Landscape Impact Assessment	<b>B17</b>
Lighting Scheme / Light pollution assessment	<b>B18</b>
Noise Impact Assessment	<b>B19</b>
Open Space Assessment	<b>B20</b>
Parking and Access Arrangements	<b>B21</b>
○ To include turning provision if access is onto a classified road	
Planning Obligations/Draft Heads of Terms	<b>B22</b>
Refuse Collection	<b>B23</b>
Renewable Energy and Water Consumption Assessment	<b>B24</b>
Retail Assessment	<b>B25</b>
Statement of Community Involvement	<b>B26</b>
Structural Survey	<b>B27</b>
Transport Assessment / Travel Plan	<b>B28</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Utilities Statement	<b>B30</b>
Ventilation / Extraction details	<b>B31</b>

## Application for Approval of Reserved Matters following Outline Approval

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Completed application form containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Such particulars as are necessary to deal with the matters reserved in the outline planning permission	
Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed  **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
	<b>B12</b>
<b>4. Design and Access Statement</b>	
If the proposal is within the conservation area and for one more dwellings or development over 100m <sup>2</sup>	
<b>5. Local Requirements</b>	
Community Infrastructure Levy (CIL) Form 0 – Additional form	<b>B10</b>
○ Additional form can be found on the CIL section of the Council website	
Heritage Statement – if in conservation area	<b>B16</b>
○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)	
Transport Assessment / Travel Plan	<b>B28</b>
Planning Obligations / Draft Heads of Term	<b>B22</b>

Flood Risk Assessment	<b>B15</b>
Retail Assessment	<b>B25</b>
Open Space Assessment	<b>B20</b>
Landscape Impact Assessment	<b>B17</b>
Tree Survey / Arboricultural Statement	<b>B29</b>
Biodiversity Survey and Report	<b>B9</b>
Noise Impact Assessment	<b>B19</b>
Air Quality Assessment	<b>B8</b>
Assessment of the treatment of foul sewage, surface water and groundwater	<b>B13</b>
Utilities statement	<b>B30</b>
Ventilation, Extraction details and refuse disposal details	<b>B31</b>
Structural Survey	<b>B27</b>
Lighting Scheme / Light Pollution Assessment	<b>B18</b>
Affordable Housing Statement	<b>B7</b>
Environmental Statement	<b>B14</b>
Parking and Access Arrangements	<b>B21</b>
○ To include turning provision if access is onto a classified road	
Land Contamination Assessment	<b>B11</b>
Statement of Community Involvement	<b>B26</b>

### Application for Advertisement Consent

Consent is required to display most adverts, except in some limited categories. Nearly all illuminated advertisements require permission.

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate.	<b>B1, B2</b>

(Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Advertisement drawing(s) at a scale of either 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection, details of method and colour(s) of illumination (if applicable) and sections through.</li> </ul>	<b>B5</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Local Requirements</b>	
Lighting Scheme / Light Pollution Assessment	<b>B18</b>

**Application for Tree Works, Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in a Conservation Area (CA)**

These forms are to be used when proposing works to protected trees. You may wish to consider using a suitably qualified tree professional to assist you in submitting your application.

<b>For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular you MUST provide the following:</b>	
○ Completed, signed and dated application form, with all (mandatory) questions answered	
○ Sketch plan showing the precise location of all tree(s)	
○ A full and clear specification of the works to be carried out	
○ Statement of reasons for the proposed works	
○ Evidence in support of statement of reasons, where required by the standard application form.	

<b>For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may therefore wish to provide the following:</b>	
○ Completed, signed and dated application form with all questions answered	
○ Sketch plan showing the precise location of all tree(s)	
○ A full and clear specification of the works to be carried out	
<b>Whether the tree(s) are protected by TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:</b>	
○ Photographs	
○ Report by a tree professional (arboriculturist) or other	
○ Details of any assistance or advice sought from a Local Planning Authority Officer prior to submitting this form	

**Application for Hedgerow Removal Notice (please use this form if the proposal includes the removal of a hedgerow or part of a hedgerow as required by the Hedgerow Regulations 1997)**

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Completed application form or the form set out in Schedule 4 of the Hedgerow Regulations 1997	
<b>2. Plans and Relevant Information</b>	
A plan that clearly shows the location and length of the hedgerow(s) to be removed (if possible please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows the length and location of the hedgerow(s) to be removed). <i>( If based on OS data, the plan needs to contain the relevant licence information as required by copyright law).</i>	
Evidence of the date of planting	
<b>3. Local Requirements</b>	
Arboricultural implications	<b>B29</b>
Biodiversity Survey and Report	<b>B9</b>
Landscaping Details	<b>B17</b>



## Application for Approval of Details Reserved by Condition (including Tree Protection)

	Relevant section of Annex B for Guidance
There are <b>NO</b> national requirements for applications for the approval of details reserved by condition except that they should be made in writing. However you may submit the following:	
<b>1. Application Form</b>	<b>B1</b>
<b>2. A copy of any other plans, drawings or information necessary to describe the subject of the application</b>	<b>B5</b>
<b>3. Fee (if required)</b> See Fee Sheet	<b>B6</b>
<b>4. Local Requirements</b> Where the condition requires the Council's consent for works to trees the following information will be required: <ul style="list-style-type: none"> <li>○ Location Plan</li> <li>○ Location of Trees</li> <li>○ Details of proposed works</li> <li>○ Justification Statement</li> </ul>	

## Listed Building Consent for Alterations, Extension or Demolition of a Listed Building.

You will need listed building consent if you wish to alter or enlarge it in a manner which would affect its character as a building of special architectural or historic interest, or if you wish to demolish all or part it.

	Relevant section of Annex B for Guidance
<b>1. Application Form</b> Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b> Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>

Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> <li>○ Roof plan to a scale of either 1:50 or 1:100 (**)</li> </ul> <p>*In all cases where a change in ground levels is proposed  **Where an alteration or extension to the roof is proposed</p>	<b>B5</b>
<b>3. Design &amp; Access Statement</b>	<b>B12</b>
<b>4. Local Requirements</b>	
Biodiversity Survey & Report	<b>B9</b>
Design Statement/Development Brief	<b>B12</b>
Heritage Statement – if in conservation area	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Assessment of significance to an extent necessary to understand the potential impact of the proposal (positive or negative) (See website for detailed guidance)</li> </ul>	
Listed Building Appraisal	<b>B16</b>
<ul style="list-style-type: none"> <li>○ Should be carried out by a specialist Historic Building Consultant and can form part of a Heritage Statement</li> </ul>	
Structural Survey	<b>B27</b>
Tree Survey / Arboricultural Statement	<b>B29</b>

### Application for Prior Notification of Proposed Agricultural Development – Proposed Building

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>

<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Local Requirements</b>	
Landscaping Details	
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (*)</li> </ul> *In all cases where a change in ground levels is proposed	<b>B5</b>

### Application for Prior Notification of Agricultural or Forestry Development – Proposed Road

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>3. Local Requirements</b>	
Landscaping Details	

### Application for Prior Notification of Agricultural or Forestry Development – Excavation / Waste Material from a Farm

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>3. Local Requirements</b>	
Landscape Impact Assessment	<b>B17</b>

### Application for Prior Notification of Agricultural or Forestry Development – Proposed Fish Tank (Cage)

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Fee</b>	<b>B6</b>
See Fee Sheet	

### Application for Prior Notification of Proposed Development by Electronic Communications Code Operators

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	

Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>(If based on OS data, the plan needs to contain the relevant licence information as required by copyright law).</i>	<b>B3</b>
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>4. Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015</b>	
<b>5. Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015</b>	
<b>6. Local Requirements</b>	
Existing and proposed elevations to a scale of either 1:50 or 1:100	<b>B5</b>

### Application for Prior Notification – Proposed Demolition

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Completed application form or written description of the proposed development	
<b>2. Plans and Relevant Information</b>	
A statement that the applicant has displayed a site notice in accordance with B.2(b)(iv) of Part 11 Class B of the Town and Country Planning (General Permitted Development) Order 2016	
<b>3. Fee</b>	<b>B6</b>

See Fee Sheet	
<b>4. Local Requirements</b>	
Biodiversity Survey and Report	<b>B9</b>

### Application for Prior Notification of Proposed Larger Home Extension

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
<b>2. Plans and Relevant Information</b>	
Such particulars as are necessary to deal with the matters reserved in the outline planning permission	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>(If based on OS data, the plan needs to contain the relevant licence information as required by copyright law).</i>	<b>B4</b>
Other plans and drawings or information necessary to describe the subject of the planning application including: <ul style="list-style-type: none"> <li>○ Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200</li> <li>○ Existing and proposed elevations to a scale of either 1:50 or 1:100</li> <li>○ Existing and proposed floor plans to a scale of either 1:50 or 1:100</li> </ul>	<b>B5</b>
Measurements of the enlarged part of the dwelling house <ul style="list-style-type: none"> <li>○ Maximum distance beyond the rear wall of the original dwelling house</li> <li>○ Maximum height</li> <li>○ Height of eaves</li> </ul>	
List of addresses of any adjoining properties	
Developers contact address (and email if happy to communicate through email)	

**Application for Lawful Development Certificate for an Existing Use or Operation or an Activity Including those in Breach of a Planning Condition**

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law</i> ).	<b>B3</b>
Such evidence verifying the information included in the application as can be provided.	
Such other information as is considered to be relevant to the application	
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	

**Application for a Lawful Development Certificate for a Proposed Use or Development**

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Plans and Relevant Information</b>	
Location plan (this should identify the land to which the application relates drawn to an identified scale and showing the direction of north. The site should be edged in red and any other adjoining land owned or	<b>B3</b>

controlled by the applicant edged in blue. <i>If based on OS data, the plan needs to contain the relevant licence information as required by copyright law).</i>	
Such evidence verifying the information included in the application as can be provided.	
Such other information as is considered to be relevant to the application	
<b>3. Fee</b>	<b>B6</b>
See Fee Sheet	

### Application for Removal or Variation of a Condition Following Grant of Planning Permission

	Relevant section of Annex B for Guidance
<b>1. Application Form</b>	
Including a completed ownership certificate and agricultural holdings certificate. (Where certificate B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure)(England) Order 2010 must be given and/or published in accordance with this Article).	<b>B1, B2</b>
<b>2. Fee</b>	<b>B6</b>
See Fee Sheet	
<b>3. Design &amp; Access Statement</b>	<b>B12</b>
If the proposal is within the conservation area and for one more dwellings or development over 100m <sup>2</sup>	
<b>4. Local Requirements</b>	
Justification Statement	



## ANNEX B

### NATIONAL REQUIREMENTS

Guidance is set out below for applicants on the information requirements for the validation of applications, and the circumstances in which the information will be required.

#### **B1 Application Form (1APP)**

All planning applications should be presented on a Standard Application Form, which is available electronically or to download on the Planning Portal website (some are also available on the Local Authority website).

Applicants are encouraged to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, we require 2 copies (including the original) completed Standard Application Form to be submitted. An applicant may be requested by the local planning authority to submit additional copies, but failure to provide these, would not be a basis for invalidating an application.

For electronic applications, a typed signature of the applicant or agent's name is acceptable.

#### **B2 Ownership Certificates**

You must complete an ownership certificate for all applications except:

- an application for Reserved Matters,
- works to trees protected by Tree Preservation Orders,
- notification of works to trees in Conservation Area areas,
- Applications for Express Consent to display an Advertisement.

These certificates are within the application form itself. For these purposes an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

The responsibility for completing the appropriate Certificate relies entirely with the applicant. The Planning Authority has no records of the details of ownership or lease of land or buildings.

Fill in **Certificate A** if the applicant is the only person who owns the application site. This is what the completed certificate A confirms.

Fill in **Certificate B** if the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders). You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is, formally told them) that you were making the application. This is what the completed certificate B confirms.

You should use **Certificate C** if you know some owners but not all owners. In this case you must also explain what reasonable steps you have taken to identify other owners. You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in area where the land lies.

You should use **Certificate D** if you do not know any of the owners. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in area where the land lies.

### **Agricultural Holdings Certificate**

This certificate is also found within the application form and is required where there is an agricultural holding where there is an agricultural tenant(s), who must be notified prior to the submission of the application. If the application site does not include an agricultural holding then you should complete the statement to that effect on the Certificate, from the list above, which you issue with the application.

### **Part 1 Notice**

A notice to the owners of the application site must be used if Certificate B has been completed, and may be required if Certificate C has been completed and some owners other than the applicant are known. A copy should be served on each of the individuals identified in the relevant certificate. It would be helpful to attach a copy of each notice served with the application.

## **OTHER DOCUMENTS**

In addition to completing the Standard Application Form, applicants may be required to submit the following plans and drawings.

Drawings are preferred at A4 or A3, however larger drawings are acceptable. Where a drawing contains different elements of the proposal, they should be clearly grouped under headings. All drawings MUST include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – it has to be a metric scale)
- Indicate the direction of North on layout and location plans
- Have a title to identify the development and subject of the drawing
- Have a unique drawing number which also indicates any revisions (e.g.1234Revision B)
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed)
- Annotation against the drawing to indicate all key external dimensions
- A scale bar
- The date the plan was prepared or amended

### **B3 Location plan**

Such plans should show at least two named roads and surrounding buildings. The properties shown should be numbered to ensure that the exact location of the application site is clear. The application site must be edged clearly with a red line, including 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 must be drawn around any other land owned or controlled by the applicant, close to, or adjoining the application site.

### **B4 Block Plan**

Such Plans should be at a scale of 1:500 or 1:200, and should be on, or based on, an up to date Ordnance Survey map, and should accurately show:

- a) The proposed development in relation to the site boundaries, and other existing buildings on the site, with written dimensions including the distances to the boundaries.
- b) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- c) The species, position, and spread of, all trees within 12 metres of any proposed building works.
- d) The extent and type of any hard surfacing.

- e) Boundary treatments including walls or fencing where this is proposed.
- f) The location, number and form of any vehicle or cycle parking.
- g) The location and shape of any vehicle turning area.
- h) The direction of North;
- i) All public rights of way crossing or adjoining the site; (Footpath, bridleway, restricted byway or byway open to all traffic)

## **B5 Other Plans**

In addition the following other plans may also be required (dependent on the type of application):

### **Floor Plans and Elevations**

All sides of the existing building, as well as the proposed development, 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. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 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 openings on each property.

### **Sections and levels**

Cross section(s) through the proposed building(s) should be submitted in the following circumstances:

- Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels.
- On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels, or cross or long sections, as appropriate.

### **Roof plans**

Roof plans are required where the proposed development involves an alteration or extension to the roof. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

### **Advertisement drawings**

Advertisement drawings are required for applications for advertisement consent. The drawings should show the advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable.

### **Listed Building details**

Applications for listed building consent should be accompanied by plans showing proposed new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.

## **B6 Fee (where necessary)**

A fee is required for most applications under the Town and Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits)(England) Regulations 2012. The regulations set out any exemptions for fees. Fees should be paid directly to the Local Planning Authority at the time of submitting the application. If submitting an application electronically through the planning portal the fee can be paid through the portal.

The correct fee must be paid when the application is submitted in order for the Local Planning Authority to begin to process the application and for the application to be validated.

## **LOCAL REQUIREMENTS**

### **B7 Affordable Housing Statement**

Where a development meets the minimum threshold for the provision of affordable housing, the applicant may be required to submit an affordable housing statement. This should include the following:

- The number of residential units
- The mix of residential units including the number of habitable rooms/bedrooms and/or the floor space of habitable areas
- Floor plans showing the location of residential units and the number of habitable rooms/bedrooms and/or the floor space of habitable areas
- The different levels or types of affordability or tenure for the different units (where applicable)

Affordable housing should normally be provided on-site, apart from in exceptional circumstances where the applicant can demonstrate exceptional reasons for off-site provision, or provide financial contributions in lieu.

The precise mix in terms of tenure type and house sizes within a scheme, will be determined by local circumstances at the time of planning permission, including housing need, development costs and the availability of subsidy. Applicants should discuss the need in the locality with the Housing Section at ECDC. The affordable properties will be made available solely to people in housing need at an affordable cost, for the life of the property.

### **B8 Air Quality Assessment**

These will be required when an application will be likely to have an impact on air quality in an area where this is known to be poor or where the development is likely to have an adverse impact upon air quality or strategies and/or legislation.

Assessments should be proportionate to the nature and scale of development proposed and the level of concern about air quality. The following could be included in an assessment (air quality can also be considered as part of an Environmental Impact Assessment):

- A description of baseline conditions and how these could change;
- Relevant air quality concerns;
- The assessment methods to be adopted and any requirements around verification of modelling air quality;
- Sensitive locations;
- The basis for assessing impact and determining the significance of an impact;
- Construction phase impact; and/or
- Acceptable mitigation measures.

### **B9 Biodiversity survey and report**

The following types of application will always require an ecological survey:

- Major applications
- Development proposals affecting nationally or locally designated sites
- Development proposals involving the demolition or conversion of disused buildings.

Other types of application will not be invalidated due to the absence of surveys. However, if during the course of the application, such an ecological survey is deemed necessary, and is not forthcoming, the application may be refused. Failure to provide ecological/protected species information at the outset can significantly delay the processing of your planning application, and could result in the need for design and layout changes. A survey should be provided if it is likely that protected species are:

- Present on or near the proposed site, such as protected bats at a proposed barn conversion; or
- Affected by the development, such as the effect of a wind turbine proposal on protected birds.

Applicants will be expected to use a trained ecologist to carry out a survey at the right time of year, using methods that are appropriate for the species and the area. Surveys should be up-to-date and ideally from the most recent survey season (this can vary depending on species). The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (*e.g.* for feeding, shelter, breeding).

The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

### **B10 Community Infrastructure Levy – Form 0**

Applications will not be made invalid because they lack the relevant CIL forms; however you are strongly advised to submit these with applications for the following types of development:

- All proposals for the creation of new dwellings
- All proposals for the extension of buildings falling in Use Class A (and associated sui generis) and C3 which create 100m<sup>2</sup> or more internal floor space

For further information please visit the [CIL section](#) of the Council's website and refer to the [Developer Contributions Supplementary Planning Document \(2013\)](#)

### **B11 Contaminated Land Investigation**

This will be required when previous uses on or adjoining the site could have given rise to contamination such as former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including on farms) or when an initial desktop and walkover study suggests that contaminants may be present.

Where there is a possibility that previous uses of the site or adjacent land, could have given rise to contamination, we will expect to see results of investigations indicating whether or not contamination is present or likely to be present. Information on how it is proposed to deal with contamination will need to be submitted. As a first stage you should establish the former uses of the site, collect physical data, and undertake a walkover survey, and consult the regulatory authorities. Early discussions with our Environmental Health Team are recommended in order to clarify the process.

We recommend that a desktop study and walkover survey should be taken for almost every development, even greenfield sites, particularly if there have been previous agricultural uses. Sites which have only been used for residential development may have potential contaminants e.g. from domestic heating oil leaks, garages and basements.

Sites proposing infiltration SUDS will need special attention to soakaway locations as these can mobilise contaminants and act as a pathway for contamination to groundwater.

### **B12 Design and Access Statements**

A Design and Access Statement is a concise report that must accompany certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting as well as demonstrate that it can be adequately accessed.

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but it should not be long.

A Design and Access Statement is required for the following applications:

- Applications for major development, as defined in **article 2 of the town and Country Planning (Development Management Procedure)(England) Order 2015**
- Applications for development in a conservation area where the proposal consists of:
  - One or more dwellings; or
  - A building or buildings with a floor space of 100 square metres or more
- Applications for listed building consent.

Design and Access Statements that accompany an application for planning permission should include the following:

- a) Explain the design principles and concepts that have been applied to the proposed development; and
- b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

Design and Access Statements that accompany an application for listed building consent should take account of the above and also the following:

- The special architecture or historic importance of the building
- The particular physical features of the building (including its architectural and/or historical significance) that justify its designation as a listed building
- The building's setting

A Design and Access Statement should also be illustrated, as appropriate by;

- Site and context analysis
- Plans, elevations and sections
- Photographs of the site and its surroundings
- Other illustrations such as perspectives

### **B13 Drainage Assessment - foul sewage, surface water and groundwater**

Those wishing to secure planning permission for site-specific developments will usually need to undertake Water Assessments and Drainage Assessments to demonstrate that water and drainage provisions can be provided and that sustainability has been taken into account.

#### ***Foul Sewerage Details***

This is required when a development would result in the construction of a new sewage disposal system or for any development of 10 dwellings or more, or 1000sq.m or more of commercial floor space, or sites of more than 0.5Ha, whether connecting to the public system or constructing a new one.

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).

If you have a letter from the public drainage provider, agreeing to a connection to their system, then a copy should be included with your application. It will be helpful to refer to the [East Cambs Water Cycle Study](#) for information on capacity of infrastructure and receiving water environment.

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, indicating the method of disposal proposed, and its location.

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 (See Section 1, Ownership Certificates).

You should be aware that all drainage systems would need to satisfy Building Regulations, and therefore require approval and inspection under separate legislation. The planning aspect is limited to considering the appropriateness of the type/method of drainage, not the constructional details.

#### ***Surface Water Drainage Details***

For operational developments falling within Flood Zone 2 or 3, a Critical Drainage Area or a Rapid Inundation Zone, as indicated on the Environment Agency Flood Risk Maps or the East Cambridgeshire District Council Strategic Flood Risk Assessment

If a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed.

For all Major developments (More than; 10 dwellings; 1,000 sqm floorspace; 0.5 Ha land)

A surface water drainage assessment will be required for those developments that are likely to generate a significant increase in the flow of water across, and from, the site. This should also include pollution control measures.

The [Drainage Pro-forma](#) that Cambridgeshire County Council has developed should be used

The Government expects sustainable drainage systems (SuDs) to be provided in new developments. All surface water run-off to be controlled as near to its source as possible (preferably on-site) through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity.

If a SUDS system is not proposed, the drainage assessment will need to demonstrate why this is the case and set out what pollution control measures would be applied.

As with foul drainage, you should be aware that all drainage systems will need to satisfy Building Regulations. It may therefore require approval and inspection under separate legislation.

#### **B14 Environmental Statement**

It is not possible to invalidate an application due to the lack of an Environment Statement.

Environmental Impact Assessment (EIA) refers to a specific process where information about the likely environmental effects of a project is collected, assessed, and taken into account in determining an application.

Where an application is for development deemed to be EIA development, the application will need to be accompanied by an Environmental Statement. Whilst it is not possible to invalidate an application for EIA development submitted without an Environmental Statement, the absence of a statement would significantly delay the application process and prevent the Local Planning Authority from approving the application.

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 set out what constitutes EIA development and provides details on how to seek a formal 'Screening Opinion' from the Local Planning Authority. Further guidance on EIA can be found on the [Communities and Local Government](#) website:

#### **B15 Flood Risk Assessment**

Developers and applicants need to consider flood risk to and from the development site. A site-specific flood risk assessment will be required for the following:

- Applications in Flood Zones 2 or 3 (with certain limited exceptions)
- Applications elsewhere with a site area greater than 1 Hectare.
- All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River
- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways

The Environment Agency has identified areas within the district that are at risk of flooding. The location of these areas is available on the [Environment Agency's](#) web site or from the [Flooding and Drainage section](#) of the Council's website.



Where new buildings are proposed in a high risk area a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers. If your site lies in the floodplain or is adjacent to a Main River we recommend that you contact the Environment Agency to discuss the need for and scope of the Assessment. We can tell you if your site lies in the floodplain or near a Main River, or you can check on line at the Environment Agency's website. Applicants should also check if a Strategic Flood Risk Assessment has already been prepared.

If the [EA Matrix](#) indicates that a sequential test should be carried out, but you have discussed the matter with them and they have dispensed with this requirement for your particular site, you should include their letter with your application.

### **B16 Heritage Statement**

Heritage statements are required for planning applications affecting listed buildings, scheduled ancient monuments or other heritage assets. They may also be required for some developments within or adjacent to a Conservation Area. Heritage statements are also required for applications for listed building consent and conservation area consent. Heritage statements should take account of the 'impact on' and the 'setting of' the historic environment, including individual historic assets.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. The following gives a brief overview of what may be included.

#### ***Applications for Listed Building consent***

- (a) A written statement that includes a schedule of works to the listed building(s),
- (b) An analysis of the significance of archaeology, history and character of the building/ structure,
- (c) The principles of and justification for the proposed works and their impact on the special character of the listed building or structure,
- (d) The setting and the setting of adjacent listed buildings may be required.
- (e) A structural survey may be required in support of an application for listed building consent.

#### ***Applications for Conservation Area consent***

- (a) A written statement that includes a structural survey,
- (b) an analysis of the character and appearance of the building / structure,
- (c) The principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

#### ***Applications either related to or impacting on the setting of heritage assets***

- (a) A written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, and scheduled ancient monuments.
- (b) The application should include an analysis of the significance of the historic feature and the impact of the proposed works on it and a justification for the proposed works.

#### ***Applications within or adjacent to a Conservation Area***

An assessment of the impact of the development on the character and appearance of the area may be required.

#### ***All applications involving the disturbance of ground within an Area of Archaeological Potential***

If the disturbance of ground is as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

### **B17 Landscape Impact Assessment**

This will be required for:

- Applications for full planning permission should be prepared with the landscaping of the final form of development in mind. It is also suggested that a scheme for the planned maintenance of the eventual planting should be included in the initial application.
- Applications for outline planning permission should indicate the intended landscape structure.

Landscaping is the treatment of private and public space to enhance or protect the site's amenity through hard and soft measures, for example, by planting trees or hedges, or screening by fences or walls.

Landscape proposals should be an integral part of any development, and both Landscape Strategies and Landscape Plans are means to demonstrate how landscape will be integrated into the design. Landscape Strategies are usually less detailed, and often used in connection with especially large and/or complex developments where it might not be possible to provide full details for 'hard' and 'soft' landscape treatment at the planning application stage. Landscape Plans provide 'hard' and 'soft' landscape details and highlight how the landscape proposals will be implemented.

As landscaping should form part of the design concept for the site, and not be a separate process or afterthought, there should be reference to landscaping in the design and access statement. Detailed landscaping proposals should be included, which follow from the site survey and design concept. Where practicable, existing trees and other vegetation should be retained and protected during the course of construction.

#### **Landscaping schemes should include:**

- Proposed finished ground levels or contours.
- A soil management strategy should be provided (where significant earthworks are required).
- Means of enclosure, e.g. fencing, boundary walls or hedging.
- Extent and provision for all construction operations including site compounds, haul roads, temporary access points, etc.
- Car parking layouts.
- Other vehicle and pedestrian access routes and circulation areas.
- Hard surfacing materials, structures, and ancillary objects (lighting columns, refuse bins etc).
- Plans showing the location of existing and proposed shrubs and trees, indicating which are to be retained and which will be removed.
- A schedule of new planting showing species, size at time of planting, planting density.
- Notes on cultivation, protection measures and management objectives.
- An implementation programme for when, and at what stage of the development, the planting will be carried out.
- A landscape and, if appropriate, ecological management plan with landscape and ecological objectives, mechanisms for implementation, monitoring and provision for financing.

### **B18 Lighting Scheme/Light Pollution Assessment**

Details of any external lighting scheme proposed as part of any new development should be submitted as part of the planning application. A lighting statement by a qualified

engineer/consultant clarifying the precise lighting impact in relations to the range of criteria listed below.

To enable the Council to fully assess the lighting scheme, the assessment should include consideration of the following:

- How the installation minimises light pollution in relation to published control criteria specified by the Institution of Lighting Engineers;
- Impact on any nearby housing – this should be in relation to light pollution criteria and substantiated by reference to vertical luminance values;
- The effects of any external/physical features on the position of the lighting in relation to the surrounding land and fencing as well as reflectance from the surfaces to be lit;
- How the lighting installation will be viewed in relation to the wider urban or rural landscape – this should include the role of any screening;
- How the scheme may be adjusted, or modified in the future;
- A maintenance programme;
- Justification of the level and type of lighting – this should question whether it is the most environmentally sensitive scheme;
- The role of landscaping in assisting in the day and night-time visual assimilation of the installation;
- Relationships of interior lighting to the proposal – to address whether there is a need for much external lighting in respect of buildings;
- The possibility of upgrading or removing existing lighting to reduce the potential cumulative efforts; and
- Impact upon highway safety

### **B19 Noise Impact Assessment**

A noise survey and report may be required at the application stage or once planning permission has been granted. A noise survey and report are required if:

- The proposed development will be sensitive to noise and is likely to be affected by existing noise sources. For example, a housing development near to a busy road, railway or commercial activity.
- The proposed development will create noise which may affect nearby noise sensitive properties. For example, a new commercial activity near existing residential properties.

The Assessment must be carried out by a suitably qualified acoustic consultant and should include the following information:

- The reason for and scope of the report
- Location plan of proposed development and likely receptors
- Methodology used including location of noise monitoring, equipment used, weather conditions
- Reasons for deviations from standard methods
- Full table of results
- Comparison of survey results with noise standards
- Recommendations for noise control measures
- Full calculations of the noise reductions expected to support any suggested noise control measures

When considering the need for, and scope of, the Assessment, you are advised to contact the Council's Environmental Health officers.

### **B20 Open Space Assessment**

This will be required for all major development (10 or more dwellings or 1,000m sq of more) which involve a loss of open space\* and all development that includes the loss of part or all of a playing fields or any part of a playing field. Plans should show any areas of existing or proposed open space within or adjoining the application site.

\*Open space is defined as open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.

### **B21 Parking and Access Arrangements**

Applications for development consisting of 5 or more dwellings or 1000sq.m of commercial floor space will be required to provide this information.

Each area of new residential or industrial/commercial development should make adequate provision for parking in order to minimise the impact of parked vehicles on the existing highway network. A statement about how much parking is to be provided and the way in which it will be accommodated should be submitted. (Parking provision will extend to cycle parking). The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure, e.g. by overlooking. Some of this information can be provided on a layout plan at a scale of not less than 1:500.

### **B22 Planning Obligations / Draft Heads of Terms**

Planning obligations (or Section 106 Agreements) are private legal agreements negotiated between the Authority and developers which are used to secure necessary elements of a scheme of development which cannot be covered by planning conditions. The need for a planning obligation will depend upon the type of development proposed and the requirements of other parts of this advice note. Typically an agreement will be required for the provision of community and highway infrastructure. This may include items such as affordable housing provision, education, library, youth and community and off site highway improvements.

These agreements can be a major cause of delay in the delivery of planning permissions. It is therefore essential that the need for such agreements is identified at an early stage in proceedings. Applications requiring such an agreement should be accompanied by brief draft heads of terms for a Section 106 agreement or a unilateral undertaking. The applicant should confirm any planning obligations that they agree to provide in brief heads of terms.

Applicants will need to prove ownership and provide details of the ownership of the site within the draft heads of terms, ensuring that all relevant parties are included in the agreement.

Copies of the Authority's draft heads of terms for obligations and accompanying guidance notes can be obtained from the Authority's website or from the Legal Department.

### **B23 Refuse Collection**

Applications involving developments and uses requiring refuse storage shall clearly indicate the areas where refuse would be stored as well as arrangements for access for refuse disposal vehicles. You should bear in mind the Building Regulations when considering the siting of bin storage points.

### **B24 Renewable Energy and Water Consumption Assessment**

This will be required for the following types of development:

- Buildings (new build or conversions) with a gross external floorspace of 1,000 sq.m or more.
- Residential developments providing 10 or more residential units.

- Residential sites of 0.5ha or more.
- Any development on a site of 1ha or more.

The government views planning policy as an effective means of raising the standard of new and refurbished buildings with regard to energy and other forms of sustainable construction.

The Council is seeking to achieve a reduction of CO2 emissions through the use of energy efficiency measures, such as passive solar design, and/or renewable energy technologies, such as solar water heating, photovoltaics, wind power, biomass heating and ground source heating/cooling.

**A Renewable Energy Assessment should:**

- Calculate the predicted CO2 emissions per annum,
- Assess the technical feasibility of renewable energy technologies for the application site,
- Calculate the CO2 saving as a percentage of site predicted CO2 emissions

**B25 Retail Assessment**

A Retail Impact Assessment is a means of establishing the potential commercial impact of a proposed new retail development on existing retail developments. This will be required for planning applications for all proposals relating to main town centre uses including:

- New Development;
- Redevelopment of existing facilities;
- Extensions to existing facilities;
- Changes of use involving development;
- Applications to vary or remove planning conditions, which would have the effect of creating additional floorspace, or changing the range of goods sold.

The main reason for the preparation of a retail impact assessment is to provide relevant information to assist in the determination of an application for planning permission for major retail development. It is also used for assessing the significance of the impact on the current and future vitality and viability of the surrounding centres.

Generally a Retail Impact Assessment is necessary when a proposed development is of a scale sufficient to be likely to have a significant impact on the trade of existing or committed retail centres and the surrounding area. The assessment should provide information on the following:

- The need for the development;
- That the development is of an appropriate scale;
- That there are no more central sites for the development (where proposed extensions exceed 200 sq.m)
- That there are no unacceptable impacts on existing centres (normally required for development over 2500sq.m)
- That the proposed location is accessible.

**B26 Statement of Community Involvement**

This will be required for development in excess of 50 dwellings or 1000sq.m of commercial floorspace.

Applications may need to be supported by a statement setting out how the applicant has demonstrated that the views of the local community have been sought and taken into account in the formulation of development proposals.

**B27 Structural Survey**

This information is important for many applications involving the change of use and conversions of buildings, and it is essential for all proposals for barn conversions. This information is required to demonstrate how the building fabric is capable of adaptation without demolition or significant rebuilding and to ensure that appropriate working methods are employed which safeguard the fabric. The statement shall include photographs as appropriate.

### **B28 Transport Assessment / Travel Plan**

This will be required for smaller scale non-residential developments in a location where measuring the local transport impact of a proposal is critical, or where the proposal would otherwise be likely to have a prejudicial impact on the implementation of the local Transport Strategy. We must consider the impact of your proposal on travel patterns, and the incorporation of sustainable transport measures should be regarded as essential for all major developments.

The Transport Assessment should illustrate accessibility to the site by all modes, and the likely modal split of journeys to, and from, the site. It should give details of proposed measures to improve access by public transport, walking and cycling, and reduce the need for parking associated with the proposal and mitigate transport impacts. The content should reflect best practice.

The Assessment will provide a basis for discussion on details such as the level and location of parking, and the need to improve access for all modes of transport. When considering proposals to improve access to the site, relevant proposals of the Local Transport Plan and Transport Strategy should be taken into consideration. The provision of, and/or contributions towards, measures identified in these strategies may resolve the access needs for a development. A planning obligation may be required to secure the implementation of such measures.

A Travel Plan is a general term for a package of measures tailored to meet the needs of individual sites and aimed at promoting environmentally sustainable travel choices for staff and visitors/customers, including reductions in car use, particularly single occupancy journeys. They are just as important as other transport infrastructure and mitigation measures addressed in a Transport Assessment, and can be used to identify measures that would reduce the level of potential traffic impact of development proposals. Travel Plans can address commuter journeys, business travel undertaken during the working day, visitors, and deliveries. They should be submitted with planning applications for non-residential developments that are likely to have significant transport implications.

You should work up your Travel Plan in consultation with the County Council and local transport providers. In the case of speculative development it may be difficult to fully detail all aspects of a Travel Plan in the absence of a known occupier. Nevertheless, you are required to submit proposals for the development of a Travel Plan with your application. The implementation of Travel Plans is normally secured by planning conditions or a planning obligation.

### **B29 Tree Survey / Arboricultural Statement**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works.

Supporting information and plans should identify trees and other vegetation that is to be retained or lost to the development, as well as trees that may be affected on adjoining land. Where trees are affected, a tree condition survey will be required. An arboriculturalist with experience in the protection of trees on development sites should be appointed to carry out the survey. It should cover a range of information about trees at the site and on adjoining land and their contribution to

the street scene, visual amenity (including an assessment of overshadowing) and ecological importance.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837:2012 Trees in relation to design, demolition and construction. 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.

### **B30 Utilities Statement**

This will be required for applications of 10 or more dwellings or development of more than 1000sq.m of commercial floorspace.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- a) That, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- b) That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- c) That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- d) Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

### **B31 Ventilation / Extraction Equipment**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure, or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

For a development likely to require ventilation or extraction, full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics, should accompany the application.