

Doncaster MBC

**Planning Application Requirements
&
Validation Checklist**

Consultation Draft April 2008

Doncaster MBC

Planning Applications Requirements

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1. Introduction

- 1.1 There is a growing expectation that the development control service will consider a wider range of issues and consult with an increasingly interested community with more efficiency and effectiveness. At the same time, planning authorities are expected to be able to offer greater certainty to developers about what might be expected of them when they submit applications and to be able to deliver decisions on time.
- 1.2 The purpose of this checklist is to provide clear guidance on the form and content of information required for the submission of planning applications. By providing checklists on the scope and extent of the information required applicants should have greater certainty of their responsibilities and the public and decision makers will be better informed about the development proposals leading to a more open, accessible and efficient service.
- 1.3 The **Part One Checklist** sets out the mandatory information requirements by different application types.
- 1.4 The **Part Two Checklist** sets out the additional information that the Doncaster MBC will require from applicants. This is arranged by information type, thresholds for its requirement and a general explanation of the issues that will need to be addressed. Where appropriate, each section is cross-referenced to further official guidance.
- 1.5 **Part Three Checklists** will be prepared for various standard application types (e.g. householder, listed building consent, consent to display advertisements etc) and will summarise the requirements of Checklists One and Two for the identified type. These will be produced as a 'tick list' for applicants to complete and submit with their applications.
- 1.6 This checklist is being launched in conjunction with the adoption of the national standard application form and follows the advice contained in the document, '***The Validation of Planning Applications: Guidance for local planning authorities***' (DCLG December 2007).
- 1.7 **Important** - This document has been prepared on the basis of current legislation and guidance. This will change over time and you should check the Council's website, www.doncaster.gov.uk for any updates.

2. Pre-Application Discussions

- 2.1 Pre-application discussions are widely recognised as enhancing the speed and quality of the planning system. They can help identify relevant issues and information requirements, so leading to greater certainty of both process and outcome. In particular, the discussions will help you identify which elements of the Part Two Checklist are relevant to your application.
- 2.2 For all but the most straightforward developments you are strongly recommended to contact the Development Control Service before submitting an application. Contact details can be found on the Council's website, www.doncaster.gov.uk.
- 2.3 The Major Projects Development Control Team will consult technical organisations within and outside the Council at the pre-application stage and will let you have a considered opinion about your proposal taking account of the comments received. There will be a charge for pre-application advice on the larger schemes (refer to pre-application advice on the Council's website). The Council will aim to provide a meeting and written advice within 28 days on those pre-applications that are subject to the charging scheme.
- 2.4 The more information that you provide at the pre-application stage, the more complete will be the Council's response. This should always include a draft design and access statement where one is needed for your application. At the same time, you should not approach the discussions with a closed mind. The officers will tell you honestly if they feel you have only a limited chance of making a successful application. In most cases, however, the information that you are given will help you to put your application forward in a form that has the best chance of success.

3. Community Involvement

- 3.1 There are instances where early discussion with the local community would be beneficial. What constitutes the 'local community' will vary dependent upon the locality and the scale/nature of your proposal (it could, for instance, be the immediate neighbours in the case of a small domestic extension or the Parish Council in the case of a more significant scheme). This can help identify local issues and possible solutions/ mitigation before a particular scheme is finalised and a planning application submitted. Guidance on how to do this can be given by the Development Control Officers. An explanation of the relevant consultations carried out should be included in your Design and Access Statement or as a separate statement.

4 Information Requirements

- 4.1 All applications for planning permission must include the information indicated in the relevant section of the Part One Checklist. The Part Two Checklist describes what supplementary information will be required to accompany planning applications for certain types and sizes of development and in certain locations.

The Part Three Checklist sets out the range of supplementary information requirements by different application types.

- 4.2 If your application does not contain the information listed in the Part One Checklist it will not be registered. You will be informed in writing of the requirements necessary to validate it. No further action will be taken until the necessary information is received. If you do not provide the information (or agree a date for its submission with the Council) within 28 days of being told that your application is invalid, the whole of the application will be returned to you.
- 4.3 You should check the other requirements for your application in the Part Two Checklist (and using the relevant Part Three Checklist where necessary and any pre-application advice as a guide) and submit the appropriate documents at the same time as you submit the application. If you consider that any element of the required information is not appropriate to your particular case you may mark the form accordingly and provide a written explanation in support of your opinion. The Council will take your written explanation into consideration in deciding whether your application is valid.
- 4.4 If your application does not include the relevant information listed in the Part Two Checklist and the Council does not accept any written explanation you have provided, it will not be registered. In these circumstances the Council will follow the procedure set out in paragraph 4.2 above.
- 4.5 If your application appears initially to be valid, but is later found to be invalid (for example, because of incomplete or inaccurate information), you will be advised in writing and the Council will follow the procedure set out in paragraph 4.2.
- 4.6 In most cases, the information requirements will be clear, but there may be circumstances where you disagree with the Council's view that your application is invalid. In these circumstances you have a right of appeal under section 78 of the Town and Country Planning Act 1990 on the grounds of non-determination within the prescribed timescale.
- 4.7 In addition to the information included in the checklists that is required to make an application valid, the Council also has powers (under section 62(3) of the Town and Country Planning Act 1990 and Regulation 4 of the Town and Country Planning (Applications) Regulations 1988) to direct an applicant to:
 - Supply any further information and, except in the case of outline applications, plans and drawings necessary to enable them to determine the application, or
 - Provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.
- 4.8 The need for the Council to exercise this power should be significantly reduced as a result of the new validation requirements, but, where it is necessary, the request

will be made in writing as soon as the need for it becomes clear and it will not affect the validity of your application.

- 4.9 The Council aims to determine all minor and other applications within 8 weeks of their receipt in a valid form and major applications in 13 weeks. To ensure a full assessment is made of your application it is essential that all relevant information be provided at the start, otherwise a decision will be delayed or it will be refused. The need for information will stem from a combination of the proposed development, site characteristics, the requirements of the Development Plan and Government guidance.

Part One Checklist

A. Information required to be submitted with all Planning Applications

You must provide the information in section A for all types of planning application except where explicitly advised otherwise. You may submit your application electronically, in which case we would strongly advise that you do so via the Planning Portal (www.planningportal.gov.uk). If you choose to submit your application in paper form you must provide 3 copies of all plans, drawings and other documents. (We ask you to provide 5 as this will considerably streamline the administrative process).

A1. Application Forms

From 6th April 2008, your application must be submitted on the national standard application form. Make sure that you use the version of the form that is appropriate to the type of application that you are making and that you complete all relevant sections and sign where required.

A2. Application Fee

You must submit the correct fee as specified in the Town and Country Planning [Fees for Planning Applications] Regulations where one is necessary. The required fee can be found on the Development Control Planning Application Forms pages of the Council website or by using the 'Fee Calculator' on the Planning Portal website. You may pay your fee on line if you submit your application via the Planning Portal.

A3. Ownership Certificates

You must complete, sign and date the appropriate ownership certificate. This is an integral part of the national standard application form. If anyone other than the applicant is an owner of any part of the application site you must complete certificate B having first served notice on the other owner(s) (an 'owner' is any person with either a freehold interest, or a leasehold interest with at least 7 years left to run, in the site). Certificate C or D are available for those unusual circumstances where other owners of land cannot be traced.

You are not required to complete an ownership certificate if your application is for approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, work to trees or consent for the display of advertisements.

If during the assessment of the application a reasonable claim is made by anyone that land ownership is not as stated in the certificate we may require evidence of ownership from the applicant. A false declaration in a certificate may invalidate the application.

A4. Agricultural Holdings Certificates

You must also complete, sign and date an agricultural holdings certificate. This is also an integral part of the national standard application form.

A5. Location Plan

You must provide a location plan based on an up to date map at a scale of 1:1250 or 1:2500 (an Ordnance Survey Map is preferred). The plan should, wherever possible, show at least two named roads and surrounding buildings and have a clearly marked north point. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. Exceptionally, you may be asked to provide additional plans at other scales, for example, where the application site is in a remote location without clearly identifiable features.

You must draw a red line around the application site to define it. Make sure that you include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the building). You must also draw a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

A6. Design and Access Statement

You must submit a design and access statement with all planning applications (including outline applications) except in the following cases:

- Material change of use of buildings or land (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments (unless within a designated conservation area, or affecting a listed building or within a site of special scientific interest).

Further information about Design and Access Statements is included in section F below.

B. Information required to be submitted with Outline Planning Applications

If your application is for outline planning permission, you are not required to provide details of any reserved matters (see Article 4E(3) of the GDPO 1995) unless they include layout, scale or access. However, the Council may decide that your application ought not to be considered separately from all or any of the reserved matters. This is likely to be the case in particularly sensitive locations such as Conservation Areas where details of design and external appearance will normally be required. In this event, the Council will advise you in writing what additional information is required. We will do so within 28 days (article 3(2) of the GPDO) but will aim to do so within a much shorter period.

DCLG Circular 1/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, you will still need to provide a basic level of information. As a minimum, you will need to provide information on:

- **Use** – the use(s) proposed for the development and for any distinct development zones within the development site.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** - an indicative layout with separate development zones identified where appropriate including landscaped areas
- **Scale parameters** – an indication of the upper and lower limits for height, width, and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point(s) to the site will be situated.

Although you are not obliged to submit any other details (usually called Reserved Matters) with an outline application, you may choose to do so. If you choose to include other details as part of your application, you must include the relevant information described in section C below.

C. Information required to be submitted with Full Planning Applications

C1. Site plan

You must submit a site plan at a scale of 1:500 or 1:200 with a full planning application for development involving new buildings or extensions, or engineering works. (In some cases a different scale of site plan – say 1:100 - may be appropriate). The plan must accurately show:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings and landscape features on the site, with written dimensions including those to the boundaries.
- Where the application is for extension of existing buildings or structures, a clear indication of the position of the extensions in relation to the existing buildings and/or structures.
- All the buildings, roads and footpaths on land adjoining the site including access arrangements. This must be sufficient to make clear the

relationship of the proposed development to existing neighbouring properties

- The position and spread of all trees where construction operations (as defined in Part 7.2 of BS5837: 2005 'A Guide for Trees in Relation to Construction – Recommendations' (September 2005)) are within a distance of 15m from any above ground part of a tree. (N.B. this includes activities such as trenching for services and access construction)
- A landscape proposals drawing showing existing and proposed hard and soft landscaped areas.
- Boundary treatment including walls or fencing where these are proposed.

If you consider this requirement to be unnecessary in the particular circumstances of your application you should include a reasoned justification for your opinion with your application.

C2. Existing and proposed floor plans

For development involving new buildings, alterations or extensions to existing buildings, or engineering works, you must submit drawings to a scale of 1:50 or 1:100 showing all floors of the finished development, including attics and basements. The drawings should be sufficient to illustrate the proposal in detail. (For large agricultural sheds, warehouses and industrial buildings where there is little detail to be shown 1:200 scale plans may be acceptable). Where existing buildings or structures are being altered or extended, your drawings must clearly distinguish between existing and proposed floor plans. Your drawings should clearly indicate where existing buildings, parts of buildings, other structures and/or individual walls are to be demolished.

C3. Existing and proposed elevations and cross-sections

For development involving new buildings, engineering works, alterations or extensions you must provide details of all new elevations, including blank elevations, and any existing elevation that is to be changed. Where alterations to an existing building are proposed, your drawings must show both existing and proposed elevations and must clearly distinguish between the two. Your elevations should be drawn to a scale of 1:50 or 1:100 and indicate the proposed building materials and detailing and the style, materials and finish of windows, doors and any other openings. It is important that your proposals show the works in relation to what is already there. For example, where a proposed elevation adjoins, or is close to, another building, your drawings must clearly show the relationship between the buildings, and detail the positions of windows and doors on each property.

You must also provide cross-sections through the building at the same scale as your elevations. These must show the relationship between the new building and any retained adjoining or nearby building and the relationship with adjoining ground levels. Where adjoining ground levels will be altered, both existing and proposed levels should be shown. Your cross-sections should also indicate eaves and foundation details, particularly in relationship to site boundaries (in order to demonstrate that the work can be implemented without encroachment). The number and position of cross-sections chosen will depend on the size, complexity and detail of the works that you are proposing. For a standard house, two cross-sections at right angles to each other will normally suffice.

You are advised to check closely that the elevations are consistent with the plans provided under sections C1 and C2 above. You will also need to refer to the design of your elevations in the Design and Access Statement referred to in section F below.

C4. Existing and proposed site levels and finished floor levels

For all applications involving new buildings or structures, you must provide full information on the ground levels within the site and in relation to ground levels of adjoining land. This information must show ground levels before development and following the development and the finished floor levels of all buildings including existing buildings on the site and on adjoining sites including any regarding of existing site levels. The levels must be related to a clearly identified fixed datum point off-site.

Your details should take the form of either contour plans or spot levels in addition to cross sections.

Where you experience difficulty in accessing adjoining private land in order to establish levels, you should provide a best estimate together with a note stating how you have dealt with the issue.

C5. Roof plans

For all applications for new buildings and for alterations or extensions that include works to the roof, you must submit full roof plans. These may be at a smaller scale than the floor plans and elevational drawings, but should not normally be less than 1:100. Your drawings should clearly show the shape of the proposed roof (identifying changes from its existing shape where appropriate by providing existing and proposed versions) and should include details of materials and the location and design of chimneys, vents and any other features.

D. Information to be submitted for Reserved Matters Applications

Reserved Matters applications are needed to deal with matters not dealt with when granting an outline planning permission. Where the information required by section C above was not formally considered and approved with the outline then this needs to be submitted with the Reserved Matters applications.

E. Information to be submitted to Discharge Conditions

Each condition will require different information. You should submit the information required by the condition you are seeking to discharge. If this is not clear please contact the application case officer for guidance on what is needed or for the name of the specialist officer or organisation would be able to help you. The application will need to be submitted on the national form Application for Approval of Details Reserved by Condition. You are reminded that from 6 April 2008 a fee of £85 is required for each application.

F. Design and Access Statements

A Design and Access Statement (D&AS) is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in your design and access statement will depend on the scale and complexity of your proposed development and the length of the statement will vary accordingly. Your design and access statement should set out the design principles and concepts that have been applied to the proposed development and explain how issues relating to access have been dealt with. It should be proportionate to the complexity of the application, but need not be long.

All outline applications, whether they propose any matters of detail or not, will require a design and access statement. If you include no matters of detail in your application, your statement should, nevertheless, explain what design principles are appropriate and how future detailed proposals could be arranged to comply with them. If you include some matters of detail (normally referred to as reserved matters) your statement should, in addition, explain how those details take account of the stated design principles and how the matters reserved for future consideration will be guided by them. A plan showing the context of the site, sketches and photographs form useful parts of a D&AS.

In summary, your statement will need to address the following issues:

- The design principles and concepts that you have applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- The steps taken you have taken to appraise the context of the development and how your design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance.
- How you have taken local development plan policies and documents into account.
- A summary of the consultation you have undertaken on access and design issues and what account you have taken of the outcomes
- How you have addressed specific issues that might affect access to the development
- How prospective users will be able to gain access to the development from the existing transport network
- Why you have chosen the main points of access to the site and the layout of access routes within the site, and
- How you propose that features which ensure good access to the development will be maintained.

You must also provide a D&AS if your application is for listed building consent, in which case you will also need to deal with the following additional points:

- The special architectural or historic interest of the building;

- The particular physical features of the building that justify its designation as a listed building;
- The building's setting;
- A justification for the work that you propose.

Article 4C of the GDPO sets out in what is required in a design and access statement. You will find further guidance in DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*. And, on design issues generally, in *Planning Policy Guidance Note 1 “General Policy and Principles.”* The CABE document "Design and Access Statements: how to write, read and use them" is useful and you can download it from www.cabe.org.uk. In addition www.pas.gov.uk contains a national Design and Access Statements Learning Group Report which addresses some practical issues about D&A Statements. The legislative requirements relating to listed buildings are set out in regulation 3A of the *Planning (Listed Buildings and Conservation Areas) Regulations 1990*.

Important – Whilst matters required by the Part Two Checklist below may have a bearing on the Design and Access Statement, the D&AS it should not be used to address in full these other issues.

G. Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 set out the circumstances in which Environmental Impact Assessment is required to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development. The Regulations require developers to prepare an Environmental Statement (ES) for all Schedule 1 projects and for Schedule 2 projects where specified thresholds are exceeded – but not only for the examples given in Schedule 2. The ES must be provided in the form set out in Schedule 4.

If your application is for development of a type included within either Schedule 1 or Schedule 2, you are strongly recommended to ask the Council for a ‘screening opinion’ (to determine whether or not EIA is necessary) before submitting a planning application. The Council will also provide a ‘scoping opinion’ (setting out the issues to be addressed in the ES).

Important - Where you are required to submit an ES, it will cover most, if not all, of the information set out in Checklist Two. You will not be required to submit the information twice, but you must make sure that you have fulfilled all of the Checklist Two requirements in one way or another. Your Part Three Checklist, submitted with your application should be annotated to indicate those elements that are included in the ES. Conversely, if you are advised that an ES is not needed, you will need to provide the individual pieces of information relevant to your application.

Part Two Checklist

H. Additional Information Required to Address Specific Issues

The Part Two Checklist provides guidance on the information that you need to provide with your planning application in addition to that referred to in the Part One Checklist. The requirements are listed alphabetically, not in any order of importance. For your application to be accepted as valid, you must provide all of the required information (or a reasoned justification for not providing it) at the time of submission. Pre-application discussions can help you determine precisely what is needed.

1. Affordable Housing Statement

Where an application for residential development generates a requirement for affordable housing in accordance with the planning policy prevailing at the time, it must be accompanied by an affordable housing statement that includes the following information:

- The total number of residential units proposed,
- The mix of market and affordable housing units, with details of numbers and floorspace of habitable rooms and bedrooms,
- Plans showing the location of affordable units in relation to the proposed market housing, with details of size and numbers of habitable rooms and bedrooms,
- Details of the proposed arrangements of tenure for the affordable units, including the arrangements for ensuring affordability in the long term (Where more than one type of tenure is proposed, details of all types should be provided and the plans should clearly identify which type applies to each unit),
- Details of any Registered Social Landlord acting as partners in the development.
- In the event that you are seeking to justify affordable housing provision below the Council's stated target figure, a full financial appraisal.
- A statement setting out the proposed draft heads of terms for any necessary s106 agreement (see item 6.16 below)

Further advice is available in ***Planning Policy Statement3: Housing (2006)*** and the associated guidance '*Delivering Affordable Housing*' (DCLG Nov 2006)

2. Air Quality Assessment

An Air Quality Assessment should be produced by a suitably qualified practitioner and must be provided in the following circumstances:

- Where the development is proposed within, or adjacent to, an air quality management area (AQMA), or
- Where the proposed development could itself lead to the designation of an AQMA, or

- Where the proposed development would conflict with, or render unworkable, elements of the Council's air quality action plan, or
- Where the proposal is for a sensitive development close to potentially polluting existing uses (for example a residential development close to a heavily trafficked road or certain industrial uses).

The assessment must include sufficient information to allow full consideration of the impact of the proposal on the air quality of the area. You are advised to consult - The Public Health Team, PO Box 257, Council House, College Road, Doncaster, DN1 1RN. Telephone 01302 737567.

Further advice is available in ***Planning Policy statement 23: Planning and Pollution Control (November 2004)***

3. Biodiversity and/or Geological Survey and Report

A biodiversity and/or geological survey and summary report must be provided in cases where a proposed development may have the potential to impact on biodiversity and/or geological conservation.

If you have answered yes to any of the questions in the Biodiversity and Geological Conservation section of the planning application form you must provide a survey and report. If you have answered yes to any of the questions in the Trees and Hedges section, or to the question relating to proximity to a watercourse in the assessment of flood risk, then you are likely to need to provide a survey and report. Even if you have answered no to these questions, you must still consider whether a survey and report is required for other reasons.

Examples of where a survey and report will be needed are as follows:

- Where development is proposed within, or close to, a site that is formally designated for its ecological or geological importance (such as SAC, SPA, Ramsar and SSSI) (NB. 'close to' in this context will depend on the nature of the proposed development and the potential for it to impact on the designated site), or
- Where development is proposed within, or close to, a site that has been locally identified as having ecological or geological importance, (such as a LNR or Local Wildlife/Geological Site), or
- Where the development would be likely to have an impact on any species or its habitat that is protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994, or the Protection of Badgers Act 1992. Development that involves the loss, or alteration, of trees and woodland, hedgerows, scrub, grassland, watercourses or water bodies, or older buildings or roof spaces, is likely to have such an impact.

Further advice and guidance on assessing whether a proposed development might have an impact on wildlife and biodiversity can be found in *Appendix Validation Checklists for Biodiversity and Geological Conservation*.

The survey should be carried out and the summary report should be prepared by a suitably qualified practitioner (usually taken to mean a full member of the Institute of Ecology and Environmental Management (IEEM)) and should include:

- A desk-top survey of all relevant information sources, including a search of existing species, sites and habitat records present in the local area to distances of 1 and 5 km¹,
- Surveys of all of the relevant species undertaken at the appropriate season and over the appropriate timescale (NB. Special protected species licences may be required from Natural England and/or DEFRA to undertake the necessary surveys),
- An assessment of the impacts that the proposed development will have, on species and habitats at the site preparation, construction and post construction phases,
- Details of management and mitigation measures proposed to remove or reduce the identified impacts at each stage of the development,
- Details of measures proposed to provide enhancement for biodiversity over and above any mitigation measures

Further advice is available in ***Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)*** (August 2005) and the accompanying circular: *Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System (ODPM 06/2005 & DEFRA 01/2005)*

4. Drainage Assessment

Development proposals need to show clearly how foul and surface water drainage will be dealt with. If new buildings are proposed that will be connected to existing foul and surface water drainage system(s), then details of the existing system(s) must be shown on the application drawings together with the proposed connection(s). (NB. In most circumstances, surface water cannot be connected to a foul sewer or vice versa). If the proposed development includes change to or replacement of the existing drainage system(s), or the construction of new system(s), full scale plans and details must be provided, including location plan, cross-section/elevation and full specification. (NB. Building Regulation approval will also be required for the drainage details).

If soakaways are proposed, percolation tests must be carried out and the assessment should include details of the results.

A sewerage assessment must include details of the type, quantities and means of disposal of any trade waste or effluent where this is applicable.

The design of any development should be clearly set out as part of the application. As far as possible, arrangements should ensure that surface water is managed locally and sustainable drainage systems are encouraged.

If drainage connections require the crossing of land not within the applicant's ownership, other than public highway, then details must be shown on the submitted plans and notice served on the landowner(s).

Further advice can be obtained from the Environment Agency. Their web site is www.environment-agency.gov.uk

5. Flood Risk Assessment

A flood risk assessment (FRA) must be submitted for all development proposals that are:

- Within Flood Zone 1 and are 1 hectare or greater in extent, or
- Within Flood Zones 2 and 3

In addition an FRA will be required to address flooding issues arising where development would:

- Hinder access to a watercourse for maintenance purposes, or
- Involve culverting of watercourses, or
- Would be close to, or affect the integrity of, existing flood defences.

The FRA should address the following issues:

- Demonstrate that a sequential approach has been applied to the development proposal with the aim of carrying it out in an area with the lowest probability of flooding,
- Identify and assess the risks of all forms of flooding to the proposed development
- Identify and assess the risks of all forms of flooding of other land arising from the proposed development,
- Demonstrate how these risks will be managed,
- Identify opportunities to reduce the probability and consequences of flooding,
- Throughout the assessment, show how the likely consequences of climate change have been taken into account.

Detailed advice from the Environment Agency in a matrix form and flood risk maps can be accessed on <http://www.pipernetworking.com>

Further advice can be found in *Planning Policy Statement 25 'Development and Flood Risk'* (December 2006).

6. Heritage Statement

A. Archaeology

A heritage statement must be submitted with any application for development that will involve the disturbance of land within any area that is identified as having archaeological importance in the local plan, or is a Scheduled Ancient Monument, or has been otherwise identified at the pre-application stage as having potential archaeological interest.

The appropriate content of an archaeological heritage statement will depend upon the nature of the archaeological interest and the type and scale of the proposed development. Typically, it will include:

- A desk top survey of the available literature,
- Where the need has been identified, an appropriate field evaluation,
- An assessment of the likely impact of the development,
- Mitigation measures to remove or reduce adverse impacts,
- Supporting information may include plans showing historic features on or adjacent to the development site, such as listed buildings or structures, historic parks and gardens and historic battlefields.

Development affecting a Scheduled Ancient Monument will require separate Scheduled Monument Consent in addition to planning permission.

Further information on the archaeological heritage, including advice on whether a heritage statement is required and what it should contain can be obtained by contacting the Humber Archaeological Partnership on 01482 217466.

B. Listed Buildings

A heritage statement must be provided with any application that involves demolition (or partial demolition) of, or work to a listed building, or work within the curtilage, or which will affect the setting of a listed building.

The appropriate content of a listed building heritage statement will include:

- A detailed description of the proposed works referenced to the list description,
- Detailed plans and drawings at scales typically of 1:20 or larger showing the building before and after the proposed work (photographs can be helpful),
- A detailed specification and method statement including all materials and techniques to be used,
- A written justification in support of the proposed alterations (bearing in mind paragraph 3.3 of PPG15 which states 'There should be a general presumption in favour of the preservation of listed buildings, except where a convincing case can be made out, against the criteria set out in this section, for alteration or demolition.'

- Where the proposal is for development that will affect the setting of a listed building, sufficient details to enable the Council to assess the impact. (Photomontages can be helpful).

C. Conservation Areas

A heritage statement must be included with any application for conservation area consent to demolish an unlisted building in a conservation area, or for planning permission for development that will materially alter the character or appearance of a conservation area.

The content of a conservation area heritage statement will vary depending upon the nature and scale of the proposed development, however they will typically include:

- Plans and drawings at a sufficiently large scale to fully illustrate the detail of the proposed work (the Council will not entertain an outline application for development in a conservation area),
- A full schedule of materials and external components (eg. guttering, doors, windows, brick detailing) to be used in the work,
- Sufficient information to show the proposed works in the wider context of the conservation area (including drawings/photomontages showing the development as part of the street scene). This information must be adequate for the Council to fulfil its obligation to ensure that new development either preserves or enhances the character and appearance of the conservation area.

A heritage statement should be prepared by an appropriately qualified practitioner.

Further advice is available in *Planning Policy Guidance Note 15 'Planning and the Historic Environment'* (September 1995) (particularly paragraphs 3.16 to 3.19) and *Planning Policy Guidance Note 16 'Archaeology and Planning'* (November 1990) (particularly section B paragraphs 18 to 26).

7. **Land Contamination Assessment**

Where development is proposed on a site that is known to be contaminated, or where contamination is likely to be present because of its existing or previous use, or where a use is proposed that is particularly vulnerable to contamination, a land contamination assessment must be submitted. Applicants are strongly recommended to seek appropriate professional advice in respect of any previously developed site.

A land contamination assessment should include:

- A desk top survey of available literature,
- Where necessary, the results of an appropriate site investigation,

- An assessment of the likely impact of any contamination on the proposed use,
- Management or mitigation measures to remove or reduce the identified impacts.

A land contamination assessment should be prepared by an appropriately qualified practitioner.

Further advice can be found in *Planning Policy Statement 23: 'Planning and Pollution Control'* (November 2004).

8. Landfill Information

Applications involving forms of development on sites located on or within 250 metres of an existing or former landfill site must include a risk assessment of landfill gas migration.

9. Lighting Assessment

Where an application includes proposals for external illumination (eg. security lighting of buildings and open areas, car-park lighting, floodlighting of sports facilities), full details must be included with the application. Where the development site is in the vicinity of residential property, a listed building or a conservation area, or is in open countryside, a lighting impact assessment must be provided.

The details should include:

- A layout plan showing the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified lux levels,
- Elevational details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures,
- A detailed performance specification of the equipment proposed,
- The proposed times at which the lighting will be in use,
- An assessment of the impact of the lighting on the adjoining uses and the locality generally,
- Mitigation measures to remove or reduce any adverse impacts identified.

The lighting impact assessment should be provided by an appropriately qualified practitioner.

Further advice can be found in *Lighting in the Countryside: Towards Good Practice* (1997). This advice is applicable to urban areas as well as the countryside.

10. Noise Impact Assessment

Where a proposal is for a noise sensitive development [e.g. housing, hospitals or schools] close to a significant source of noise [e.g. general industry, road, rail and air transport], or

where the proposed development itself is likely to generate noise, it must be accompanied by a noise impact assessment.

A noise impact assessment should include:

- Survey information about existing background noise levels in the vicinity of the development site,
- Where appropriate, details of the noise that will be generated by the proposed development,
- An assessment of the impact of existing noise sources on the proposed development (taking account of estimated future growth), or
- An assessment of the impact of the noise that will be generated by the proposed development on the nearby uses and general locality,
- Mitigation measures to remove or reduce adverse impacts.

A noise impact assessment should be prepared by an appropriately qualified practitioner.

Further advice is available in *Planning Policy Guidance Note 24 'Planning and Noise' (September 1994)*.

11. Open Space Assessment

A. Loss of existing open space

Where a proposed development would result in the loss of open space, including public or private sports grounds, or buildings or land used or last used for recreation, an assessment must be provided to explain why the proposal should be approved given the policy presumption in favour of protecting such land.

The assessment should include:

- Details of the current and recent use of the site for recreational purposes,
- Details of other open space and/or recreational facilities in the locality (accompanied by a plan),
- An explanation of at least one of the following, that:
 1. Sports and recreation facilities can best be retained and enhanced through the redevelopment of a small part of the site; or
 2. Adequate replacement recreational land or equivalent community benefit can be provided in no less convenient location; or
 3. Retention of a site is not necessary.

B. Open space required as part of new development for other purposes

Where an application for new development (usually, but not exclusively, for residential purposes) generates a requirement for open space provision in accordance with the

planning policy prevailing at the time, details of the provision must be included in the application.

The details must include:

- The precise location of the open space land in relation to the layout of the overall scheme (normally, the open space should be shown on the site layout plan(s).
- Details of the layout of the open space including all fixed equipment, fencing, access arrangements and planting,
- A timescale for the open space to be completed and made available, preferably in relation to the timescale for the overall development,
- Proposals for the future maintenance of the open space. If this involves transferring the site into Council ownership, draft heads of terms of the necessary s106 agreement (see item 6.16 below),
- If provision is to be met by a financial arrangement rather than on site, draft heads of terms of the necessary s106 agreement (see item 6.16 below).

Further advice can be found in *Planning Policy Guidance Note 17: 'Planning for Open Space, Sport and Recreation'* (July 2002).

12. Parking and Access Arrangements

Where a proposed development would include new or altered arrangements for vehicle access and/or new or altered car parking arrangements, the submitted plans must clearly show those proposed arrangements and they must be included within the application site.

In addition, where a proposed development would lead to a change in the amount of car parking required or available, a statement setting out how that parking is to be accommodated will be required unless this is included in the Design and Access Statement. (It will be required, for example, for householder developments or other applications that are exempt from the Design and Access Statement requirements).

The level of detail provided should be commensurate with the size and complexity of the application and the current parking arrangements in the locality. Generally, it should include:

- The additional car parking requirement generated by the development (or the reduction if that is the case),
- The additional (or reduced) car parking provision on site,
- An assessment of the proposed parking provision against national and local policy, and against the need to reduce reliance on the private car and encourage more sustainable modes of transport,
- The likely impact on road safety and on-street parking in the locality,

- Where 'communal' car parking is proposed, how spaces will be allocated to users (for example, how parking spaces are allocated to individual flats and casual visitors in a residential scheme) and subsequently managed,
- The security arrangements, which should be planned to 'design out' crime (the arrangements should follow the principles of 'secure by design' such as, wherever possible, car parking spaces being overlooked from the property to which they are related),
- If external lighting is proposed, a lighting assessment must be provided.

Further advice can be obtained from ***Planning Policy Guidance Note 13: Transport*** .

13. Planning Statement

A planning statement identifies the context and need for a development and includes an assessment of how the development accords with relevant national, regional and local planning policies. It must be provided if the proposed development would be a significant departure from planning policy and may be provided in any other case.

The statement may also include other details, such as relevant information about the use(s) proposed or details of consultation undertaken. It may also include information on other aspects of the application where a separate statement is not required.

14. Town Centre Use Impact Assessment

Where a proposal is for retail development or for another use (or set of uses) that would normally be found in a town centre* and:

- The proposal involves a retail or leisure development of over 2,500 square metres gross floorspace (or a smaller development where this is likely to have a significant impact on a smaller centre), or
- The site is in an 'edge of centre', 'out of centre' or 'out of town' location**, and
- The site is not in an established district or local centre, or would be of a scale inappropriate in such a centre, and
- The development would not be in accordance with the Development Plan.

The application must be accompanied by:

- An assessment of the need for the proposed development,
- Evidence that the development is of an appropriate scale
- Evidence to show that there are no more central sites for the development
- Evidence that there are no unacceptable impacts on existing centres
- Evidence that the location(s) are accessible.

Further advice is available in *Planning Policy Statement 6: Planning for Town Centres (March 2005)*.

* The main town centre uses to which this requirement applies are:

- Retail (including warehouse clubs and factory outlet centres)
- Leisure, entertainment facilities and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night clubs, casinos, health and fitness centres, indoor bowling centres and bingo halls)
- Offices (both commercial and those of public bodies)
- Arts, culture and tourism (theatres, museums, galleries and concert halls, hotels and conference facilities)

** The locations are described in PPS6 as follows:

- ‘Edge of centre’ – a location that is outside the primary shopping centre, but is well connected to it and within easy walking distance (up to 300 metres for retail uses and likely to be within 300 metres for other uses). Circumstances must be taken into account, for example, local topography and barriers, such as major roads, railway lines or rivers, safety issues such as the lack of appropriate pedestrian routes or the need to cross a large car park.
- ‘Out of centre’ – a location that is not within or on the edge of a centre, but is within the urban area.
- ‘Out of town’ – a location outside the existing urban area.

NB. Exceptions to this requirement would be a small shop or other facility designed to provide a service for its immediate locality or a farm shop selling mainly produce from the farm on which it is located.

15. Economic Statement

An economic statement must accompany a planning application where a case is being made that a development which would conflict with planning policy, or which would have significant adverse impacts, is justified because of regeneration, economic or community benefits that would accrue. The use of economic statements may be particularly relevant for larger schemes or for proposals for the redevelopment of previously used land, but could be necessary for smaller schemes where the circumstances are appropriate.

The content of the statement will depend upon the nature and context of the scheme, but may include some or all of the following:

- Details of any jobs that would be directly created or supported,
- Details of any jobs that would be indirectly created or supported,
- The relevant floor-space totals for each proposed use,
- Any community benefits,
- Reference to any relevant regeneration strategies,
- An assessment of the benefits that will accrue set against any adverse impacts.

Importantly, the economic statement should include accurate and specific details.

16. Statement of Community Involvement

Pre-application consultation with planning officers, statutory consultees and the public is encouraged and a recommended approach is included in the Council's adopted 'Statement of Community Involvement' (available via the Council's website at <http://www.doncaster.gov.uk/planning/ldf/>)

A statement is required that will detail:

- The people/organisations who have been consulted,
- What response has been received, and
- How the development has been amended to take account of the responses.

If no consultation has been undertaken, this must be clearly stated, together with any reasons. Householder applications should include a statement relating to close neighbours.

17. Structural Survey

A structural survey must be provided where a proposed development involves the conversion of an existing, permanent and substantial building from one use to another and where a substantially new building on the same site would be contrary to planning policy. The survey needs to demonstrate that the building has sufficient structural integrity to accommodate the proposed change of use together with any physical alterations that are required to accommodate it. Typically, this requirement will be triggered by proposals to convert barns and other rural buildings into residential or commercial use, but other situations may be relevant.

The report must demonstrate that the building is structurally sound, fit for purpose and is capable of conversion without extensive re-building. The report should include scaled drawings highlighting areas that require replacement, repair or renewal and identify the extent to which works or repairs are necessary and the amount of new structural work needed to facilitate the conversion. The plans should make it clear which parts of the building are to remain and which parts are to be new work. (Generally, if the proposal would involve rebuilding more than 10% of the walls (by surface area) where the roof structure needs to be rebuilt, or 20% of the walls where the roof structure is to be retained, the Council will have serious concerns about the proposed development). The report should reassure the Council (and the prospective developer) that the building is unlikely to collapse during the course of conversion (in which case any planning permission granted may not be sufficient to allow work to proceed).

A structural survey will also be required in support of any proposal to substantially demolish a listed building or a building within a conservation area where justification is sought on the basis of its physical condition.

The details included in a structural survey will vary depending upon the circumstances, but it should be prepared by a suitably qualified practitioner.

Further advice is available in *Planning Policy Guidance Note 15 'Planning and the Historic Environment'* (September 1995)

18. Transport Assessment

Any planning application for development that will have significant transport implications must include a Transport Assessment (TA). Applications having relatively small transport implications may instead include a simpler Transport Statement (TS). The need for, and level of, formal transport assessment will be determined in pre-application consultation between the developer and the Council, but the Council will have regard to the suggested thresholds in appendix B of *Guidance on Transport Assessment* (see below). The following is a sample of the thresholds from that publication (figures given in m² relate to ground floor area):

- Private dwellings in excess of 50 units (TS) or 80 units (TA),
- Residential schools in excess of 50 students (TS) or 150 students (TA),
- General industry in excess of 2,500 m² (TS) or 4,000 m² (TA),
- Business uses (B1) in excess of 1,500 m² (TS) or 2,500 m² (TA),
- Food retail in excess of 250 m² (TS) or 800 m² (TA),
- Non-food retail in excess of 800 m² (TS) or 1,500 m² (TA),
- Cafes and restaurants in excess of 300 m² (TS) or 2,500 m² (TA),
- Drinking establishments in excess of 300 m² (TS) or 600 m² (TA),
- Hot food takeaways in excess of 250 m² (TS) or 500 m² (TA),
- Hotels in excess of 75 bedrooms (TS) or 100 bedrooms (TA).

In addition, a TA may be required in the following circumstances:

- Any development not in conformity with the adopted development plan,
- Any development generating 30 or more two-way vehicle movements in any hour,
- Any development that generates 100 or more two-way vehicle movements per day or 100 vehicles in any hour,
- Any development proposing 100 or more parking spaces,
- Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people,
- Any development generating significant freight or HGV movements per day, or significant abnormal loads per year,
- Any development proposed in a location where the local transport infrastructure is inadequate – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provision,
- Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).

The coverage and detail of the TS/TA will depend upon the size and nature of the proposed development and the extent of the transport implications, but should follow the detailed structure contained in chapters 3 and 4 of ***Guidance on Transport Assessment***. The document should be prepared by an appropriately qualified practitioner.

Early discussions with highway officers are recommended and will help establish the need for, and scope of, the assessment.

Further advice is available in ***Planning Policy Guidance Note 13: Transport*** (March 2001) and ***Guidance on Transport Assessment*** (DfT March 2007).

19. Green Travel Plan

A Travel Plan must be submitted with all planning applications that have significant transport implications. This will include any application for which a Transport Assessment has been required based on size thresholds and for applications that require TA because they are:

- Not in conformity with the adopted development plan, or
- Likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people,

A Draft Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. It should include:

- An appropriate target for the encouragement of sustainable modes of transport,
- An implementation strategy appropriate to the form of development under consideration,
- A timescale for development and review,
- The identity of the travel plan coordinator,
- The management arrangements (eg a steering group)
- Proposals for marketing and promoting the plan to occupiers, users and visitors of the site.

Further advice is available in, ***Using the Planning Process to Secure Travel Plans: Best Practice Guide*** (ODPM and DfT, 2002) and ***Making Residential Travel Plans Work*** (DfT 2007).

20. Tree Survey/ Assessment

For all forms of development proposals which are within 15m from any above ground part of a tree on or adjacent to the site you will be required to submit

information relating to trees. Information must be submitted with any application for development that will involve 'construction operations' as described in *BS5837: 2005*, 'A Guide for Trees in Relation to Construction – Recommendations', part 7.2.

A survey plotted at 1:200 scale should show all of the trees on and adjacent to the site and clearly indicate any trees to be retained and felled. It should specify the location, species, height and crown spread of each tree on the site and on adjacent land and in relation to the proposed development. Details must specify how the retained trees will be protected during construction operations and any work that is to be carried out to the trees. An indication of the extent of shading of the proposed new development from trees should also be given. In some circumstances (see below *) a full arboricultural assessment will be required, this information should be prepared by a suitably qualified and experienced arboriculturalist.

If you have answered yes to any of the questions in the Trees and Hedges section, then you are likely to need to provide a Tree survey and report. Even if you have answered no to these questions, you must still consider whether a survey and report is required for other reasons.

The nature of this information will depend upon the trees and the type and scale of the proposed development, but will usually include the following steps:

- An assessment of the likely impact of the development on trees. A Tree Survey should be undertaken in accordance with the methodology provided in *BS5837.2005* part 4.2 and give details of existing trees on and adjacent to the site, categorized according to *BS5837. 2005* Table 1 'Cascade Chart for Tree Quality Assessment', by an arboriculturalist.
- Identification of areas for new tree planting/landscaping where tree loss is proposed to be mitigated by new tree planting/landscaping.
- A detailed description of proposed tree surgery works.
- Detailed plans and drawings, at scales typically of 1:200 or larger, showing the site before and after the proposed development. Land Surveys should be undertaken in accordance with the methodology provided *BS5837. 2005* part 4.1.
- A detailed specification and method statement including all construction activities and techniques to be used, an Arboricultural Method Statement will be required for certain operations in proximity to trees as described in *BS 5837 2005*, part 11 'Demolition and Construction in Proximity to Existing Trees'.

* Examples of where a full arboricultural assessment survey and report will be needed are as follows:

- Where construction operations, as defined in Part 7.2 of BS 5837 2005, are proposed within a distance of 15m from any above ground part of an existing tree.
- Where the proposal is for development on or adjacent to a site containing trees protected by a Tree Preservation Order or within a Conservation Area, this information must be included with any application for planning permission or demolition.
- The Council will not entertain an application for development on a site containing trees protected by a Tree Preservation Order or within a Conservation Area without a Tree Survey, as detailed above, being included.
- A written justification in support of the removal of any trees protected by a Tree Preservation Order or within a Conservation Area. There should be a general presumption in favour of the retention of such trees, except where a convincing case can be made for their removal.
- On all other sites a written justification in support of the removal of trees is required where trees are proposed for removal.
- Where the development involves the loss, or alteration, of trees and woodland, that would be likely to have an impact on any species or its habitat that is protected under the Wildlife and Countryside Act 1981.
- Where construction operations are within the root protection area (RPA) of existing trees the precise location a realistic area for tree root protection – a ‘construction exclusion zone’, calculated using Table 2 of British Standard 5837 2005, should be marked as a ‘Construction Exclusion Zone’ on the plan with the dimensions annotated.

Important - Clearance of vegetation to facilitate surveys should only be undertaken if strictly necessary and with care using hand held machinery when in close proximity to existing trees.

These matters are likely to require competent arboricultural or design advice. The Tree survey report should be undertaken and report prepared by a suitably qualified practitioner (usually taken to mean a professionally qualified Arboricultural Consultant).

Further advice and guidance on assessing whether a proposed development might have an impact on trees and on the survey information, tree protection plan and method statement requirements that should be provided, are set out in **BS5837: 2005, ‘A Guide for Trees in Relation to Construction – Recommendations’ (September 2005).**

21. Utilities Statement

A utilities statement must be provided with all applications for new development that includes connection to existing utilities infrastructure (including electricity, gas and water supplies, telecommunications and foul and surface water drainage and disposal). It will be required for all new-build development, other than householder extensions and small extensions to industrial or commercial buildings if additional infrastructure connections

are not required. It will also be required for changes of use that will lead to significantly greater use of existing connections.

The statement should describe how a development will connect to existing utility infrastructure systems. There are two planning issues. First, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which will arise from the completed development. Secondly, whether the provision of services on site would give rise to any adverse environmental impacts, for example, excavation in the vicinity of trees or archaeological remains.

A utilities statement should demonstrate:

- That the availability of utility services has been examined in consultation with the relevant utility company(ies) and that the proposals would not result in undue stress on the delivery of those services to the wider community,
- That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,
- That service routes have been planned to avoid the potential for damage to trees and archaeological remains as far as possible.

22. Ventilation/Extraction Statement

Planning applications for the development or use of premises for the preparation and sale of hot food - typically those for restaurants and cafes (Use Class A3), public houses, wine bars or other drinking establishments (use Class A4) and hot food takeaways (Use Class A5) – and certain types of retail, industrial, business leisure or other development will include proposals for ventilation and/or fume extraction equipment. In these cases, the details and characteristics of such equipment must be provided.

The details will include:

- A plan showing the location of the equipment, including the location of external vents,
- Detailed drawings of the design of the equipment, pipework and flues, including full details of its external appearance,
- Where appropriate, the odour abatement techniques employed,
- The acoustic characteristics of the equipment and measures proposed to minimise the impact of noise on neighbours (including noise insulation and hours of operation)

23. Waste Management Plan

A Site Waste Management Plan should accompany all applications for operational development. This will identify the volume and type of material that is to be excavated or will arise from demolition during building or other works, opportunities for the recovery and reuse of that material and how off-site disposal of waste material will be minimised and managed.

For all applications for development other than householder extensions and detached, semi-detached or terraced houses, the plan must also include details of the arrangements for the routine collection and disposal of waste (e.g. the arrangements for household waste collection from a block of flats or the day to day collection and disposal of waste from an industrial unit).

For agricultural developments involving new building, the contents of the first paragraph of this section are applicable. A farm waste management plan is also required where livestock are to be bred, reared and/or fattened. This must identify the volumes of waste that will be generated and explain the arrangements for its disposal. Where the proposal involves disposal of animal waste to land other than land owned by the applicant, a planning obligation will be necessary and draft details should be provided in accordance with paragraph 6.16 above.

Full guidance on the appropriate content can be found in: *Site Waste Management plans: guidance for construction contractors and clients* (DTI 2004).

A Site Waste Management Plan is not formally approved as part of a planning application although details of arrangements for waste collection and disposal may be controlled by a planning condition or obligation.

24. Planning Obligations – Draft Heads of Terms

Planning obligations (or ‘section 106 agreements’) are private agreements negotiated between local planning authorities and persons with an interest in land (normally, but not exclusively, the application site). They are intended to make development proposals acceptable when they would otherwise be unacceptable in planning terms. Where the need for a planning obligation is clear from the content of local plan policy (or supplementary planning guidance), or where the need has become clear during pre-application discussions, a statement setting out the proposed draft heads of terms may helpfully be submitted with the application. Details of title (i.e. ownership of land) and of legal representation are also useful in enabling the Council to make early progress with the necessary documentation concurrently with considering your application.

Further advice is contained in *ODPM Circular 05/2005 : Planning Obligations*.

25. Sustainability Appraisal

A Sustainability Appraisal must be submitted for all major applications (as defined by the ODPM), showing how sustainability measures have been incorporated into the proposal. A Sustainability Appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. The Council has a policy that requires on site renewable energy of 10 per cent on all major developments and evidence must be submitted to show how this is proposed to be achieved.

I. Further Information that may assist your application

The information in the following categories is not required to validate your application, but may well prove helpful in supporting your proposal and assisting the Council to reach an early decision.

1. Additional Plans and Drawings

Dependent upon the location or characteristics of the application site and the scale and nature of the proposed development, additional plans or drawings may be useful to supplement the required details set out in the Part One Checklist above. The need for, and nature of, such information is best identified during pre-application discussions with the planning officer and technical consultees.

2. Photographs, Photomontages and Models

These can be helpful where development proposals will have a significant impact on their setting. They should be provided to support applications for new development in a sensitive environment such as a conservation area or in close proximity to a listed building and for to demolish buildings in these locations (as set out in the 'heritage assessment section above). They may also usefully support applications for large or tall buildings or structures in open landscapes, such as major industrial or agricultural buildings or wind turbines.

Photographs are often a convenient way of describing the detailed appearance of a proposed building or structure such as an advertisement. They must always be submitted in addition to the details required in the Part One Checklist.

Physical models or electronic representations of three-dimensional images are helpful in some complex or particularly sensitive situations. Where provided, they must be accurate.

Part Three Checklist

An additional section will be added here that will summarise the information requirements detailed in the Part Two Checklist by various application types.