

FAREHAM

BOROUGH COUNCIL

Report to Planning Committee

Date **14th December 2022**

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

Subject: **LOCAL INFORMATION REQUIREMENTS**

SUMMARY

Before planning applications can be 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. The information requirements set locally are known as 'Local Information Requirements'.

The following report sets out the review which has been undertaken by Officers and recommends changes to Fareham's existing Local Information Requirements.

If Members agree with the proposed changes to the Local Information Requirements they will then need to be subject to public consultation.

RECOMMENDATION

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

INTRODUCTION

1. Before planning applications are registered, they go through a process of 'validation'. The validation process involves ensuring that all applications are supported by information which is required both nationally and locally.
2. The Government prescribes the National Requirements for planning applications. Fareham Borough Council is able to set out what additional information it requires to be submitted with planning applications. The additional information sought by Fareham Borough Council at the planning application registration stage is known as 'Local Information Requirements'.
3. If planning applications are not accompanied by all the National and Locally required information then the planning application will be treated as invalid and the applicant/agent notified. The planning application cannot be registered until the required information has been provided.
4. Local planning authorities are required to publish a list of their information requirements for applications in a formally adopted list on their websites. The list should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.
5. Whilst there is a statutory requirement to review this Council's 'Local Information Requirements' there are other key reasons to do so at this time.
6. Members will be aware that the Fareham Borough Local Plan 2037 was submitted to the Planning Inspectorate on 30th September 2021 and an examination conducted in March and April 2022. Following the conclusion of the examination hearings the Inspector has requested a number of modifications to the Plan. The proposed modifications will be the subject of public consultation from 31st October until 12th December. The Council's Local Development Scheme schedules that the new plan will be adopted in Winter 2022. On adoption the Local Plan will have full weight and in its current advanced stage is a material consideration for the determination of planning applications.
7. There are a number of policies within the new Local Plan that require the submission of information that is not required by the current Local Information Requirements List. Given the advanced stage of the new Local Plan and the weight that can be attributed to its policies it is considered appropriate to update the Local Information Requirements List to reflect the additional information requirements set out in some of the policies in the new Local Plan.

8. Policy NE2 of the new Local Plan requires development of one or more dwellings or a new commercial/leisure building to provide a net gain in biodiversity of at least 10%. Officers consider that it is therefore appropriate to update the Local Information Requirements List to require relevant applications to be supported by a Biodiversity Gain Plan that demonstrates how the biodiversity net gain will be achieved, implemented, managed, monitored and funded.
9. Policy DS3 of the new Local Plan relates to Landscape, in particular Areas of Special Landscape Quality. Officers consider that it is therefore appropriate to update the Local Information Requirements List to require relevant applications within Areas of Special Landscape Quality to provide a Landscape Assessment including a landscaping mitigation and enhancement scheme to ensure that the development is able to be successfully integrated with the landscape and surroundings and has regard to the Areas of Special Landscape Quality.
10. Policy NE8 of the new Local Plan requires major development to minimise emissions. Building Regulations Approved Document S also requires the infrastructure for charging electric vehicles to be provided. Officers consider that it is therefore appropriate to update the Local Information Requirements List to require relevant applications to confirm the location of any electric vehicle charging points on the site layout plan to ensure that there is sufficient space for them to be incorporated.
11. Policy HP9 of the new Local Plan relates to the provision of Self and Custom Build Homes and requires 10% of dwellings on sites of 40 or more dwellings to be made available for Self or Custom Build purposes. Officers consider that it is therefore appropriate to update the Local Information Requirements List to require relevant applications to provide a self and custom build checklist confirming: the location and phasing of self and custom build plots; the method of delivery; a design code confirming how the development will integrate with the character of the area and plot passports summarising the design parameters for each plot.
12. Policy HE1 relates to the historic environment and heritage assets, Policy HE3 relates to designated heritage assets and/or their settings and Policy HE5 relates to locally listed buildings and non-designated heritage assets. Officers consider that it is therefore appropriate to update the Local Information Requirements List to require relevant applications to provide a more detailed written statement outlining the potential impact of the proposals on the special architectural and historic interest of the building and its historic fabric.
13. A detailed schedule of works to the listed building, relevant historical information and an assessment of the impact on the overall character of the building or structure. Additionally, the principles of, and justification of the proposed works and their impact on the character of the listed building or structure, and its setting

and the setting of adjacent listed buildings will be required. For applications impacting on the setting of heritage assets and located within Conservation Areas, a written statement that includes plans and photographs showing historic features that may exist on or adjacent to the application site will be required. This should also include an analysis of the significance of any archaeology, the history and character of the building or structure, the principles of and justification of the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings.

14. No changes are proposed to the validation requirements for applications within the policy boundary for Welborne.

REVIEW OF FAREHAM'S LOCAL INFORMATION REQUIREMENTS

15. The review of Fareham's Local Information Requirements effectively has three stages:
 - i. Review the Local List
 - ii. Consultation on Proposed Changes
 - iii. Finalising and Publishing the Revised List
16. In the first instance Fareham Borough Council needs to clearly identify the reasons for requesting each item on its existing list of Local Information Requirements. These reasons can be statutory requirements, policies in the National Planning Policy Framework or adopted development plans, or published guidance that explains how adopted policy should be implemented.
17. Officers believe there is scope to further clarify when certain information requirements must be submitted in association with some planning applications before they can be registered.
18. With the increased dialogue between planning officers, applicants and agents, the best way of identifying the information essential to accompany planning applications is through pre-application conversations and discussions.
19. It should be stressed that if information that is essential to deciding a planning application is not received at the date of initial registration, it can still be subsequently requested by the planning case officer. The most significant consequence of this will be potential delays in the time it takes to make a decision on the application. It is therefore in the applicants' and agents' best interests to agree in advance what information needs to be submitted with applications where there are any doubts.

NEXT STEPS

20. At Appendix A, Officers have attached Fareham Borough Council's current list of Local Information Requirements. The list incorporates additions (which are shown in italics) and deletions (which are shown crossed through) so that it is clear what changes are being recommended. The first part of the Appendix sets out what the Local Information Requirement is and when it is needed; the second part of the document sets out in greater detail what the applicant needs to provide.
21. Members are invited to approve the proposed changes to the Local Information Requirements list for consultation. If Members approval is granted, a four week period of consultation will be undertaken on the revised list. The consultation will include local agents and developers who regularly use Fareham's planning service.
22. 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 Information Requirements list.
23. A further report will be brought before Members at the Committee Meeting on 15th February 2022. This will set out details of any comments received and what further changes (if any) are recommended to be made to the Local Information Requirements list.
24. Following final approval by Members on 15th February 2022 the agreed Local Information Requirements will then be used in the validation of planning applications after that time.

CONCLUSION

25. Members are requested to agree the proposed changes to Fareham's Local Information Requirements for a six week period of consultation as set out in the attached list.

RISK ASSESSMENT

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

Background Papers:

27. 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

Enquiries:

For further information on this report please contact Rachael Hebden (Ext 4424)

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 site area of 0.5 hectares or more* ~~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](#) .

Biodiversity Gain Plan

Required for the following types of applications:

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

When:

- *Net increase of 1 or more dwellings*
- *New commercial/leisure buildings*

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.

Ecological Assessment

Required for the following types of 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.

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:

- All sites within Flood Risk Zones 2 & 3
- Sites of 1 hectare or more in area in Flood Risk Zone 1

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 historical features may be affected; or*
- *Development within a Conservation Area; or*
- *Development affecting a Listed Building either directly or its setting*

Landscaping Assessment

Required for the following types of major applications*:

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

When

- *In areas identified in the local plan as being of special landscape quality*

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.

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 gain 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 all noise sensitive developments e.g. 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

Self & Custom Build Checklist

Required for the following applications:

- *Full planning applications*
- *Outline planning applications*
- *Reserved Matter applications*

- *Change of use applications*

When

- *All new residential development with a net increase of 40 or more dwellings or sites that feature as part of a cluster of adjoining development sites which shall be considered cumulatively.*

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 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~~ *All applications for cafes, restaurants, pubs, take aways or industrial premises.*

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

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

Comprehensive Masterplans

Required for:

- Initial planning application(s) for Welborne

Ecological Assessment

Required for:

- Initial planning application(s) for Welborne

Employment and Training Plan

Required for:

- Initial planning application(s) for Welborne

Energy Strategy

Required for:

- All planning application(s) for Welborne

Flood Risk Assessment

Required for:

- Initial planning application(s) for Welborne

Framework Travel Plan

Required for:

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

Heritage Strategy

Required for:

- Initial planning application(s) for Welborne

Infrastructure Delivery Plan

Required for:

- Initial planning application(s) for Welborne

Landscaping Scheme (detailed)

Required for:

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

Landscaping Scheme (Structural)

Required for:

- Initial planning application(s) for Welborne

Open Space and Green Infrastructure strategy

Required for:

- Initial planning application(s) for Welborne

Phasing Plan

Required for:

- Initial planning application(s) for Welborne

Site wide Viability assessment

Required for:

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

Strategic Design Codes or Design Principles Documents

Required for:

- Initial planning application(s) for Welborne

Structuring Plan (including parameter plans)

Required for:

- Initial planning application(s) for Welborne

Transport Framework and Transport Assessment

Required for:

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

Waste Water Strategy

Required for:

- All planning applications for Welborne

Definitions:

Affordable Housing Statement

Affordable Housing is an aim of the National Planning Policy Framework and is required through Policy CS18 of the Fareham Borough Core Strategy *and Policy HP5 of the emerging Local Plan*, 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.

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 Statin 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

Biodiversity Gain Plan

The Biodiversity Gain Plan must:

- *Quantify the pre and post development biodiversity value of the site using either the DEFRA biodiversity metric or if appropriate the Small Sites Biodiversity Metric with an explanation of the condition scores set out in the DEFRA guidance. Plans of the site (and of any areas on which off-site mitigation is proposed) must be provided together with Excel copies of the completed relevant metrics to demonstrate how the metric conclusions were reached.*

- *Identify how a gain of at least 10% BNG can be achieved ensuring that the proposed habitat is provided onsite in the first instance followed by either a combination of onsite and partial offsite or completely offsite and that the proposed habitat is on a 'like for like' basis and avoids the 'trading down' e.g., replacing rare habitat with much more common habitat.*
- *Demonstrate that proposals have followed the 'mitigation hierarchy': avoiding habitat loss where possible; minimising the extent of negative impacts that can't be avoided; restoring degraded ecosystems where negative impacts can't be avoided or minimised; compensating for any residual negative impacts and ensuring at least 10% net gain.*
- *Demonstrate that proposals maximise the connectivity of the proposed habitat with habitat in the wider area to avoid fragmented or isolated habitat.*
- *Confirm how the proposed BNG habitats will be implemented, managed, maintained, monitored and funded for a minimum of 30-years.*

Brownfield De-Minimis Sites

If the site is exempt from having to provide a biodiversity net gain of 10% the Biodiversity Gain Plan must instead demonstrate that:

- *The site does not contain any priority habitat*
- *The provision of 10% biodiversity net gain would not be viable*
- *Where possible, appropriate measures have been incorporated into the proposed development to enhance biodiversity*

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.

Ecological Assessment

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of them. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992.

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an environmental statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in [National Planning Policy Framework](#) . The Council has developed a biodiversity [checklist](#)  to give detailed validation requirements for biodiversity and geological conservation.

Energy Strategy (Welborne)

The Energy Strategy must demonstrate how the development will:

- i. Optimise energy efficiency by minimising the use of energy through design, layout, orientation, landscaping and materials;

- ii. Achieve high energy efficiency standards for all buildings, including meeting the Passivhaus Standard if appropriate; and
- iii. Secure energy supply, maximising the use of low or zero carbon technologies including district energy networks

Flood Risk Assessment

A flood risk assessment (FRA) will be required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3 as designated by the Environment Agency. A FRA will be required for any development other than minor development in a designated critical drainage area which has been notified to the local planning authority by the [Environment Agency](#). The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including sustainable drainage systems (SUDs) and address the need for safe access to and from the development in areas at risk of flooding. The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any strategic flood risk assessment.

The FRA should form part of an environmental statement when one is required by The [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2011](#). [National Planning Policy Framework](#) provides guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Flood Risk Assessment (Welborne)

In addition to the above guidance:

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

The development of Welborne shall manage flood risk, in accordance with the findings of the site-specific flood risk assessment through the integration of Sustainable Drainage Systems (SuDS). A comprehensive SuDS Strategy showing the principles of delivery, future management and maintenance across Welborne, shall be prepared and submitted with the initial planning applications.

Foul Sewage and Utilities Assessment

All new buildings need separate connections to foul and storm water sewers. If your application proposes to connect a development to the existing drainage system, you should show details of the existing system on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers¹. 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 *to accompany a formal planning or listed application* will vary depending on the *exact scope and circumstances* of each application. ~~You Applicants~~ are advised to discuss proposals *in advance* 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~~ *The Council also offers a pre-application advice service that we encourage applicants to use in advance of the submission of a formal application.*

For applications for listed building consent (*or applications affecting locally listed buildings*), a written statement *outlining the potential impact of the proposals on the special architectural and historic interest of the building and its historic fabric* will be *required in support of any application*. ~~This should include that includes a detailed schedule of proposed works to the listed building(s), relevant historical information~~

and an assessment of the impact on the overall character of the building or structure.
~~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 purposes physically affecting historic properties* a structural survey may be required in support of an application for listed building consent *and planning permission*.

For applications either related to or impacting on the setting of heritage assets *and Conservation Areas (including listed buildings, locally listed buildings and scheduled ancient monuments)* a written statement that includes plans *and photographs* showing historic features that may exist on or adjacent to the application site will be required. *This includes* including listed buildings and structures, historic parks and gardens, ~~historic battlefields~~ and scheduled ancient monuments. *This should also include* 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.

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](#) .

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 Assessment and Enhancement Scheme

Assessment

Applications within Areas of Special Landscape Quality (as set out in Policy DS3 of the emerging Local Plan) are expected to submit a proportionate Landscape Assessment, that demonstrates the proposal satisfies the specific development criteria contained within the Council's Landscape Sensitivity Assessment for the character area in which the development is located.

In referring to the Council's Landscape Sensitivity Assessment, this relates to Part 2 of the Landscape Assessment where each Landscape Character Area (LCA) is further broken down into Local Landscape Character Areas (LLCA) and described in terms of sensitivity to development and ability to accommodate change. This sensitivity relates to four elements:

- 1) The area as part of the Borough's landscape resources*
- 2) The area as part of the visual environment enjoyed within the Borough (it's visual amenity)*
- 3) The area as part of the setting and identity of urban areas within the Borough*
- 4) The areas as part of the Green Infrastructure Network within the Borough*

Enhancement

After providing a sensitivity assessment for each LLCA in the four categories enhancement opportunities should be provided.

A comprehensive mitigation and enhancement scheme should be provided to ensure that the development is able to successfully integrate with the landscape and its surroundings. The Landscape scheme should be proportionate to the development proposed and shall be in accordance with the enhancement opportunities specified in the Council's Landscape Sensitivity Assessment.

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 *together with confirmation of the location of any electric vehicle charging points*. 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))

Self & Custom Build Checklist

The self and custom build checklist must include:

- A plan showing the location and phased provision of the self/custom build plots together with the access to the self/custom build plots.*
- A Delivery Statement confirming the way in which the development will be provided e.g. the sale of plots to private individuals; the sale of plots to private individuals with a 'design and build' contract; the sale of land to a developer to sell to a third party; or a partnership with an enabling developer. (Required so that it can be ascertained whether the development accords with the Housing and Planning Act's (2016) definition of a custom or self-build dwelling.)*
- A Design Code setting out the design philosophy and how the development will integrate with the character and visual appearance of the locality. The following table provides an example of the parameters that a Design Code may address:*

Design Parameters	Example Considerations
Density	Site coverage/plot ratio, dwellings per hectare, higher/lower density phases/areas
Street network	Street and building pattern and connectivity

<i>Views, vistas and outlook</i>	<i>Relationship to heritage assets, topography, corridors and backdrops</i>
<i>Landscape</i>	<i>Purpose and function, trees: species, numbers and placement</i>
<i>Streetscape and building lines</i>	<i>External materials and boundary treatments, eaves and rooflines, corner treatments, focal points, set-backs boundary treatments. Frequency, pattern and scale of building features such as windows, doors, porches, balconies and other architectural features, including material and colour.</i>
<i>Building and active frontages</i>	<i>Set back distance, front gardens and threshold space, active frontage purpose and orientation.</i>
<i>Building types</i>	<i>Detached, semi-detached, terraced/town house flats.</i>
<i>Plot form</i>	<i>Proportion, plot size (m²), plot width and depth, minimum garden size, maximum proportion of plot that may be developed, parameters of dwelling position on plot, minimum distances from boundaries.</i>
<i>Building form and orientation</i>	<i>Storey heights, building mass, building orientation, position on plot, frontage and outlook.</i>

- *Confirmation of how and when the development will be marketed (a marketing strategy.)*
- *A Plot Passport summarising the design parameters for each plot. Plot passports are a useful way of helping private home builders understand what they can build on their plot. They are also used to market the plots.*

Plot passports should confirm: the plot location; plot size, back to back distances; building lines; scale, servicing, utilities, building height, gross internal area parameters, proximity to neighbouring buildings, developable footprint, boundary treatments, parking and cycle storage and side space requirements.

Space Standards Checklist

The [Fareham Borough Design Guidance SPD and Policy D5 of the emerging Local Plan](#) 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 wastewater conveyance and treatment solution for Welborne, including details on the phasing of new wastewater infrastructure.