

# FAREHAM

## BOROUGH COUNCIL

### Report to Planning Committee

**Date**                    **11 September 2013**

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

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

#### **SUMMARY**

A report was presented to Committee on 19th June 2013 which presented proposed changes to reduce the overall level of information required for the validation of planning applications. An 8 week period of consultation was undertaken on the proposed changes which concluded on the 16 August 2013.

This report sets out the results of the consultations and the assessment by officers'. It also advises of further changes to legislation which also impact upon the recommendations put forward.

Further changes to the Local Requirements List are assessed and set out in summary in the report, with reasoning and subsequently in a revised Matrix and List.

#### **RECOMMENDATION**

Members are recommended to agree the proposed changes which have been carefully considered in the context of legislation and consultation responses received and which are considered to strike the balance between the maintenance of appropriate levels of information for effective decision making and simplifying the validation process for applicants.

## **INTRODUCTION**

1. A report was presented to Committee on 19th June 2013 advising members of the need to review the levels of information required locally in order to validate planning applications. The report presented proposed changes to reduce the overall level of required information in line with Central Government aims to make the submission of planning applications less onerous where possible.
2. At that meeting members resolved that the proposed changes to Fareham Borough Council's Local Requirements, shown in Appendix B to that report, be approved for public consultation.
3. An 8 week period was allowed for consultation with statutory and local consultees and with regular planning agents. The Review has been available to view on the Council's website. A workshop was also held at the Council Offices on 9th August 2013, attended by the Planning Chairman and the Head of Development Management and Trees. Although this was not well attended, a number of useful issues arose and were discussed in open forum.
4. On 25th June 2013 the Government introduced further legislation allowing applicants the opportunity to lodge appeals when they believed unreasonable information was being sought at the validation stage. An applicant may challenge the requirement to submit additional information prior to validation of an application if that information is:  
  
Considered not reasonable having regard, in particular, to the nature and scale of the proposed development; or  
  
Not about a matter which it is reasonable to think will be a material consideration in the determination of the application;
5. In view of all the foregoing, officers have considered the revisions previously put to Committee further, together with the comments received following the public consultation which ended on 16 August 2013.
6. In terms of written responses, only two responses were received from external consultees (Natural England and Hampshire County Council) and one written response from a planning agent. A small number of responses were received from other sections within Fareham Borough Council.
7. The following is a summary of the consultee responses. This is then followed with a section setting out officers further recommendations.

## **SUMMARY OF RESPONSES**

### **Air Quality Management**

8. Environmental Health Officer -

This requirement appeared to be missing from the Matrix.

## **Biodiversity**

### 9. County Ecologist –

Suggests that Policy Drivers should include Core Strategy/Saved Policies CS4, CS17 and C18. A Biodiversity Checklist should support all planning applications but in order to simplify this, a separate 'householder checklist' could be adopted similar to Test Valley District.

### 10. Natural England –

Biodiversity Checklist should include requirement to assess impacts on Statutory Designated Sites and priority habitats and species highlighted in Biodiversity Action Plans (BAP).

## **Land Contamination Assessment**

### 11. Environmental Health Officer -

A number of changes in respect of the type of information required and available advice are suggested.

## **Transport**

### 12. Hampshire County Council –

The Local Requirements are divided into three transport elements:

Parking Provision – the proposals are supported.

Transport Assessment – this is supported however reference could be made under guidance to the Department of Transport's 'Guidance on Transport Assessments' which also refers to Transport Statements which should also be referred to in the Local Requirements.

Travel Plans – Whilst this is supported the County Council has identified thresholds of development where it considers that a Travel Plan is necessary, these being:

<b>Land Use</b>	<b>Threshold</b>
Residential	100 units
Commercial B1 and B2	2500sq.m.
Commercial B8	5000sq.m.
Retail	1000sq.m.
Education	2500sq.m.
Health Establishments	2500sq.m

	Care Establishments	500sq.m. or 5 bedroom	
	Leisure: General	1000sq.m	
	Leisure: Stadia, ice rinks	All (1500 seats)	
Under	Miscellaneous Commercial	500sq.m	the heading of 'guidance' it is

suggested that the county council's 'guidance on development related travel plans' also be cited.

Finally, the county council suggests that in order to avoid later changes in development proposals/approved plans etc. developments involving new streets should be supported by stage 1 or 2 road safety audits with designers' responses.

### **Trees**

13. Through correspondence and at the workshop a number of agents raised issue with what are seen to be onerous requirements with regard to tree survey information and in particular the trigger for provision of survey and method statement submissions.

There were a number of suggestions as to what should represent the trigger including:

- If there are trees subject to a tree preservation order within or adjacent the site which may be affected
- If the proposed development would encroach within the canopy or the height of existing trees.

The issue is that surveys are expensive and may be unnecessary if a site is large and trees are located so as to be clearly unaffected by a proposed development.

## **PROPOSED FURTHER AMENDMENTS TO LOCAL REQUIREMENTS ARISING FROM CONSULTATIONS AND FURTHER LEGISLATION**

### **Air Quality Management**

14. The requirement had been originally missed from the Matrix in error. The importance of air quality management and Air Quality Management Areas is supported through National Policy. However, the issue that officers have with maintaining this as a validation requirement is that there are no simple 'triggers' through which to determine when or where the relevant information should be sought. Consequently to do so could be challengeable.

In officers' view this information category is best left to discussions with applicants during the pre-application process, and the consideration of individual cases, and it is therefore proposed to delete this from the local requirements list.

### **Biodiversity**

15. The proposal from the County Ecologist suggests using a shorter Biodiversity checklist for householders (at present the checklist for all applications is the same).

In the view of Officers it is relatively onerous to require householder applicants to complete extensive checklists when submitting their proposals. Officers would suggest at this stage that biodiversity checklists are not sought on householder proposals, but clearly if an impact upon protected species or designated sites comes to light during the decision making process further information should be sought.

### **Land Contamination Assessment**

16. The proposed changes are considered to be minor and assist in clarity and are therefore recommended.

### **Landscape Details**

17. A number of changes are proposed for both consistency and clarity. Reserved matters (landscaping) has been removed from the application type list since this is self-explanatory and any application would have to be accompanied by the relevant information and this does not require stipulation.

Further consideration has been given to the scale of development which should trigger an 'up front' landscaping requirement. It is commonly the case that landscaping is required by planning condition so that the trigger for the provision of details at validation should be set relatively high. Officers are of the view that it is only supportable to make this requirement for major applications. Nonetheless it is considered that the detail of the planting may be subject to condition and this level of information has been deleted from the 'type of information required'.

### **Lighting Assessment**

18. This remains broadly unaltered but the information required has been simplified and clarified.

### **Noise**

19. This remains broadly unaltered but the triggers have clarified.

### **Open Space**

20. This remains broadly unaltered but the information required has been simplified and clarified.

### **Parking Provision**

21. This remains broadly unaltered but the information required has been simplified and clarified.

### **Town Centre Uses**

22. This remains broadly unaltered although the definition of town centre uses has been expanded to reflect the broadened scope of town centre uses promoted in current national guidance.

## **Transport**

23. The list of identified thresholds for the provision of Travel Plans is considered to represent a positive move in quantifying the trigger for this requirement thereby avoiding unnecessary work on the part of applicants.

The suggestion that stage 1 or 2 Road Safety Audits be sought on developments involving new streets, however is not supported. The requirements at validation can only be sought if they are required in order to be able to determine the planning merits of the application. The Planning Authority does not become involved in the detailed design of adoptable streets. The aim of the County Council appears to be to make the Section 38 highways agreements process easier which is not considered to be a reasonable basis to potentially prevent the registration of planning applications.

## **Trees**

24. The concerns expressed are considered to be reasonable. Nonetheless trees represent an important environmental asset and not all trees are preserved.

Tree survey work can be expensive and many properties have trees within their boundaries such that for householder developments it can be an unreasonable burden at validation to require a survey simply if there are trees within the site (these may be some distance from the development proposed or not worthy of retention). The existence of trees can be picked up during the assessment of an application and further information sought where necessary. It is therefore proposed that tree surveys are not sought for all householder applications but only where there are TPO trees or trees within Conservation Areas immediately adjacent to proposals (on or off site) which may be affected.

For other developments it is considered appropriate to extend the requirement for a survey to those sites where there are trees within the site (whether or not subject to a TPO) but only if the trees may be affected by the proposed development.

## **RECOMMENDATION**

Members are requested to confirm and agree the proposed further changes to the "Local Requirements" as set out in the attached amended Matrix (Appendix A) and Amended List (Appendix B).

### **Background Papers:**

Town and Country Planning (Development Management Procedure) Order 2010

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

The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013

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

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

## APPENDIX A – REVISED LOCAL REQUIREMENTS MATRIX

Information Item	Policy Driver	To be applied to - Application type Subject to	+Trigger	Geographic Location	Type of information required	Further Assistance at
Affordable Housing Statement	NPPF Core Strategy Policy - CS18	Full Outline	All residential schemes with net gain of 5 or more dwellings or which form part of a larger site capable of doing so	District Wide ← Only where	Statement on level of provision offered; how provision will be made; where appropriate, number and type of dwellings offered and proposed tenure	Affordable Housing SPD
Air Quality Management	NPPF CS16	Full Outline Reserved Matters	<i>Major developments which are likely to result in a material impact upon air quality particularly in or adjacent to Air Quality Management Areas</i>	District Wide ← Only where	<i>Statement on what measures have been included in the application to reduce carbon and other pollutant emissions</i>	<i>Development Control: Planning for Air Quality (2010 update) EPUK (Para. 5.6 page 14)</i>
Biodiversity Report and Survey	NPPF Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010  The Conservation of Habitats and Species Regulations 2010 [SI No. 2716]  Circular 06/2005  CS4 CS17 C18	Full Outline Reserved Matters Conservation Area Consent Listed Building Consent Hedgerow Removal Notice	Following completion of a Biodiversity Checklist -  • Any development that may affect a nationally designated habitat. These sites can be identified through the web pages at Natural England (this is an external web-site). • Any development that may affect a locally designated nature conservation habitat. These sites can be identified through the Fareham Borough Local Plan Proposals Map at the planning portal (this is an external web-site). • Any development that may have an impact on a protected species. Visit Hampshire Biodiversity Information Centre (this is an external web-site) for information and help.	District Wide	Biodiversity Checklist  Ecological survey to identify any potential ecological interest. Method and timetable for follow up survey work if ecological interest found	Natural England  <a href="http://www.natureonthemap.naturalengland.org.uk">www.natureonthemap.naturalengland.org.uk</a>  <a href="http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/">www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/</a>  <a href="http://www.hants.gov.uk/biodiversity/hbic">www.hants.gov.uk/biodiversity/hbic</a>  planning portal

Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Land Contamination Assessment	Core Strategy Policies CS17  Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Householder Outline Full	All sites within 250 metres of a currently licensed or historic landfill site and where former uses may have contaminated land and/or the land is known to be contaminated	District Wide  ← Only where	An assessment of likely land contamination on and/ or off site and the potential impact of this upon the proposed use ; Details of any land contamination or geotechnical survey work undertaken or proposed ; Details of proposed mitigation or remediation schemes as appropriate	Agency Public Register, Environmental Permits (waste operations)  Environmental Health section of Fareham Borough Council.
Community Involvement	Local Development Framework - Statement of Community Involvement 2011	Outline Full Prior Notifications (telecom)	Major Applications e.g. 10 or more dwellings, large scale development (1000sq.m +), retail distribution  Other applications of significant impact or controversy	District Wide	Statement setting out level of pre-application publicity and results	Local Development Framework - Statement of Community Involvement 2011
Flood Risk Assessment	NPPF Core Strategy Policy - CS15  Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Householder Full Outline Reserved Matters	All sites Flood Risk Zones 2 & 3. Sites of 1 ha or more in Flood Risk Zone 1	District Wide  ← Only where	Assessment of how the proposed development takes account of flood risk at the site	Environment Agency - Flood



Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Foul Sewage and Utilities Statement	Core Strategy Policy CS17	Full	If the proposed development results in any changes or replacement to an existing system or the creation of a new one. All applications in areas where existing sewage flooding takes place.	District Wide	Full statement of how the proposed development will prevent additional outflow pressure on existing system	
Heritage Statement	NPPF Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Full Outline Full with listed building consent Listed building consent Conservation area consent Householder with listed building consent Householder with conservation Area Consent	Where archaeological or historical features or remains may be affected	District Wide - Conservation Areas Listed Buildings or	Statement covering the historic importance of the site; why the development is sought; aim of the development; how the development will take account of the historic interest; any resultant enhancement or mitigation as appropriate.	<a href="http://www.heritagegateway.org.uk/gateway/">http://www.heritagegateway.org.uk/gateway/</a>  The National Heritage List for England   English Heritage  <a href="http://www.fareham.gov.uk/pdf/planning/desaccesslb.pdf">http://www.fareham.gov.uk/pdf/planning/desaccesslb.pdf</a>
Landscaping Details	Core Strategy Policy CS17	Full Reserved Matters (Landscaping) Outline	All residential involving more than a single dwelling and commercial development excluding change of use.  Major Applications e.g. 10 or more dwellings, large scale development (1000sq.m +),	District Wide	Assessment of site surroundings; survey of existing vegetation; assessment of how and where retained and new landscaping will mitigate any harm caused; scheme identifying, position, number, size and species of proposed planting	

Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Lighting Assessment	Core Strategy Policy CS17	Outline Full	where significant external lighting is proposed, i.e. flood lighting, lit areas of car parking, new street lighting	District Wide	Statement of need for and extent of proposed lighting; details and specifications of lighting	<i>The Institution of Lighting Engineers "Guidance Notes For The Reduction Of Obtrusive Light"</i>
Noise Impact Assessment	Core Strategy Policy CS17	Outline Full	<i>Noise generating development such as B2 located near to noise sensitive areas i.e. residential. including all B2 applications.</i>  Noise sensitive developments, e.g. housing located near to a source of noise, e.g. motorway, industrial site	District Wide	Statement of noise generating operations; survey of ambient noise levels; details of likely noise levels and means of mitigation for noise generating uses  Survey of surrounding noise levels and statement of mitigation as appropriate for noise sensitive uses <i>both indoor and outdoor</i>	<i>WHO (World Health Organisation) guidelines for community noise</i>  <i>BS 8233:1999 Sound insulation and noise reduction for buildings - code of practice</i>
Open Space Assessment	Core Strategy Policy CS21	Outline Full	Where the proposed development is on existing public open space.	District Wide	Loss of open space - survey of local open space provision and <i>evidence statement</i> to demonstrate that the loss will not be <i>harmful contrary to Policy CS21</i> and that adequate facilities remain available for existing and proposed development or alternative provision will be made.	Open Space SPG

Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at
Parking Provision	Core Strategy Policies CS5 & CS17	Householder Full Reserved Matters (Layout)	Householder - only where additional bedrooms are proposed or where existing parking is lost  All other development - where new dwellings or new floorspace involved	District Wide	Statement and schedule of car parking provision as Existing and as proposed parking layouts	Residential Car & Cycle Parking Standards Supplementary Planning Document November 2009
Telecommunications supplementary information	NPPF Policy FS7	Full Prior notifications for telecommunications development	All	District Wide	Full information matters such as area of search, details of consultation undertaken, proposed structure, technical justification and declaration of compliance with ICNIRP	
Town Centre Uses— Evidence including retail, offices, food and drink, and leisure (cinemas, intensive sport and recreation, theatres, cultural facilities and Hotels)	NPPF Core Strategy Policy CS3	Outline Full	Where proposed at edge of centres and out of centre locations	District Wide	Statement of results and findings of sequential testing	<i>DCLG – Planning for Town Centres – Practice Guidance on need, impact and the sequential approach</i>
Transport Assessment	Core Strategy Policy CS5 Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Outline Full	Major development where the development has significant transport implications.	District Wide	The detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.	

Information Item	Policy Driver	To be applied to - Application type Subject to	Trigger	Geographic Location	Type of information required	Further Assistance at																						
Travel Plan	Core Strategy Policy CS5  Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010)	Outline Full	Major development where the development has significant transport implications, <i>subject to following thresholds</i>  <table border="1"> <thead> <tr> <th>Land Use</th> <th>Threshold</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>100 units</td> </tr> <tr> <td>Commercial B1 and B2</td> <td>2500sq.m.</td> </tr> <tr> <td>Commercial B8</td> <td>5000sq.m.</td> </tr> <tr> <td>Retail</td> <td>1000sq.m.</td> </tr> <tr> <td>Education</td> <td>2500sq.m.</td> </tr> <tr> <td>Health Establishments</td> <td>2500sq.m.</td> </tr> <tr> <td>Care Establishments</td> <td>500sq.m. or 5 bedroom</td> </tr> <tr> <td>Leisure: General</td> <td>1000sq.m.</td> </tr> <tr> <td>Leisure: Stadia, ice rinks</td> <td>All (1500 seats)</td> </tr> <tr> <td>Miscellaneous Commercial</td> <td>500sq.m.</td> </tr> </tbody> </table>	Land Use	Threshold	Residential	100 units	Commercial B1 and B2	2500sq.m.	Commercial B8	5000sq.m.	Retail	1000sq.m.	Education	2500sq.m.	Health Establishments	2500sq.m.	Care Establishments	500sq.m. or 5 bedroom	Leisure: General	1000sq.m.	Leisure: Stadia, ice rinks	All (1500 seats)	Miscellaneous Commercial	500sq.m.	District Wide	A <i>Framework</i> Travel Plan in line with Hampshire County Council guidance to identify how the proposed development will encourage multi modal travel and reduced reliance upon the private car.	Hampshire County Council Environment Department - A Guide To Development Related Travel Plans - January 2009
Land Use	Threshold																											
Residential	100 units																											
Commercial B1 and B2	2500sq.m.																											
Commercial B8	5000sq.m.																											
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Education	2500sq.m.																											
Health Establishments	2500sq.m.																											
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Leisure: General	1000sq.m.																											
Leisure: Stadia, ice rinks	All (1500 seats)																											
Miscellaneous Commercial	500sq.m.																											
Tree Survey/Method Statement/Tree Protection Plan	Core Strategy Policy CS17	Full Outline Householder <del>Tree works</del>	Householder – Where there are trees within <del>falling distance of the proposed development</del> <i>are trees protected by tree preservation orders or Conservation Area status close to the proposals (on or off site) which may be affected.</i>  All other sites where there are trees on the site <del>or where there are trees on adjacent land</del> that may be affected by the proposed development.	District Wide	Survey of existing trees; schedule of proposed works; tree protection details; statement identifying methods of construction to minimise harm to retained trees	BS 5837:2012																						
Ventilation/Extraction (impact) report	Core Strategy Policy CS17	Full/Change of Use Reserved Matters (layout and appearance)	All A3/A4/A5 and B2 uses	District Wide	Report identifying type and position of equipment; assessment of visual impact and noise implications																							

## APPENDIX B

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

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

### Document types:

#### Affordable housing statement

##### *Required for*

- Full planning applications
- Outline planning applications

##### *When*

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

#### Air quality assessment

##### *Required for*

- ~~Full planning applications~~
- ~~Outline planning applications~~
- ~~Reserved Matters~~

##### *When*

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

#### Biodiversity survey and report

##### *Required for*

- Full planning applications (excluding householder proposals)
- Outline planning applications
- *Reserved Matters*

*When*

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

## Community involvement

*Required for*

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

*When*

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

## (Land) Contamination assessment

*Required for*

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

*When*

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

### Environmental [impact assessment] Statement

#### *Required for*

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

#### *When*

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

### Flood risk assessment

#### *Required for*

- Full planning applications
- Outline planning applications
- Householder applications

#### *When*

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

### Foul sewage and utilities assessment

#### *Required for*

- Full planning applications

#### *When*

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

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

#### *Required for*

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

*When*

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

Landscaping details

*Required for*

- Full planning applications
- *Outline planning applications*
- ~~Reserved matter applications for landscaping~~

*When*

- *Major Applications e.g. 10 or more dwellings, large scale development (1000sq.m +)*
- ~~All residential involving more than a single dwelling and commercial development excluding change of use.~~

Lighting assessment

*Required for*

- Full planning applications
- Outline planning applications

*When*

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

Noise impact assessment



### *Required for*

- Full planning applications
- Outline planning applications

### *When*

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

### Open space assessment

#### *Required for*

- Full planning applications
- Outline planning applications

#### *When*

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

### Parking provision

#### *Required for*

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

#### *When*

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

### Photographs and photo montage

#### *Required for*

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

*When*

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

Planning statement

*Required for*

- ~~All applications excluding householder~~

*When*

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

Site waste management plan

*Required for*

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

*When*

- ~~All residential and commercial~~

Telecommunications development – supplementary information

*Required for*

- Full planning applications
- Prior notifications for telecommunications development

*When*

- All

Town centre uses – evidence to accompany applications

### *Required for*

- Full planning applications
- Outline planning applications

### *When*

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

### Transport assessment (TA)

#### *Required for*

- Full planning applications
- Outline planning applications

#### *When*

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

### Travel plan

#### *Required for*

- Full planning applications
- Outline planning applications

#### *When*

- *Major development where the development has significant transport implications, subject to following thresholds*

<b>Land Use</b>	<b>Threshold</b>
Residential	100 units
Commercial B1 and B2	2500sq.m.
Commercial B8	5000sq.m.
Retail	1000sq.m.
Education	2500sq.m.
Health Establishments	2500sq.m
Care Establishments	500sq.m. or 5 bedroom
Leisure: General	1000sq.m

Leisure: Stadia, ice rinks	All (1500 seats)
Miscellaneous Commercial	500sq.m

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

### Tree survey/arboricultural assessment

#### *Required for*

- Householder
- Full planning applications
- Outline planning applications
- ~~Tree works~~

#### *When*

- *Householder - Where there are trees on or adjacent to the proposals, protected by tree preservation orders or conservation area status, which may be affected.*
- All sites where there are trees ~~on the site~~ ~~Sites where there are trees on adjacent land~~ and that may be affected by the proposed development.

### Ventilation/extraction (impact) report

#### *Required for*

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

#### *When*

- All A3/A4/A5 and B2 uses

## Definitions

### Affordable housing statement

~~[Where local plan policies or supplementary planning document guidance require affordable housing to be provided]~~ *Affordable Housing is an aim of the National Planning Policy Framework and is required through Policy CS18 of the Fareham Borough Core Strategy which is further amplified through the Affordable Housing Supplementary Planning Document. We may need information about both the*

affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should include details of any registered social landlords acting as partners in the development.

### Air quality assessment

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

### Biodiversity survey and report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of them. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an environmental statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in planning policy statement 9: biodiversity and geological conservation (PPS9) (August 2005), PPS9 is accompanied by a Government circular: biodiversity and geological conservation – statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra circular 01/2005 and planning for biodiversity and geological conservation: a guide to good practice

]. *National Planning Policy Framework*. Hampshire County Council The Council has developed a biodiversity [checklist](#) to give detailed validation requirements for biodiversity and geological conservation.

### Environmental impact assessment

~~[The Town and Country Planning (environmental impact assessment) regulations (SI 1999/293), as amended] *The Town and Country Planning (Environmental Impact Assessment) Regulations 2011* set out the circumstances in which an environmental impact assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where an EIA is required, schedule 4 to the regulations sets out the information that should be included in an environmental statement. The information in the environmental statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a screening opinion (i.e. to determine whether an EIA is required) from us before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.~~

### Flood risk assessment

A flood risk assessment (FRA) will be required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3 as designated by the Environment Agency. A FRA will be required for any development other than minor development in a designated critical drainage area which has been notified to the local planning authority by the [Environment Agency](#). The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including sustainable drainage systems (SUDs) and address the need for safe access to and from the development in areas at risk of flooding. The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any strategic flood risk assessment. The FRA should form part of an environmental statement when one is required by the ~~[Town and Country Planning (environmental impact assessment) (England and Wales) regulations 1999 as amended] . *The Town and Country Planning (Environmental Impact Assessment) Regulations 2011*. [Planning policy statement 25: development and flood risk (December 2006) and its associated practice guide] ] *The National Planning Policy Framework* provides guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.~~

### Foul sewage and utilities assessment

All new buildings need separate connections to foul and storm water sewers. If your application proposes to connect a development to the existing drainage system, you should show details of the existing system on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers<sup>1</sup>. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297. If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land. An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

As the applicant, you should demonstrate:

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

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

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

The scope and degree of detail needed in a heritage statement will vary depending on the circumstances of each application. You are advised to discuss proposals with either a planning officer or a conservation officer before making an application. The following is a guide to the sort of information that we may need for different types of application.

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

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

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

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an area of archaeological potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the heritage statement.

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

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



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

### Land contamination assessment

Applications may also need to be accompanied by a land contamination assessment [~~which should include an extended assessment of contamination in line with planning policy statement 23: planning and pollution control (November 2004)~~]. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. To identify whether a site could be affected by contaminants in the ground it will be necessary to consider the following;

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

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

### Landscaping details

*Where required, applications should 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. *If detailed planting is not provided then a planning condition may be considered appropriate to secure this at a later stage.*

### Lighting assessment

Significant 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 *and specifications* of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. *Lighting in the countryside: towards good practice (1997) and The Institution of Lighting Engineers "Guidance Notes For The Reduction Of Obtrusive Light"* are valuable guides for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

### Noise assessment

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. [Further guidance is provided in planning policy guidance 24: planning and noise (September 1994) [↗](#).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. ~~Planning consent is not normally given for development of existing open spaces which local communities need. However,~~ In the absence of a robust and up-to-date assessment by ~~a~~ the local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. [~~National planning policy is set out in~~] [planning policy guidance note 17: planning for open space, sport and recreation (July 2002)] [↗](#)  
*Information and data on Open Space in Fareham is provided within the Supplementary Planning Guidance – Open Space(modified 1 April 2012)*

### Parking provision

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

### Photographs and photomontages

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

### Planning statement

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

### Site waste management plan

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

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

### Statement of community involvement

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

### Telecommunications development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the

proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [code of practice on mobile network development \(2002\)](#).

### Town centre uses – evidence to accompany applications

~~Planning Policy Statement 6: Planning for Town Centres (March 2005)<sup>3</sup>, sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. *The National Planning Policy Framework provides up to date advice concerning the application of the sequential test for town centre uses and the type of uses that are considered to be appropriate to town centres.* The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.~~

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

### Transport assessment

~~Planning policy guidance 13 transport (March 2001)  advises that a transport assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. *The National Planning Policy Framework provides up to date advice concerning the status of Transport Assessments.* The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance can be found in Guidance on Transport Assessment, (March 2007) published by the Department for Transport.~~

### Travel plan

~~*The National Planning Policy Framework provides up to date advice concerning the status of Travel Plans.* A travel plan should be submitted alongside planning applications which are likely to have significant transport implications[, as advised by [planning policy guidance Note 13: transport \(DETR, 2001\), paragraphs 87-91](#)]. *The need for a travel plan is based upon the scale of the proposed development as set out above. Initially only a Framework Travel Plan need be submitted as the detail will be subject to agreement with Hampshire County Council as Highway Authority.* Further advice is available in "Using the planning process to secure travel plans: best~~

practice guide ODPM and DfT, 2002" (forthcoming revised guidance), also making residential travel plans work: good practice guidelines for new development [🔗](#): DfT and A guide to development related travel plan (Addison & Associates) *and A Guide To Development Related Travel Plans - January 2009 by Hampshire County Council*.

### Tree survey/arboricultural implications

*In the case of Householder development, where there are trees within or adjacent to the site subject to a Tree Preservation Order or within a Conservation Area which may be affected; for other developments where there are trees within the application site that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837:2012 ~~;~~ ~~[Trees in relation to construction—~~ ~~Recommendations]~~ *Trees in relation to design, demolition and construction. Recommendations*. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.*

### Ventilation/extraction statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within use classes A3 (i.e. restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. hot food takeaways – use for the sale of hot food for consumption off the premises), ~~B1 (general business)~~ and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will be required for significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.