

# FAREHAM

## BOROUGH COUNCIL

### Report to Planning Committee

**Date**                    **16th December 2020**

**Report of:**            **Director of Planning and Regeneration**

**Subject:**              **LOCAL INFORMATION REQUIREMENTS**

#### **SUMMARY**

A report was presented to the Planning Committee on 14<sup>th</sup> October 2020 which set out proposed changes to this Council's Local Information Requirements. A four week period of consultation was undertaken on the proposed changes which concluded on the 20<sup>th</sup> November 2020.

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> January 2021 and will be applied to all applications received on or after that date.

## **INTRODUCTION**

1. A report was presented to the Planning Committee on the 14th October 2020 reviewing the levels of information required by this Council before it will validate planning applications. The report presented proposed changes to:
  - i) further clarify the information required particularly for householder and minor applications;
  - ii) require the submission of a nitrate mitigation statement for applications that will result in a net gain in overnight accommodation;
  - iii) a flexible approach to community consultation;
  - iv) require the addition of a statement confirming that the floor areas and sizes of new dwellings are in compliance with the National Minimum Technical Space Standards as required by the Fareham's Design Guidance (excluding Welborne) SPD; and
  - v) amendments regarding the submission of ecological and arboricultural information relating to householder applications.
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, six responses have been received from external consultees (the Environment Agency, Historic England, Highways England, Hampshire County Council as Lead Local Flood Authority, Hampshire County Council Ecology, and Sport England), with one further response received from a planning agent (Martin Critchley Architects.)
4. The following is a summary of the consultee responses together with a section setting out officers' recommendations.

## **SUMMARY OF RESPONSES**

### **The Environment Agency**

5. The list states that a flood risk assessment (FRA) is only required for householder applications at ground level when in flood zone 2 or 3 when they should be provided for all householder development in flood zones 2 and 3 not just those at ground level.

### **Historic England**

6. Heritage Statements should be provided for all planning applications affecting a heritage asset or its setting and for all applications for listed building consent not just for major applications.
7. The list currently includes an archaeological desk-based assessment as part of a heritage statement. Archaeological desk-based assessments and heritage statements fulfil different functions with distinct formats and should be provided as stand-alone documents.

### **Hampshire County Council (Lead Local Flood Authority)**

8. The LLFA may request an FRA for sites smaller than 1ha if they are at risk from other sources of flooding. The submission of an FRA with a drainage strategy rather than a formal FRA may be acceptable for smaller sites.
9. The list currently refers to critical drainage areas as notified by the Environment Agency. The Environment Agency are no longer involved in surface water matters therefore the LLFA would like to submit comparable areas.
10. There is no reference to the provision of drainage strategies, infiltration testing, groundwater monitoring or the development of SUDs strategies.

### **Highways England**

11. No comment

### **Sport England**

12. Please see Sport England's checklist which confirms the level of information required.

### **Hampshire County Council (Ecology Team)**

13. Ecological assessments are also required for any development that may have an impact on notable habitats.
14. Ecological assessments must be carried out by qualified ecologists meeting CIEEM's Competencies for Species Survey
15. List updated to confirm that Solent Waders and Brent Geese Strategy Sites fall into the category of Noise Sensitive Areas.
16. List updated to require the submission of a lighting assessment for major applications that are adjacent to a woodland.

### **Martin Critchley Architects**

17. The provision of a flood risk assessment for a householder application is excessive when a checklist could be used.
18. Given the difficulty in visiting sites during Covid the submission of photos could prevent the need for site visits for householder applications.

### **COMMENTS ON CONSULTEE RESPONSES**

19. The Environment Agency have requested that Flood Risk Assessments are provided for all householder development in flood zones 2 and 3 not just those at ground floor level. Officers are satisfied that they can consider the Environment Agency's standing advice for development above ground level in flood zones 2 and 3 without the need for a Flood Risk Assessment to be provided. Officers do not consider any change is required to this aspect of the proposed Local Information Requirements.

20. The Lead Local Flood Authority have requested reference to the provision of drainage strategies, infiltration testing, groundwater monitoring and the development of SUDs strategies at an early stage in the project. The Local Information Requirements list has been amended to include the requirement for a drainage strategy for all major applications and for sites that are located in 'critical drainage areas.' Infiltration testing, groundwater monitoring and the development of SUDs strategies would be provided within the drainage strategy for all major applications and for all sites located within 'critical drainage areas'. Infiltration testing, groundwater monitoring and the development of SUDs strategies may be required for major applications and for sites other than those located within 'critical drainage areas' in the future due to the requirements of new policies contained within the publication local plan.

21. There is likely to be a need to update the Council's Local Information Requirements as the policies of the Fareham Local Plan 2037 increase in weight. The Council will need to re-consult on changes made to its Local Information Requirements and will engage again with the LLFA at that time.

22. Several of the requirements contained within Sport England's checklist are mandatory national requirements and would already be required in order to validate the application e.g. existing and proposed site plans and elevations. Other requirements such as the specification of pitch surface types and other ancillary features such as lighting would normally be provided within the planning statement and/or design and access statement. If the information required was not provided within the planning or design and access statement the planning officer would request it, however it is not considered to be necessary as a 'stand-alone' validation requirement.

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

24. The list has been amended to require heritage statements to be provided for all planning applications affecting a heritage asset or its setting and for all applications for listed building consent. This amendment is in accordance with the National Planning Policy Framework which states that: "*In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected.*"

25. The list has been amended to require archaeological desk-based assessments to be provided as a stand-alone document (distinct from any heritage assessments that may also be required) for development that involves disturbance of the ground in an areas of archaeological significance.) A link has also been provided to guidance of the Chartered Institute of Archaeologists relating to desk-based assessments.

26. The list has been amended to require drainage strategies to be provided for all major applications and for all development located within 'critical drainage areas'. Guidance has also been provided confirming what a drainage strategy must contain.

27. The amendments to the list are incorporated in Appendix 1. Recommended new text in the list is shown in *italics*. Items recommended to be deleted are shown with a ~~line through them~~.

### **28. RISK ASSESSMENT**

29. There are no significant risk considerations in relation to this report.

## **RECOMMENDATION**

30. Members are invited to agree the proposed changes to the Local Information Requirements set out in paragraphs 23 to 25 above and incorporated into Appendix A, to become effective from 1<sup>st</sup> January 2021.

### **Background Papers:**

- Town and Country Planning (Development Management Procedure) (England) (Order) 2015
- Town and Country Planning Act 1990 (amended by the Growth and Infrastructure Act 2013)
- National Planning Policy Framework
- Planning Practice Guidance – Validation requirements
- Sport England's Playing Fields Policy and Guidance
- Lead Local Flood Authority's checklist of information requirements

### **Enquiries:**

For further information on this report please contact Rachael Hebden, Senior Planner, Strategic Sites, Development Management (01329 824424.)

## Appendix A - 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.

### 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 10 units and above or which have a maximum combined gross floorspace of more than 1000 square metres (gross internal) or if the site is part of an allocated site or a larger area capable of development.

### Air Quality Assessment

Required for the following types of major applications\*

- Full planning applications
- Outline planning applications

When

- Where the development would be likely to result in a significant increase in traffic on the following routes:

A27, between Downend Road to the east of Delme Roundabout and Redlands Lane to the west of Station Roundabout, (inclusive of Delme Roundabout, Quay St Roundabout and Station Roundabout); and the A32 Gosport Road Air Quality Management Area.

### Archaeological Desk-Based Assessment

*Required for the following types of applications*

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

*When:*

- *When the development involves the disturbance of ground within an area of archaeological significance as shown on Hampshire County Council's [Historic Environment Record](#)*

## 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.

*When a revised planning application is submitted following a refusal, or an amended planning application is submitted making substantial changes to a previously approved scheme, further community involvement must be undertaken.*

## 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.

## Drainage Strategy

*Required for the following types of applications*

- *All major applications*

*And*

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

*When*



- *The site is located within a critical drainage area*

## Ecological Assessment

Required for the following types of major applications\*

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

When\*:

- 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.
- *any development that may have an impact on notable habitats.*

Visit [Hampshire biodiversity information centre](#)  for information and help.

*\*The [Hampshire Biodiversity Information Centre checklist](#) can be used to ascertain whether ecological/ protected species assessments need to be undertaken.*

If a phase 1 survey (*also referred to as a preliminary ecological assessment*) 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

- Householder applications

When:

- Development is at ground level in Flood Risk Zones 2 and 3

And

- Full planning applications for major development
- Outline planning applications for major development

When:

- Sites in Flood Risk Zone 1 of 1 hectare or more in area
- All sites within Flood Risk Zones 2 & 3
- *All sites in areas of medium or high risk of flooding from surface water drainage*

## 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.

### Landscaping Scheme (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.
- *Sites are next to areas of woodland*

### Nitrate Mitigation Statement

*Required for the following types of applications*

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

- *Reserved Matters*

When:

- *The applications will result in a net increase in overnight accommodation*

### Noise 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 Solent Waders and Brent Geese Strategy Sites*; 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

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.

### Planning Statements

Required for the following types of major applications

- Full planning applications
- Outline applications

### Playing Field Checklist

Required for the following types of applications

- Full planning applications
- Outline applications

When


- The application involves the loss/partial loss of playing fields

### 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](#) 

### Refuse and Recycling Plan

Required for the following applications:

- Detailed Planning applications for residential development including applications for changes of use

### Space Standards Checklist

*Required for the following applications:*

- *Full planning applications*
- *Reserved Matter applications*
- *Change of use applications*

When

- All new residential development

### 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.

### 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](#)):

### Tree Survey/Arboricultural Assessment

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

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

When

- There are trees on the site or immediately adjacent that are subject to a TPO or within a Conservation Area and 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.

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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

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## 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.

### Archaeological Desk Based Assessment

*Required for all applications involving the disturbance of ground within an area of archaeological significance as shown on [Hampshire County Council's Historic Environment Record](#). An applicant may need to commission an assessment of existing archaeological information and submit the results as part of the desk-based assessment. [Standards and guidance](#) regarding archaeological desk-based assessments are provided by the Chartered Institute for Archaeologists.*

### Air Quality Statement

An air quality statement should be proportionate to the scale of the development. For minor development the statement should demonstrate how the development will reduce its impact on air quality. For major development the statement should demonstrate how emissions will be minimised and the way in which the local air quality will be improved. It should explain the measures proposed to minimise the impact of the development on air quality in the following area: A27, between Downend Road to the east of Delme Roundabout and Redlands Lane to the west of Station Roundabout (inclusive of Delme Roundabout, Quay Street Roundabout and Station Roundabout) and the A32 Gosport Road Air Quality Management Area.

In the case of large scale developments which are likely to result in a significant increase in traffic movements, it may be necessary to assess the predicted concentration of pollutants of



concern at appropriate dates and sensitive locations, the predicted change in air quality and the extent of the area affected.

Guidance is available:

Planning for Air Quality

<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf> 

Air Quality Management Areas

[https://www.fareham.gov.uk/licensing\\_and\\_inspections/air\\_quality/aqmapage.aspx](https://www.fareham.gov.uk/licensing_and_inspections/air_quality/aqmapage.aspx)

### Community Involvement

Prior to submitting any major planning applications, applicants must write to and consult with the local community. The extent of consultation will need to be determined on a case by case basis having regard to the scale of the proposals and the likely extent of local interest.

In addition to this, and subject to the prevailing national advice on holding public meetings, exhibitions would be appropriate in publicly accessible local locations setting out proposals for the community to be able to view and comment upon. There is an expectation that exhibitions will be arranged for all major applications unless it has been agreed with Fareham Borough Council in advance that there is not likely to be sufficient public interest in the proposals.

These exhibitions should be staffed by developers/ their representatives and/or consultants in order to assist the community with their questions upon the proposals. Fareham Borough Council recognises that where exhibitions are undertaken over a long period of time it may not be possible to staff the exhibition for the whole period. In these cases, the applicant should endeavour to staff the exhibition at least in part, at times which are likely to attract the greatest level of interest from the community.

*The Council also recognises that in some instances it may be appropriate for applicants to create websites which display key plans and documents and enable interested parties to ask questions and provide comments on proposals.*

Major planning applications will need to be supported by a statement setting out how the applicant has consulted with the local community, details of the views expressed by the local community and demonstrating how their views have been taken into account in the formulation of development proposals.

### 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;

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.

## *Drainage Strategy*

*The drainage strategy should provide the level of information and detail specified in the [Lead Local Flood Authority's checklist](#) .*

*Further guidance is available from:*

*[The Lead Local Flood Authority Building Regulations Approved document H Drainage and Waste Disposal](#)*

## 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.

*Ecological assessments should be carried out by qualified ecologists meeting CIEEM's Competencies for Species Survey* <https://cieem.net/resource/competencies-for-species-survey-css/>

## 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

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 2017](#).

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.

*[Further guidance](#) is also provided by the Lead Local Flood Authority*

*You can determine whether your site is at risk from surface water flooding by referring to the Environment Agency's [flood risk for surface water map](#)*

## 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.

## 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 by [Historic England](#). the Council's [Advice Note Design and Access Statements to Accompany Applications for Listed Building Consent](#)  (112 KB).

## 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.

### Nitrate Mitigation Statement

*The Solent coastline provides feeding grounds for internationally protected populations of overwintering waders and wildfowl.. Natural England has advised that there is likely to be adverse effects on the integrity of European Protected Sites resulting from new housing around the Solent unless mitigation is carried out. Applications for residential development within the Borough therefore need to identify the measures to mitigate the direct impacts of their development upon the European Protected Sites in The Solent.*


The following key pieces of information should be submitted as part of any Nitrate Mitigation Statement:

-Confirmation of the way in which the site has been used during the 10 years preceding the submission of the application. If the land has had more than one land use (as specified in [Natural England's guidance](#)) a plan is required to confirm the location of each land use. Each parcel of land must have the area annotated and be provided with a detailed chronology confirming when each parcel of land was used for each separate use.

-The land uses and areas must be used to complete a Nutrient Budget using [Natural England's Nutrient Calculator](#)

-The mitigation statement should also confirm the form of mitigation proposed for example the provision of a financial contribution towards a strategic project off-site or on-site mitigation. Full details of the mitigation are not required for validation purposes but will be required for the case officer to undertake an appropriate assessment prior to the determination of the application.

## 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](#)  (732 KB). 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.

## Playing Field Checklist

The Playing Field Checklist must contain all of the information required by Sport England's Playing Fields Policy and Guidance Annex B Information Requirements:


[Playing Fields Policy and Guidance Annex B Information Requirements](#) 

## 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.

## Refuse and Recycling Plan

A refuse and recycling plan needs to show the proposed route (tracked) for the refuse vehicle (if appropriate) together with bin collection and storage points.

For information relating to the detailed access and refuse storage requirements see the [Refuse Storage Design Guidance](#)  (11 MB) (Contained within the Technical Annex of the Fareham Borough Design Guidance Supplementary Planning Document (Excluding Welborne))

## Space Standards Checklist

The [Fareham Borough Design Guidance SPD](#) recommends that the internal dimensions of dwellings meet the minimum sizes set out in the [Nationally described space standards](#).

*The space standards checklist needs to confirm and demonstrate that all proposed dwellings comply with the Nationally described space standards. The checklist needs to include the gross internal floor area of all rooms and built in storage together with the floor to ceiling height.*

## 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.

In line with National Planning Practice Guidance advice, any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Even in those circumstances an executive summary should be made publicly available. In circumstances where it is deemed that specific details of an assessment are commercially sensitive, the information should be aggregated in published viability assessments and executive summaries, and included as part of total costs figures. Where an exemption from publication is sought, this Council must be satisfied that the information to be excluded is commercially sensitive.

As a minimum, the government recommends that the executive summary sets out the gross development value, benchmark land value including landowner premium, costs, as set out in

this guidance where applicable, and return to developer. Where a viability assessment is submitted to accompany a planning application, the executive summary should refer back to the viability assessment that informed the plan and summarise what has changed since then. It should also set out the proposed developer contributions and how this compares with policy requirements.

### 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.