

# FAREHAM

## BOROUGH COUNCIL

### Report to Planning Committee

**Date**                    **23 March 2016**

**Report of:**            **Director of Planning and Regulation**

**Subject:**              **REVIEW OF LOCAL INFORMATION REQUIREMENTS**

#### **SUMMARY**

A report was presented to the Planning Committee on 27th January 2016 which set out proposed changes to Local Information Requirements for the validation of planning applications. A four week period of consultation was undertaken on the proposed changes which concluded on the 2<sup>nd</sup> March.

This report sets out the results of the consultation and the assessment by officers' of the responses received. Further changes to the Local Information Requirements List are summarised in the following report, and set out in full in the accompanying Appendix.

#### **RECOMMENDATION**

Members are recommended to agree the proposed changes to the Local Information Requirements which have been carefully considered in the context of the consultation responses received. The proposed changes to the Local Information Requirements should take effect on the 1<sup>st</sup> April 2016, and will be applied to all applications received on or after that date.

## **INTRODUCTION**

1. A report was presented to the Planning Committee on 27<sup>th</sup> January 2016 reviewing the levels of information required by this Council before it will validate planning applications. The report presented proposed changes to:
  - i) simplify the information which must be submitted, particularly with householder and minor applications, which form the majority of applications this Council receives; and
  - ii) to include the information requirements contained in Part 1 of the Welborne Design Guidance SPD within this Council's Local Requirements List.
2. At that meeting members resolved that the proposed changes to Fareham Borough Council's Local Information Requirements, shown in Appendix A to that report, be approved for public consultation. A four week period was allowed for consultation with statutory and local consultees, and with regular planning agents.
3. As a result of that consultation, two responses have been received from external consultees (the Environment Agency and Highways England). One written response was received from Deloitte on behalf of BST Warehouses Limited. Responses were also received from Environmental Health in respect of noise and air quality.
4. The following is a summary of the consultee responses. This is followed with a section setting out officers recommendations.

## **SUMMARY OF RESPONSES**

### **Environment Agency**

#### *Flood Risk Assessment (FRA)*

5. We disagree with the Council's suggestion to remove the requirement for a FRA for Householder applications. To ensure the application is in line with the National Planning Policy Framework and Flood Risk Standing Advice it is a requirement for Householder applications to submit a FRA proportionate to the scale of development. We believe this requirement should still be met. Further guidance can be found by clicking on the below link

#### *Flood Risk Assessment*

6. We are pleased to see no changes within this section and welcome the additional details for Welborne.

#### *Foul Sewerage and Utilities Assessment*

7. We do not oppose the removal of the words in the second paragraph within this section. We believe the first paragraph contains all necessary information.

#### *Waste Water Strategy (Welborne)*

8. We welcome the inclusion of this topic here as it will help ensure there is no deterioration to the quality of the receiving water bodies. It is essential that the method for disposal of waste water from the development is agreed at the earliest possible

stage of the planning application process. It is important that this is considered holistically and that the final scheme ensures there is no damage to the water environment and improvement wherever possible.

### **Highways England**

9. We have reviewed the consultation and have no comments.

### **Deloitte on behalf of BST Warehouses Limited**

10. The Council's action to provide clarity on planning application requirements is welcomed. Whilst we consider there to be no significant issues with the majority of the requirements, we do have comments in respect of the detail of the List.

11. Paragraph 193 of the National Planning Policy Framework (NPPF), states:

“Local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question

12. In consideration of the guidance set out in the NPPF, we request that the Council include the following amendments to the 'standard' Local Information Requirements List:

- i. The relevant Local Plan policy that needs to be satisfied should be identified for each of the planning application documents required. This will provide clarity for applicants and help to ensure that the application documents provide the appropriate level of detail and information, in accordance with the guidance set out in the NPPF.
- ii. It is not clear why an Ecological Assessment would be required at the Reserved Matters stage unless there were specific site issues that necessitated further assessment. In these cases it would be expected that there would be a specific condition to address this point. In most cases it would be expected that the Ecological Assessment submitted with the Outline Planning Application would clearly assess the impact of the proposed development and identify the requisite mitigation for the proposed development (or further assessment at the Reserved Matters stage) which would then normally be addressed in the planning conditions.
- iii. The requirement to prepare a Statement of Community Consultation (and it is assumed undertake community consultation) at the Reserved Matters stage is also not fully explained or justified in the draft Local List. Planning Practice Guidance states that “Pre-application engagement with the community is encouraged where it will add value to the process and the outcome”. There is no apparent reason why further community consultation would necessarily be required at the Reserved Matters stage for all major applications.

13. With regard to the Welborne specific Local Information Requirements, we request that the following amendments are made:

- i. The majority of the 'Required for' statements refer to "Initial planning application(s) for Welborne". To provide clarity we would recommend the wording is amended to state, "Initial planning application(s) for the comprehensive development of Welborne".
- ii. There is a request for a standalone Public Transport Plan, however paragraph 7.15 of the Local Plan Part 3: The Welborne Plan states that "... The Transport Framework will comprise... A Public Transport Plan (see Policy WEL26) .." The Public Transport Plan should therefore be included within the requirements of the Transport Framework.
- iii. There is a lack of clarity with regard to the role and purpose of Comprehensive Masterplans. The Comprehensive Masterplans description (which is based on the Welborne Design SPD wording, albeit this has been changed from the version consulted upon in 2014) identifies requirements/matters which could normally be included within the parameter plans. The List however creates some confusion with the further identification of parameter plans being required with the Structuring Plan. The role of the identified plans needs to be clearly explained to avoid duplication of information and to clearly define the purpose of the various plans required. It is important that the level of detail that is requested for the initial application(s) is appropriate and crucially it should allow sufficient flexibility to enable the detail of the Welborne proposals to be brought forward through subsequent applications.
- iv. There are two aspects of the description of the Comprehensive Masterplans which cause concern due to the ambiguity of the requirement and should therefore be removed. These are: "Demonstrate an understanding of how well the new community is integrated with the surrounding landscape and how this is reflected in the character areas of the development"; and "Define the nature of relationships between buildings and public spaces (i.e. nature of boundaries between private and public spaces)".

### **Environmental Health (Noise)**

14. As drafted the Local Information Requirements require Noise Impact Assessments when:

Noise generating development such as B2 located near to noise sensitive areas i.e. residential, including all B2 application sensitive developments, e.g. housing located near to a source of noise, e.g. motorway, industrial site.

15. This should be redrafted to read that Noise Impact Assessments are required when:

Noise generating development such as Class B2 Uses are located near to noise sensitive areas i.e. residential; and all noise sensitive developments eg, housing, nursing home etc, located near to a potential sources of noise e.g. licensed premises, busy urban road, motorway, industrial site.

## **Environmental Health (Air Quality)**

### **Air Quality Assessment**

16. At the present time there is no Local Information Requirement for Air Quality Assessments. We believe there should be a requirement for such Assessments for the following application types in the following circumstances:

- Full planning applications (major applications)
- Outline planning applications (major applications)

When

for any development (of any size) which introduces new exposure into an area of poor air quality eg in or near an AQMA, near a heavily trafficked road such as a motorway and/or near a source of potential nuisance such as odour or dust, that may affect amenity for future occupants.

## **PROPOSED FURTHER AMENDMENTS TO LOCAL INFORMATION REQUIREMENTS ARISING FROM CONSULTATIONS**

### **Air Quality Assessment**

17. The importance of air quality management and Air Quality Management Areas are supported through National Policy. Officers consider however that it is extremely difficult to set out clear 'triggers' as to when applicants would be expected to carry out this work.
18. In the opinion of officers the need for air quality assessments is best established through discussions between officers and applicants at the pre-application planning advice stage. Should a need for such an assessment be identified following validation of a planning application it can still be sought.
19. Officers do not propose any changes to the Local Information Requirements in respect of air quality assessments.

### **Community Involvement**

20. The Local Information Requirements as presently drafted requires Community Involvement to be undertaken on all full planning, outline planning and reserved matters applications relating to major developments. The question which has been raised during consultation is why community consultation would be required at the reserved matters stage for all major applications.
21. The experience of Officers is that local communities, especially those immediately adjoining a site, are often very interested in the details of the scheme; this can include its height, appearance or relationship to them. Outline planning applications by their very nature often contain little about these aspects.
22. Officers believe that in cases where there are multiple neighbours to a proposal or broader public interest, Community Involvement is important in preparing and shaping

proposals even at the reserved matters stage.

23. Officers do however acknowledge that reserved matters applications for some major proposals, (for example a new commercial building in the middle of a business park), is unlikely to attract much public interest.
24. In light of the foregoing Officers propose that Community Involvement in reserved matters submissions for major applications should remain on the Local Information Requirements list. This is subject to a caveat that Community Involvement relates solely to those proposals where local interest in them is known to exist or is reasonably foreseeable. In common with other Local Information Requirements, this issue is best established through discussions between officers and applicants at the pre-application planning advice stage.

### **Ecological Assessment**

25. The comments regarding the requirement for an Ecological Assessment to be submitted at the reserved matters stage is noted. Whilst scenarios may arise when fresh appraisals or updated appraisals are needed at the reserved matters stage these are likely to be exceptions rather than every case.
26. In light of this the need for ecological assessments at the reserved matters stage is best established through discussions between officers and applicants at the pre-application planning advice stage. Should a need for such an assessment be identified following validation of a planning application it can still be sought.
27. Officers recommend that the need for ecological assessments to be submitted at the reserved matters stage for all major applications is removed from the list of Local Information Requirements.

### **Flood Risk Assessment**

28. In light of the advice of the Environment Agency, the requirement for a Flood Risk Assessment in connection with householder applications should be added to this Council's Local Information Requirements. The requirement to undertake the Flood Risk Assessment should however be limited solely to development carried out at ground level.

### **Local Plan policies quoted alongside each Local Information Requirement**

29. There is not a statutory requirement for Local Plan policies to be identified alongside each Local Information Requirement. Furthermore, this Council's current list of Local Information Requirements does not identify all relevant Local Plan policies.
30. Officers are not aware that the current situation has caused problems to applicants and therefore Officers do not propose to make any changes in this respect.

### **Noise Impact Assessment**

31. The views of Environmental Health are noted and Officers propose that the requirement is reworded as set out at paragraph 15 above.

### **Welborne (type of applications triggering submission of details)**

32. As currently drafted, many of the Local Information Requirements for Welborne are required to be submitted with 'initial planning application(s) for Welborne'. Following consultation a request has been received that this is amended to read 'initial planning application(s) for the comprehensive development of Welborne'.
33. At the current time is it not known whether one planning application or a number of planning applications will be submitted initially for the development of Welborne. Furthermore it is not known whether the application/ applications will be submitted as outline applications, detailed applications or as hybrid applications.
34. The term 'initial planning application(s) for Welborne' was used as this is a term within The Local Plan Part 3: The Welborne Plan, and the recently adopted Welborne Design Guidance Supplementary Planning Document.
35. Officers are not convinced that adding the words 'comprehensive development' provides greater clarity as to when the Local Information Requirements will need to be submitted. In any event Officers would expect a scheme of the scale of Welborne to be subject to extensive pre-application planning discussions prior to the submission of any planning application. Through the discussions between Officers and applicants, there should not be any doubt as to when the Local Information Requirements need to be submitted.
36. Officers do not propose any changes to this aspect of the Local Information Requirements.

#### **Welborne (Comprehensive Masterplans)**

37. The Welborne Design Guidance SPD adopted in January 2016 sets out in detail the role and purpose of the Structuring Plan (and associated parameter plans), and the role and purpose of comprehensive masterplans. The proposed Local Information Requirements reflect the adopted SPD Guidance.
38. Officers would expect a scheme of the scale of Welborne to be subject to extensive pre-application planning discussions prior to the submission of any planning application. Through the discussions between Officers and applicants, any lack of clarity or ambiguity that the planning agent considers exists within the adopted Welborne Design Guidance SPD can be addressed.
39. Officers do not propose any changes to this aspect of the Local Information Requirements.

#### **Welborne (Public Transport Plan)**

40. Rather than being a standalone document, a request has been received that the Public Transport Plan should be included within the requirements of the Transport Framework.
41. The change requested will still ensure the submission of this important element with planning application(s) for all or part of Welborne.
42. Officers recommend that the need for a standalone Public Transport Plan is removed from the list of Local Information Requirements, and instead is incorporated within the

requirements of the Transport Framework.

### **RECOMMENDATION**

43. Members are invited to agree the proposed changes to the Local Information Requirements set out in paragraphs 17 to 42 above and incorporated into Appendix A.
44. Members are further invited to approve the changes to the Local Information Requirements so that they become effective from 1<sup>st</sup> April 2016.

### **Enquiries:**

For further information on this report please contact Lee Smith, Head of Development Management (01329 824427)



## Local Information Requirements:

Local list of additional information that must be submitted to Fareham Borough Council with certain types and scales of applications, or in particular locations.

Fareham Borough Council's Local Information Requirements were reviewed and consulted on between 3<sup>rd</sup> February 2016 and 2<sup>nd</sup> March 2016 and adopted on 1<sup>st</sup> April 2016.

### Affordable housing statement

Required for:

- Full planning applications
- Outline planning applications

In the event that the proposal is not fully policy compliant, then a viability assessment must be submitted with the application.

When

- Residential schemes of 5 units and above or if the site is part of an allocated site or a larger area capable of development
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### Community Involvement

*Required for the following types of major applications\**

- Full planning applications
- Outline planning applications
- Reserved matters\*\*

\*\*Community Involvement should take place on reserved matters submissions where local interest in them is known to exist or is reasonably foreseeable.

### Contamination Assessment

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications

When

- All sites within 250 metres of a currently [licensed or historic landfill site](#) or where former uses may have contaminated land and/or the land is known to be contaminated.

### Ecological Assessment

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications

When:

A biodiversity survey and report is likely to be needed where:

- any development that may affect a nationally designated habitat. You can see these sites on the website of [Natural England](#).
- any development that may affect a locally designated nature conservation habitat. You can see these sites in the Fareham Borough Local Plan Proposals map at the [planning portal](#).
- any development that may have an impact on a protected species. Visit [Hampshire biodiversity information centre](#) for information and help.

If a phase 1 survey is undertaken and identifies that a further survey is necessary, then this must be carried out and submitted with the application.

### Flood Risk Assessment

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications

When:

- All sites within Flood Risk Zones 2 & 3; Sites of 1 hectare or more in area in Flood Risk Zone 1
- Householder developments at ground level in Flood Risk Zones 2 and 3

### Foul Sewage and Utilities Assessment

Required for the following types of major applications\*

- Full planning applications

When:

- If the proposed development results in any changes or replacement to an existing system or the creation of a new one. All applications in areas where existing sewage flooding takes place.

### Heritage Statement (including historical, archaeological features and scheduled ancient monuments)

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications
- Full planning application with listed building consent
- Listed building consent

When:

- Where archaeological or historical features or remains may be affected and development within a Conservation Area or affecting a Listed Building either directly or its setting.
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### Landscaping (Detailed)

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications where landscaping to be considered

### Lighting Assessment

Required for the following types of \*major applications

- Full planning applications

When:

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

### Noise Impact Assessment

Required for the following types of \*major applications

- Full planning applications
- Outline planning applications

When:

- Noise generating development such as Class B2 Uses are located near to noise sensitive areas i.e. residential; and all noise sensitive developments eg, housing, nursing home etc., located near to a potential sources of noise e.g. licensed premises, busy urban road, motorway, industrial site.

### Open Space Assessment

Required for the following types of applications

- Full planning applications including change of use
- Outline planning applications
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When:

- Where the proposed development is on existing public open space.

### Parking Provision

Required for the following types of \*major applications

- Full planning applications
- Reserved matter applications for layout

When:

- Where new dwellings and/ or floorspace is proposed; where a loss of existing car parking is involved.

### Retail Impact Assessment

Required for the following types of applications where main town centre uses are proposed and the floor exceeds 500 square metres

- Full planning applications (including change of use)
- Outline planning applications

When

Where proposed at edge of centres and out of centre locations National Planning Policy Framework

## Transport Assessment (TA)

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications

When

- Where the development has significant transport implications. The detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.

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## Travel Plan

Required for the following types of \*major applications

- Full planning applications
- Outline planning applications

When

- Where the development has significant transport implications, subject to following thresholds (National Planning Policy Framework):

| <b>Land Use</b>            | <b>Threshold</b>      |
|----------------------------|-----------------------|
| Residential                | 100 units             |
| Commercial B1 and B2       | 2500sq.m.             |
| Commercial B8              | 5000sq.m.             |
| Retail                     | 1000sq.m.             |
| Education                  | 2500sq.m.             |
| Health Establishments      | 2500sq.m              |
| Care Establishments        | 500sq.m. or 5 bedroom |
| Leisure: General           | 1000sq.m              |
| Leisure: Stadia, ice rinks | All (1500 seats)      |
| Miscellaneous Commercial   | 500sq.m               |

## Tree Survey/Arboricultural Assessment

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications

When

- All sites where there are trees on the site that may be affected by the proposed development.

## Ventilation/Extraction (impact) report

Required for

- Full planning applications including Change of Use
- Reserved matter applications for layout and appearance

When

- All A3/A4/A5 and B2 uses

\*Major applications are those which involve: 10 or more dwellings; where the site has an area of 0.5 hectares or more and the number of dwellings is unknown; the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; development carried out on a site having an area of 1 hectare or more.

*For all residential, commercial and community related planning applications submitted within the policy boundary of Welborne (as shown on the Policies Map in Appendix B.2 of the Welborne Plan), the following Local Information Requirements apply in addition to those set out above*

Comprehensive Masterplans

Required for:

- Initial planning application(s) for Welborne

Ecological Assessment

Required for:

- Initial planning application(s) for Welborne

Employment and Training Plan

Required for:

- Initial planning application(s) for Welborne

Energy Strategy

Required for:

- All planning application(s) for Welborne

Flood Risk Assessment

Required for:

- Initial planning application(s) for Welborne

Framework Travel Plan

Required for:

- Planning application(s) for all or part of Welborne

### Heritage Strategy

Required for:

- Initial planning application(s) for Welborne

### Infrastructure Delivery Plan

Required for:

- Initial planning application(s) for Welborne

### Landscaping Scheme (detailed)

Required for:

- Detailed Planning application(s) and Reserved Matter submissions for all or part of Welborne

### Landscaping Scheme (Structural)

Required for:

- Initial planning application(s) for Welborne

### Open Space and Green Infrastructure strategy

Required for:

- Initial planning application(s) for Welborne

### Phasing Plan

Required for:

- Initial planning application(s) for Welborne

### Site wide Viability assessment

Required for:

- Any application(s) for Welborne that include a reduced or delayed provision of infrastructure

### Strategic Design Codes or Design Principles Documents



Required for:

- Initial planning application(s) for Welborne

Structuring Plan (including parameter plans)

Required for:

- Initial planning application(s) for Welborne

Transport Framework and Transport Assessment

Required for:

- Planning application(s) for all or part of Welborne

Waste Water Strategy

Required for:

- All planning applications for Welborne

Definitions:

## **Affordable Housing Statement**

Affordable Housing is an aim of the National Planning Policy Framework and is required through Policy CS18 of the Fareham Borough Core Strategy which is further amplified through the Affordable Housing Supplementary Planning Document. We may need information about both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should include details of any registered social landlords acting as partners in the development.

In the event that the proposal is not fully policy compliant, then a viability assessment needs to be provided with the planning application.

## **Comprehensive Masterplans (Welborne)**

Comprehensive Master Plans propose the layout and location of land uses, buildings, public and private spaces, streets, pedestrian and cyclist routes. A Comprehensive Master Plan adds a further level of detail to the Structuring Plan.

The Comprehensive Master Plans must:

Define the distribution of land-uses and activities;

Define the heights, massing and bulk of buildings including average densities and maximum building heights;

Define the public spaces, including the streets and open spaces;

Define the nature of the relationships between buildings and public spaces (i.e. nature of boundaries between private and public spaces);

Identify the network of streets and routes for people moving by foot, cycle, car or public transport, service and refuse vehicles, as well as access points and connections off-site;

Identify the provision of key infrastructure elements, such as supply of electricity and disposal of foul water, sustainable drainage measures, green infrastructure, structural landscaping etc;

Demonstrate an understanding of how well the new community is integrated with the surrounding landscape context and how this is reflected in the character areas of the development.

## **Contamination Assessment**

Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. To identify whether a site could be affected by contaminants in the ground it will be necessary to consider the following;

- Site history (location, surroundings, topography),
- Site usage - nature of any industrial/ commercial use and chemical use and storage/ waste disposal (inc adjacent areas),
- Site geology, hydrogeology, geochemistry, hydrology,
- Site ecology and archaeology,
- Proximity to licensed or unlicensed waste facilities or presence of hazardous gases,
- Naturally occurring harmful substances e.g. radon,
- Site walkover findings,
- Previous investigations,
- What will be exposed to the contaminants following development? e.g. humans, buildings and services, ground and surface water and the environment.

All submissions should include an assessment of the risks to humans, buildings and services, ground and surface water and the environment based upon preliminary findings. Commercial property searches that identify environmental risk are available over the internet, although it should be noted that these may not have access or refer to all available information relating to the previous use of a site and may not assess the site in the context of a new planning use. The pollution section of Environmental Health may be able to provide advice and help. Please contact us to discuss this in more detail.

## **Ecological Assessment**

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of them. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of *Habitats and Species* Regulations 2010 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an environmental statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in National Planning Policy Framework. The Council has developed a

biodiversity [checklist](#) to give detailed validation requirements for biodiversity and geological conservation.

## **Energy Strategy (Welborne)**

The Energy Strategy must demonstrate how the development will:

- i. Optimise energy efficiency by minimising the use of energy through design, layout, orientation, landscaping and materials;
- ii. Achieve high energy efficiency standards for all buildings, including meeting the Passivhaus Standard if appropriate; and
- iii. Secure energy supply, maximising the use of low or zero carbon technologies including district energy networks

## **Flood Risk Assessment**

A flood risk assessment (FRA) will be required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3 as designated by the Environment Agency . A FRA will be required for any development other than minor development in a designated critical drainage area which has been notified to the local planning authority by the [Environment Agency](#) . The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including sustainable drainage systems (SUDs) and address the need for safe access to and from the development in areas at risk of flooding. The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any strategic flood risk assessment. The FRA should form part of an environmental statement when one is required by The [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2011](#). [National Planning Policy Framework](#) provides guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

## **Flood Risk Assessment (Welborne)**

In addition to the above guidance:

Initial or outline planning applications for Welborne must include a site-specific flood risk assessment for the development site, to demonstrate that the proposed development will not increase flood risk on the Welborne site or elsewhere.

The development of Welborne shall manage flood risk, in accordance with the findings of the site-specific flood risk assessment through the integration of Sustainable Drainage Systems (SuDS). A comprehensive SuDS Strategy showing the principles of delivery, future

management and maintenance across Welborne, shall be prepared and submitted with the initial planning applications.

## **Foul Sewage and Utilities Assessment**

All new buildings need separate connections to foul and storm water sewers. If your application proposes to connect a development to the existing drainage system, you should show details of the existing system on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers<sup>1</sup>. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

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.

As the applicant, you should demonstrate:

1. 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;
2. that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
3. that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
4. where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

## **Framework Travel Plan (Welborne)**

An area wide Framework Travel Plan in accordance with Highway Authority Guidance agreed between the Council, Highway Authority and the developers which will demonstrate how modal shares by walking, cycling and public transport and the encouragement of more sustainable transport will be achieved.

## **Heritage Statement (including historical, archaeological features and scheduled ancient monuments)**

The scope and degree of detail needed in a heritage statement will vary depending on the circumstances of each application. You are advised to discuss proposals with either a

planning officer or a conservation officer before making an application. The following is a guide to the sort of information that we may need for different types of application.

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

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

For 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.

For all applications involving the disturbance of ground within an area of archaeological potential 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.

Guidance on Planning and Heritage Assets is available as part of the National Planning Policy Framework and advice on formulating a Heritage Statement is provided the Council's [Advice Note Design and Access Statements to Accompany Applications for Listed Building Consent](#).

### **Heritage Strategy and Historic Environment Management Plan (Welborne)**

Initial or outline planning applications shall be accompanied by a heritage strategy and an historic environment management plan, which sets out the broad principles and options for how the following might be addressed:

- i. How the heritage assets will be assessed and identified;
- ii. The significance of the known heritage assets and their setting;
- iii. How the heritage assets will be preserved and enhanced;
- iv. The positive contribution that the conservation of heritage assets will make to a sustainable new community;
- v. How the heritage assets have influenced the layout and design of the development should be clearly set out in the supporting documentation;
- vi. The methodology for recording and storing any archaeological finds of lesser importance;

vii. How the results of any archaeological investigations and the retained heritage assets will be presented to the public.

### **Infrastructure Delivery Plan (Welborne)**

The Infrastructure Delivery Plan will set out what infrastructure is required to support the scale of development envisaged at Welborne, and at what point that infrastructure will need to be delivered or completed by.

The applicants will be expected to base their Infrastructure Delivery Plan on the Plan produced by Fareham Borough Council as part of the evidence for the Welborne Plan. The IDP must be produced to at least the same level of detail as that produced by this Council.

### **Landscaping Scheme (Detailed)**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the design and access statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.


### **Landscaping Scheme (Structural) (Welborne)**

Structural landscaping schemes must identify how the existing landscape features on and around the site can be strengthened and used to create a unique 21st century model for a new garden community .

Structural landscaping schemes will show how they respond positively to areas of high landscape quality to the north and east of the site and take into account any material impact upon long distance views of the site from Portsdown Hill to the east and across the site from the south.

All structural landscaping schemes should include a detailed phasing and management plan, with the emphasis on bringing forward the structural planting elements in the early phases of the development.

### **Lighting Assessment**

Proposals involving provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. [Lighting in the countryside: towards good practice \(1997\)](#)  and The Institution of Lighting Engineers 'Guidance Notes For The Reduction of Obtrusive Light' are valuable guides for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

## **Noise Assessment**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in the [National Planning Policy Framework](#)

## **Open Space Assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.

## **Open Space and Green Infrastructure Strategy (Welborne)**

The strategy shall identify the exact location, quantity, nature and quality standards of each type of on-site green infrastructure required, together with adequate changing, storage and parking facilities, where appropriate.

Specifications for the layout and construction of the relevant facilities together with details of the required level of parking and floodlighting (where appropriate), and boundary treatment shall be included.

## **Parking Provision**

Applications must provide details of existing and proposed parking provision. These details should be shown on a site layout plan. Advice on residential car parking requirements is set out in [Residential Car & Cycle Parking Standards Supplementary Planning Document November 2009](#). Non-residential car parking requirements are set out in [Fareham Borough Council's Non-Residential Parking Standards Supplementary Parking Document](#) adopted in September 2015.

## **Phasing Plan (Welborne)**

The Phasing Plan will set out what areas of land within Welborne will be developed and in what order. The way in which development comes forward at the site will have a direct link to what infrastructure needs to be delivered and when.

The applicants will be expected to base their Phasing Plan on the Plan produced by Fareham Borough Council as part of the evidence for the Welborne Plan. The Phasing Plan must be produced to at least the same level of detail as that produced by this Council.



## **Retail Impact Assessment**

National Planning Policy Framework provides up to date advice concerning the application of the sequential test for town centre uses. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

## **Statement of Community Involvement**

Applications will need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

## **Strategic Design Codes or Design Principles Document (Welborne)**

Strategic Design Codes are technical documents that illustrate the detailed design rules and requirements for the area of Welborne, which they control.

Strategic Design Codes will provide details of the nature of the overarching and consistent character of the whole Welborne site, within which character areas sit. They provide details of each character area, where they are located and how they vary to reflect the site conditions, the different use(s) and spaces proposed. They will include an explanation of each character area and how it relates to the overall character of Welborne. The rationale for the design will be supported by an analysis of the site and surrounding area to demonstrate how the character of the landscape and surrounding area has influenced the design options within the code. Each Strategic Design Code will contain a plan showing where each character area applies, and which sections of the code (i.e. the rules) apply. For each character area covered by the code, an illustrative design with supporting text explaining the type of place proposed will be provided.

For each character area, the Strategic Design Codes will illustrate:

Typical street design including how highway, footpaths, cycling routes, servicing/refuse, boundaries, planting, lighting and 'on street' parking will be provided;

Typical housing types with boundary treatments, parking, bin/cycle provision and storage (including corner plots);

Typical planting species for trees, shrubs and ground cover;

Treatment of areas of public space;

Treatment of key views and non residential buildings; and

Palette of main materials

The Strategic Design Codes should include elevations of the front or side view of a building, and cross sections that slice through a building and the entire street which services the

property. They must also clearly show how necessary green and physical infrastructure and utilities can be accommodated, such as underground servicing.

If no Strategic Design Codes are submitted with initial outline planning application(s), then High-Level Development Principles to be submitted with the Structuring Plan, in accordance with this SPD. High-Level Development Principles (which accompany the Structuring Plan) will set out what the design objectives for Welborne will be; the Design Codes will provide detailed instructions on how these principles will be delivered.

### **Structuring Plan (including parameter plans) (Welborne)**

The Structuring Plan is a plan with a supporting evidence base that both shows and explains how the development can come forward on a comprehensive basis at Welborne. It will need to reflect the phasing and delivery guidelines set out in the adopted Plan.

The purpose of the Structuring Plan is to ensure that Welborne is developed comprehensively and the design process is co-ordinated across site ownership boundaries. It is essential that a Structuring Plan is prepared for all of the land within the Welborne Plan policy boundary as shown on the 'Policies Map'.

The Structuring Plan must show and justify the following:

The disposition of the main land-uses, the location of Welborne's schools, the District and Local Centres and the Community Hub (with a rationale for the location, distribution and amount of different land uses, as well as average densities and maximum building heights shown), together with an agreed land budget (i.e. breakdown of each land use by measured area);

The main pedestrian and cycle routes throughout Welborne, the access points and primary road network, including the Bus Rapid Transit (BRT) route (with a rationale for the transport network and hierarchy, including street design/dimensions details to ensure consistency throughout the development);

The areas proposed for SANGs (Suitable Alternative Natural Greenspaces) and strategic green infrastructure, including the green corridors linking them (with a rationale for the location, distribution, type and amount of green infrastructure, including structural landscaping); and

The location of strategic utilities, infrastructure, including for the supply of electricity and disposal of foul water (with a rationale for the location, utility network and nature of provision).

Parameter plans should support the Structuring Plan for the Welborne site; they should also be accompanied by a written explanation of the rationale behind the plans.

Further details and guidance on these elements are contained within pages 11-17 of the adopted Welborne Design Guidance SPD.

## **Transport Assessment**

National Planning Policy Framework provides up to date advice concerning the status of Transport Assessments. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

## **Transport Framework (incorporating a Public Transport Plan) and Transport Assessment for Welborne**

Demonstration of how the following will be achieved:

- i. The delivery of high quality sustainable public transport system, including the extension of the existing Bus Rapid Transit network to serve the new community;
- ii. Implementation of Travel planning to reduce the reliance on the private car;
- iii. A development which is southwards-facing in transport terms through the masterplan layout and delivery of access via the A32 and an improved junction 10 of the M27;
- iv. The rate of development linked to the funding and provision of necessary transport infrastructure;
- v. The incorporation of transport interventions to mitigate traffic impacts on the local and strategic road network and to mitigate any environmental impacts.

## **Travel Plan**

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications. The need for a travel plan is based upon the scale of the proposed development as set out above. Initially a Framework Travel Plan may need to be submitted, as the detail will be subject to agreement with Hampshire County Council as Highway Authority.

## **Tree Survey/ Arboricultural Implications**

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. This information should be prepared by a qualified arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837:2012 ; Trees in relation to design, demolition and construction - Recommendations. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

## **Ventilation/Extraction Statement**

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 be required for significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

## **Viability Assessment**

In the event that applicants consider infrastructure should be reduced or delayed, this will need to be fully justified through a viability assessment undertaken by a suitably qualified person. The scope and methodology of the viability assessment must be agreed with the Council before the assessment is undertaken and submitted.

## **Waste Water Strategy (Welborne)**

Planning application(s) for development will be accompanied by details of a comprehensive waste water conveyance and treatment solution for Welborne, including details on the phasing of new waste water infrastructure.