

# FAREHAM

## BOROUGH COUNCIL

### Report to Planning Committee

**Date**                    **19 June 2013**

**Report of:**            **Director of Planning and Environment**

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

#### **SUMMARY**

Before planning applications are registered there is a need for applicants to provide a minimum level of information. Some of the information requirements are set nationally whilst others can be set by local planning authorities; those set locally are known as 'Local Requirements.'

Recent changes to legislation require that these Local Requirements are reviewed at least every two years. The following report sets out the review which has been undertaken by Officers and recommends changes to Fareham's existing Local requirements.

Members are invited to agree the proposed changes to the Local Requirements which will then need to be subject to an 8 week period of public consultation.

#### **RECOMMENDATION**

Members are invited to agree the proposed changes to the Fareham Borough Council's 'Local Requirements' for public consultation.

## **INTRODUCTION**

1. Before planning applications are registered and considered they go through a process of 'validation'. The validation process involves ensuring that all applications are supported by that information which is required both nationally and locally.
2. Concerns have been raised by the Government that information requirements might, in some cases, be disproportionate to development proposals. Some local planning authorities were seen to be applying the local requirements in such a manner that resulted in unnecessary work and cost to applicants. As a result the Government has sought to streamline the information requirements being sought.
3. Statutorily, the requirement for setting up Local Requirement lists is set out in the Town and Country Planning (Development Management Procedure) Order 2010. The Order has been recently amended so that it requires local authorities to review their Local Requirements at least every 2 years to ensure that they are up to date and only seek information which is necessary and supported by legislation and/or planning policy.
4. In light of these changes to the Order, Fareham Borough Council needs to review its Local Requirements. The process for such review is set out in the Communities and Local Government - Guidance on Information Requirements and Validation document published in March 2010.
5. The Review Process has four stages:
  1. Review the Local List
  2. Summary Report of Proposed Changes
  3. Consultation on Proposed Changes
  4. Finalising and Publishing the Revised List

## **REVIEW OF LOCAL LIST**

6. Officers have reviewed the Local Requirements list currently operated by the Council, based upon the five tests set out in the guidance:
  - Necessity
  - Precision
  - Proportionality
  - Fitness for Purpose
  - Assistance
7. In order to assess the requirements against these tests the guidance suggests the use of an assessment matrix based upon the following:
  - Information Item
  - Policy Driver
  - Types of application requiring the information

- Geographic locations where the information is required
  - What information is required
  - Where further assistance can be found
8. It has been necessary to review the Policy 'Drivers' which create the need for specific information items since these have altered following the introduction of the National Planning Policy Framework and the Fareham Borough Core Strategy.
  9. With regard to the further tests, Officers believe this Council is at present largely applying its requirements in a proportionate and fit manner with clear signposting of assistance available in each instance. Nonetheless, there has been scope to further simplify the required information base through removal of some items, which Officers and developers have previously considered to add little to the decision making process. Furthermore it has been possible to be more precise about the form, type and location of development that will trigger the Local information Requirements.
  10. A matrix setting out the Local Requirements now proposed is attached at Appendix A. The matrix sets out the information required; the policy driver for requiring the information; the types, scale and geographical location of applications which require the submission of the information; and where further assistance can be found.
  11. At Appendix B, Officers have attached Fareham Borough Council's current list of Local Requirements; the list incorporates and highlights the changes proposed (including deletions) so it is clear what changes are being suggested.

### **NEXT STEPS**

12. Members are invited to approve the proposed changes to the Local Requirements list for consultation. If Members approval is granted, an eight week period of consultation will be undertaken on the revised list; the consultation would include local agents and developers who regularly use Fareham's planning service. As part of the consultation, Officers would look to invite planning agents to a workshop to discuss the proposed revisions and any further revisions that could be made.
13. At the end of the consultation period Officers will consider any comments received and where appropriate look at what further changes could be made the Local Requirements list.
14. A further report will be brought before Members at the Committee Meeting on 11 September 2013. This will set out details of any comments received and what further changes (if any) are recommended to be made to the Local Requirements list.
15. Following final approval by Members in September the agreed Local requirements will then be used in the validation of planning applications after that time.

### **RECOMMENDATION**

Members are requested to approve the proposed changes to Fareham's Local Requirements for consultation as set out in the attached Matrix and amended Conditional List.

**Appendix A - Local Requirements Matrix**

**Appendix B - Fareham Borough Council's current list of Local Requirements**

**Background Papers:**

Town and Country Planning (Development Management Procedure) Order 2010

Town and Country Planning (Development Management Procedure) (England) (Amendment No.3) Order 2012

Communities and Local Government - Guidance on Information Requirements and Validation  
- March 2010

**Enquiries:**

For further information on this report please contact Lee Smith, Head of Development Management and Trees (Ext 4427)



## APPENDIX A - LOCAL REQUIREMENTS MATRIX

Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Affordable Housing Statement	NPPF Core Strategy Policy - CS18	Full Outline	All residential schemes with net gain of 5 or more dwellings or which form part of a larger site capable of doing so	District Wide  Only where	Statement on level of provision offered; how provision will be made; where appropriate, number and type of dwellings offered and proposed tenure	Affordable Housing SPD
Biodiversity Report and Survey	NPPF Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)  The Conservation of Habitats and Species Regulations 2010 [SI No. 2716]  Circular 06/2005	Householder Full Outline Reserved Matters Conservation Area Consent Listed Building Consent Hedgerow Removal Notice	<ul style="list-style-type: none"> <li>Any development that may affect a nationally designated habitat. These sites can be identified through the web pages at Natural England (this is an external web-site).</li> <li>Any development that may affect a locally designated nature conservation habitat. These sites can be identified through the Fareham Borough Local Plan Proposals Map at the planning portal (this is an external web-site).</li> <li>Any development that may have an impact on a protected species. Visit Hampshire Biodiversity Information Centre (this is an external web-site) for information and help.</li> </ul>	District Wide	Ecological survey to identify any potential ecological interest. Method and timetable for follow up survey work if ecological interest found	Natural England  planning portal  Hampshire Biodiversity Information Centre  Biodiversity checklist from the Hampshire Biodiversity Partnership
Contamination Assessment	Core Strategy Policies CS17  Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Householder Outline Full	All sites within 250 metres of a currently licensed or historic landfill site and where former uses may have contaminated land and/or the land is known to be contaminated.	District Wide  Only where	Relationship to known contamination sites; assessment of likely contamination; survey work undertaken or proposed ; mitigation method as appropriate	licensed or historic landfill site
Community Involvement	Local Development Framework - Statement of Community Involvement 2011	Outline Full Prior Notifications (telecom)	Major Applications e.g. 10 or more dwellings, large scale development (1000sq.m +), retail distribution  Other applications of significant impact or controversy	District Wide	Statement setting out level of pre-application publicity and results	Local Development Framework - Statement of Community Involvement 2011

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Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Flood Risk Assessment	NPPF Core Strategy Policy - CS15  Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Householder Full Outline Reserved Matters	All sites Flood Risk Zones 2 & 3. Sites of 1 ha or more in Flood Risk Zone 1	District Wide  Only where	Assessment of how the proposed development takes account of flood risk at the site	Environment Agency - Flood
Foul Sewage and Utilities Statement	Core Strategy Policy CS17	Full	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.	District Wide	Full statement of how the proposed development will prevent additional outflow pressure on existing system	
Heritage Statement	NPPF  Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Full Outline Full with listed building consent Listed building consent Conservation area consent Householder with listed building consent Householder with conservation Area Consent	Where archaeological or historical features or remains may be affected	District Wide -  Conservation Areas  Listed Buildings  or	Statement covering the historic importance of the site; why the development is sought; aim of the development; how the development will take account of the historic interest; any resultant enhancement or mitigation as appropriate.	<a href="http://www.heritagegateway.org.uk/gateway/">http://www.heritagegateway.org.uk/gateway/</a>  The National Heritage List for England   English Heritage  <a href="http://www.fareham.gov.uk/pdf/planning/desaccesslb.pdf">http://www.fareham.gov.uk/pdf/planning/desaccesslb.pdf</a>

## APPENDIX A - LOCAL REQUIREMENTS MATRIX

Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Landscaping Details	Core Strategy Policy CS17	Full Reserved Matters (Landscaping)	All residential involving more than a single dwelling and commercial development excluding change of use.	District Wide	Assessment of site surroundings; survey of existing vegetation; assessment of how and where retained and new landscaping will mitigate any harm caused; scheme identifying, position, number, size and species of proposed planting	
Lighting Assessment	Core Strategy Policy CS17	Outline Full	where significant external lighting is proposed, i.e. flood lighting, lit areas of car parking, new street lighting	District Wide	Statement of need for and extent of proposed lighting; details and specifications of lighting	
Noise Impact Assessment	Core Strategy Policy CS17	Outline Full	Applications for developments that raise issues of disturbance to the occupiers of nearby existing buildings including all B2 applications. Noise sensitive developments, e.g. housing located near to a source of noise, e.g. motorway, industrial site	District Wide	Statement of noise generating operations; survey of ambient noise levels; details of likely noise levels and means of mitigation for noise generating uses  Survey of surrounding noise levels and statement of mitigation as appropriate for noise sensitive uses.	



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Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Open Space Assessment	Core Strategy Policy CS21	Outline Full	Where the proposed development is on existing public open space.	District Wide	Loss of open space - survey of local open space provision and statement to demonstrate that the loss will not be contrary to Policy CS21 and that adequate facilities remain available for existing and proposed development or alternative provision will be made.	Open Space SPG
Parking Provision	Core Strategy Policies CS5 & CS17	Householder Full Reserved Matters (Layout)	Householder - only where additional bedrooms are proposed or where existing parking is lost  All other development - where new dwellings or new floorspace involved	District Wide	Statement and schedule of car parking provision as existing and as proposed	Residential Car & Cycle Parking Standards Supplementary Planning Document November 2009
Telecommunications supplementary information	NPPF  Policy FS7	Full Prior notifications for telecommunication s development	All	District Wide	Full information matters such as area of search, details of consultation undertaken, proposed structure, technical justification and declaration of compliance with ICNIRP	
Town Centre Uses - Evidence	NPPF Core Strategy Policy CS3	Outline Full	Where proposed at edge of centres and out of centre locations	District Wide	Statement of results and findings of sequential testing	

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Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Transport Assessment	Core Strategy Policy CS5 Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Outline Full	Major development where the development has significant transport implications.	District Wide	The detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.	
Travel Plan	Core Strategy Policy CS5 Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Outline Full	Major development where the development has significant transport implications	District Wide	Travel Plan in line with Hampshire County Council guidance to identify how the proposed development will encourage multi modal travel and reduced reliance upon the private car.	Hampshire County Council Environment Department - A Guide To Development Related Travel Plans - January 2009
Tree Survey/Method Statement/Tree Protection Plan	Core Strategy Policy CS17	Full Outline Householder Tree works	All sites where there are trees. Sites where there are trees on adjacent land that may be affected by the proposed development.	District Wide	Survey of existing trees; schedule of proposed works; tree protection details; statement identifying methods of construction to minimise harm to retained trees	BS 5837:2012
Ventilation/Extraction (impact) report	Core Strategy Policy CS17	Full/Change of Use Reserved Matters (layout and appearance)	All A3/A4/A5 and B2 uses	District Wide	Report identifying type and position of equipment; assessment of visual impact and noise implications	

## APPENDIX B

# Conditional list of documents you must include when you submit your application to us

Please note Fareham Borough Council requires only **one** set of forms and plans when sending in a paper planning application.

### Document types:

#### Affordable housing statement

##### *Required for*

- Full planning applications
- Outline planning applications

##### *When*

- Residential schemes of [~~15 units and over/sites 0.5ha~~] *5 units and above or if your site is part of an allocated site or a larger area capable of development*

#### Air quality assessment

##### *Required for*

- Full planning applications
- Outline planning applications
- *Reserved Matters*

##### *When*

- *Major developments which are likely to result in a material impact upon air quality particularly in or adjacent to Air Quality Management Areas*

#### Biodiversity survey and report

##### *Required for*

- Full planning applications
- Outline planning applications

##### *When*

- A biodiversity checklist from the Hampshire Biodiversity Partnership [↗](#) will tell you when you need a biodiversity survey and report. Briefly:
  - 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.

## Community involvement

### *Required for*

- Full planning applications
- Outline planning applications
- Prior notifications (telecoms)

### *When*

- ~~[Required for all major applications to show how the developer has complied with the requirement for pre-application consultation in the adopted statement of community involvement.]~~ *Major applications e.g. 10 or more dwellings, large scale development (1000sq.m.+), retail distribution or other applications of significant impact or controversy*

## Contamination assessment

### *Required for*

- Full planning applications
- Outline planning applications
- *Householder*

### *When*

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

## Environmental [impact assessment] Statement

### *Required for*

- ~~Full planning applications~~
- ~~Outline planning applications~~

*When*

- ~~Schedule 1 and some Schedule 2 projects as defined by the Town and Country Planning (Environmental Impact Assessment) Regulations (England and Wales) 1999 [as amended](#)~~

Flood risk assessment

*Required for*

- Full planning applications
- Outline planning applications
- Householder applications

*When*

- All sites Flood Risk Zones 2 & 3 Sites 1 ha or more Flood Risk Zone 1 Environment Agency - Flood [1](#)

Foul sewage and utilities assessment

*Required for*

- 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*

- Full planning applications
- Outline planning applications
- Full planning application with listed building consent
- Listed building consent
- Conservation area consent
- Householder applications with listed building consent
- Householder applications with conservation Area 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.*

### Landscaping details

#### *Required for*

- Full planning applications
- Reserved matter applications for landscaping

#### *When*

- All residential *involving more than a single dwelling* and commercial development excluding change of use.

### Lighting assessment

#### *Required for*

- Full planning applications
- Outline 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*

- Full planning applications
- Outline planning applications

#### *When*

- Applications for developments that raise issues of disturbance to the occupiers of nearby existing buildings ~~including all B2 applications~~. Noise sensitive developments, e.g. housing located near to a source of noise, e.g. motorway, industrial site.

### Open space assessment

#### *Required for*

- Full planning applications
- Outline planning applications

#### *When*

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

### Parking provision

#### *Required for*

- Full planning applications
- Reserved matter applications for layout
- Householder

#### *When*

- ~~[All existing and proposed parking provision].~~ *Householder - only where additional bedrooms are proposed or where existing parking is lost - otherwise where new dwellings/floorspace or loss of parking involved*

### Photographs and photo-montage

#### *Required for*

- ~~• Full planning applications~~
- ~~• Reserved matter applications for appearance~~
- ~~• Listed building consent~~
- ~~• Conservation area consent~~
- ~~• Householder applications with listed building consent~~
- ~~• Householder applications with conservation area consent~~

#### *When*

- ~~[Excluding change of use and where only internal alterations are sought] excluding change of use and where only internal alterations are sought.~~

### Planning statement

#### *Required for*

- ~~• All applications excluding householder~~

#### *When*

- ~~• Where design and access statement not required.~~

### Site waste management plan

#### *Required for*

- ~~• Full planning applications~~
- ~~• Outline applications where some details included~~

~~When~~

- ~~• All residential and commercial~~

### Telecommunications development – supplementary information

*Required for*

- Full planning applications
- Prior notifications for telecommunications development

*When*

- All

### Town centre uses – evidence to accompany applications

*Required for*

- Full planning applications
- Outline planning applications

*When*

- Where proposed at edge of centres and out of centre locations  
[(PPS6 [4](#))] *National Planning Policy Framework*

### Transport assessment (TA)

*Required for*

- 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.

### Travel plan

*Required for*

- Full planning applications
- Outline planning applications



*When*

- Where the development is likely to have significant transport implications, as advised by [PPG 13 - (paragraphs 87-91)] *National Planning Policy Framework*

### Tree survey/arboricultural assessment

*Required for*

- Full planning applications
- Outline planning applications
- Tree works

*When*

- All sites where there are trees. Sites where there are trees on adjacent land 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

## Definitions

### Affordable housing statement

~~[Where local plan policies or supplementary planning document guidance require affordable housing to be provided]~~ *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.

### Air quality assessment

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where it could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of our air quality action plan, applications should be supported by information to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in [~~planning policy statement 23: planning and pollution control~~ [\(November 2004\)](#)] *National Planning Policy Framework*.

### Biodiversity survey and report

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 [~~planning policy statement 9: biodiversity and geological conservation (PPS9) (August 2005), PPS9 is accompanied by a Government circular: biodiversity and geological conservation – statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra circular 01/2005 and planning for biodiversity and geological conservation: a guide to good practice~~ [\(November 2004\)](#)] *National Planning Policy Framework*. Hampshire County Council has developed a biodiversity checklist [\(November 2004\)](#) to give detailed validation requirements for biodiversity and geological conservation.

### Environmental impact assessment

~~[The Town and Country Planning (environmental impact assessment) regulations (SI 1999/293), as amended] *The Town and Country Planning (Environmental Impact*~~

~~Assessment) Regulations 2011 set out the circumstances in which an environmental impact assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where an EIA is required, schedule 4 to the regulations sets out the information that should be included in an environmental statement. The information in the environmental statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a screening opinion (i.e. to determine whether an EIA is required) from us before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.~~

## 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 \(environmental impact assessment\) \(England and Wales\) regulations 1999 as amended](#)~~. *The Town and Country Planning (Environmental Impact Assessment) Regulations 2011*. ~~[Planning policy statement 25: development and flood risk \(December 2006\) and its associated practice guide](#)~~ *The 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.*

## 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. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297. If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land. 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.

As the applicant, you 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.

1. It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

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 for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

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.

~~[For heritage assets, advice is provided in planning policy guidance note 15: [planning and the historic environment](#), (September 1994) [↗](#).~~

~~For archaeological remains, advice is provided in planning policy guidance note 16: [archaeology and planning](#) (November 1990) [↗](#)]~~

*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 in the Council's Advice Note Design and Access Statements to Accompany Applications for Listed Building Consent.*

## Land contamination assessment

Applications may also need to be accompanied by a land contamination assessment [~~which should include an extended assessment of contamination in line with planning policy statement 23: planning and pollution control (November 2004)~~]. 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? eg 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.

## Landscaping details

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.

## 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) [↗](#) is a valuable guide 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 planning policy guidance 24: planning and noise (September 1994) [↗](#).]~~

## 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. ~~Planning consent is not normally given for development of existing open spaces which local communities need. However,~~ 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. ~~[National planning policy is set out in] [ planning policy guidance note 17: planning for open space, sport and recreation (July 2002) [↗](#) ]~~.

## Parking provision

Applications must provide details of existing and proposed parking provision. These details should be shown on a site layout plan. *Advise on residential car parking requirements is set out in Residential Car & Cycle Parking Standards Supplementary Planning Document November 2009*

## Photographs and photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if *for example* the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

## Planning statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

## Site waste management plan

Trade and Industry (now the Department for Business Enterprise and Regulatory Reform) site waste management plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

2. Defra have consulted on whether site waste management plans should become a statutory requirement. Regulations are expected to come into force in April 2008.


## Statement of community involvement

Applications may 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.

## Telecommunications development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection




(ICNIRP). Further guidance on the information that may be required is set out in the [code of practice on mobile network development \(2002\)](#) .

### Town centre uses – evidence to accompany applications



~~Planning Policy Statement 6: Planning for Town Centres (March 2005)<sup>3</sup>, sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. *The 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.~~

~~3. Note that under proposals set out in the Planning White Paper Planning for a Sustainable Future (May 2007), it is proposed to review Planning Policy Statement 6.~~

### Transport assessment

~~[Planning policy guidance 13 transport \(March 2001\)](#)  advises that a transport assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. *The 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. Further guidance can be found in *Guidance on Transport Assessment*, (March 2007) published by the Department for Transport.~~

### Travel plan

~~*The National Planning Policy Framework provides up to date advice concerning the status of Travel Plans.* A travel plan should be submitted alongside planning applications which are likely to have significant transport implications[, ~~as advised by [planning policy guidance Note 13: transport \(DETR, 2001\), paragraphs 87-91](#) ~~]. Further advice is available in "Using the planning process to secure travel plans: best practice guide ODPM and DfT, 2002" (forthcoming revised guidance), also [making residential travel plans work: good practice guidelines for new development](#) : DfT and A guide to development related travel plan (Addison & Associates).~~

### 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 construction—Recommendations]~~ *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 propose to be installed.