



The Validation

of

Planning Applications

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8. Completed Ownership Certificate (A, B, C or D as applicable)
9. Agricultural Holdings Certificate
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Local Validation Requirements

12. Affordable Housing Statement
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22. Land Contamination Assessment
23. Landfill Applications
24. Landscaping Details
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26. Noise Assessment
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28. Parking provision
29. Photographs and montages
30. Planning Obligations - Draft Heads of Terms

31. Planning Statement
32. Site Waste Management Plan
33. Statement of Community Involvement (SCI)
34. Structural Survey
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1. INTRODUCTION

- 1.1 On 6 April 2008 the Government introduced new national arrangements for the making of planning applications. These relate firstly to the use of standard planning application forms (known as 1APP), and secondly to new information requirements for the validation of planning applications. This document relates to the latter – validation requirements.
- 1.2 The proposals for the validation of planning applications involve a prescribed National List of requirements set by Government and a discretionary Local List set by the Local Planning Authority (LPA).
- 1.3 This document explains the approach Darlington has agreed following extensive consultation with a wide range of stakeholders.

2. PURPOSE OF VALIDATION CHECKLISTS

- 2.1 The purpose of the following Checklists is to provide anyone submitting a planning application with clear guidance on the form, quality and content of information which will be required with planning application submissions.
- 2.2 They aim to help applicants avoid the most common mistakes, give them greater certainty and reduce potential delays in proposals being considered.
- 2.3 They will also inform the public, many of whom may not be familiar with reading plans and drawings, and other third parties about the quality and nature of application submissions that they can expect to see.
- 2.4 Overall, this will result in a more consistent approach to the validation of applications and a more open, accessible and efficient development control service.
- 2.5 The checklists have been prepared having regard to “The Validation of Planning Applications: Guidance for Local Planning Authorities” (December 2007). This specifies a national list of mandatory requirements and a recommended list of local requirements from which LPAs can select to create their own local list of requirements for information required to accompany different types of application. The guidance and lists should be read alongside the new national standard planning application form “1APP” which will be used across England from April 2008.
- 2.6 The checklists incorporate the national mandatory requirements and full list of local requirements. **The advice sets out as far as possible the circumstances where the local requirements will apply but applicants are urged to use the Council’s pre-application enquiry service (One Stop Shop) in order to establish the specific information needed for their proposal. Further information on the pre-application service is given later in this document.**

3. USING THE CHECKLISTS

3.1 The checklists and associated explanatory notes cover a range of application types:

- Checklist 1 – Full applications
- Checklist 2 – Outline applications & Reserved Matters submissions
- Checklist 3 – Listed Building & Conservation Area consent
- Checklist 4 – Advertisement consent
- Checklist 5 – Householder applications

The checklists and notes have been designed so that you can tick off the required and submitted information and include the relevant checklist along with your application. This will help to speed the validation and processing of your proposal.

3.2 The circumstances where information is MANDATORY and must be submitted for an application to be considered valid are clearly set out. **If mandatory information is omitted, your application will be made invalid.**

3.3 In relation to the local list, criteria are included, wherever possible, to indicate when local list requirements will be triggered. Much however is dependent on the location of development, its size, scale and nature/character and/or its impact on local amenities and the environment and the requirements are not prescriptive in every case. Links to other sources of information and guidance are provided to assist in determining when additional information is required.

3.4 Clearly there are some circumstances where applicants will need to discuss the local list requirements with the LPA before submitting an application. Applicants are strongly encouraged to do this because **if an application lacks the information specified by the Government and in the LPA's published lists, they will in general be entitled to invalidate the application and so decline to determine it.**

3.5 Where the application is not accompanied by the information required by the LPA, the applicant should provide written justification as to why it is not appropriate in the particular circumstances.

3.6 Where an application is considered to be invalid, the Council will write to explain what information is required, why any missing information is required and indicate a time period within which this must be provided.

3.7 Where applicants do not agree with the requirement for information or plans set out by the LPA, they may challenge the decision not to validate. This will involve an appeal against non-determination at the end of the period of either 8 or 13 weeks from submission of the application. If, on appeal, the Inspector agrees with the applicant's view that the necessary information has been provided, then s/he will proceed to determine it. However, if the Inspector agrees with the LPA, the applicant will be required to provide the additional information to the LPA to enable them to validate and determine the application.

3.8 Where an application is initially considered to be valid but it is later discovered to be invalid, it will be put on ice until such time as the required information is

submitted. On receipt of the information the determination period for the application will be restarted.

- 3.9 The Government recognises that the recommended list which it has drawn up will not cater for all the wide and varied specific local requirements of every LPA and applicants may still be asked to provide additional information by any LPA after an application has been validated. The checklists also seek to specify circumstances where other information is likely to be requested.

4. PRE-APPLICATION ADVICE

- 4.1 In all but the most straightforward cases, the planning application process will be more efficient if applicants have sought advice about a proposed development and the information that will be expected to be submitted with an application, before making any application.
- 4.2 The LPA is very keen to assist in smoothing out as many potential problems and issues at pre-application stage so that so far as possible development proposals are shaped into an acceptable form by the time the formal application is lodged.
- 4.3 Of course this will not prejudice the results of the formal publicity and consultation exercise; however it does offer the opportunity for key consultees in the planning process to set out their requirements and expectations at the earliest stage. It is hoped that this will reduce/minimise the need to secure amendments to proposals once developers have formally submitted their planning application and therefore provide a stronger customer focus. It will also mean that the documents that will be expected with the application can be clearly identified.
- 4.4 With this in mind a regular **consultation between** officers and external bodies such as the Police, the Environment Agency (**One Stop Shop**) has been set up in order to discuss pre-application enquiries received. This **procedure** currently takes place on a fortnightly basis with the objective of a response to pre-application enquiries being provided within 15 working days of receipt.
- 4.5 Further information can be downloaded from the Council's website.

5. GENERAL ADVICE ON THE QUALITY OF PLANS & DRAWINGS

The Council requests that all plans and drawings should indicate: drawing number; paper size (preferably A3); key dimensions; and a scale bar indicating a minimum of 0-10 metres

- 5.1 If drawings are received that do not contain sufficient detail, the registration of your planning application may be delayed until revised or further drawings are submitted. It is therefore in your own interests to ensure that your plans and drawings meet the standards set out here before you submit your planning application.
- 5.2 Detailed drawings are the most important part of a planning application and it is

essential that they are of a suitable standard and include all the information necessary to describe proposed development in detail. Applicants are encouraged to follow the advice below:

- All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50.
- Plans/drawings must not contain disclaimers such as “Not to Scale” and “Do Not Scale” (perspectives excepted) and drawings must be drawn true to the stated scale(s).
- Site plans must include written dimensions and it is good practice to include relevant measured dimensions on other plans and elevations.
- The clearest way to present proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.
- Each plan/drawing should have a title box stating:
 - the address & proposal;
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”);
 - the date, scale of the drawing and **the drawing number**, with revisions clearly identified.
- Fully annotated plans and drawings are more understandable, eg if a line is shown on the plan between two properties, annotate by stating “boundary fence”.
- Every plan (including all copies) based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.
- It is good practice to submit the site location plan on a separate sheet of paper to aid consultation.
- To facilitate use of the National Land and Property Gazetteer & National Street Gazetteer, topographical surveys should be based on Ordnance Survey National Grid references and any proposed site layout drawings should show grid references for the lengths of proposed new highways.

5.3 It is hoped that planning application submissions will shortly be made available for inspection on the web. Some drawings have to be scanned for this purpose. If you are not submitting an application on-line, the submission of plans of a suitable quality for scanning (e.g. avoiding use of dyeline prints) is encouraged. Where there are complex drawings, particularly including colour, or photographs, the submission of these in a PDF format on a CD is encouraged to help improve the quality of the scanning process and ensure that plans can be viewed by the public.

6. LOCAL AUTHORITY CONTACT

- 6.1 If you have any queries regarding the above please contact the Council's Development Management team by email planning.enquiries@darlington.gov.uk

**Appendix A –
The Validation Checklists**

Checklist 1 – Full applications

<u>Validation Requirements</u>	<u>Applications for new building, extension or; engineering works; or change of use with external building / extension/engineering works</u>	<u>Change of use with no external building / extension / engineering works</u>	<u>Required</u>	<u>Submitted</u>
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes/No
Location plan	See Note 2	See Note 2	Yes	Yes/No
Site Plan	See Note 3	See Note 3	Yes	Yes/No
Existing and Proposed Elevations	See Note 4	See Note 4	Yes/No	Yes/No
Existing and Proposed Floor Plans	See Note 5	See Note 5	Yes/No	Yes/No
Existing and Proposed Section Drawings	See Note 6	See Note 6	Yes/No	Yes/No
Roof Plan	See Note 7	See Note 7	Yes/No	Yes/No
Completed Ownership Certificate	See Note 8	See Note 8	Yes	Yes/No
Completed Agricultural Holdings Certificate	See Note 9	See Note 9	Yes	Yes/No
Appropriate Fee	See Note 10	See Note 10	Yes/No	Yes/No
Design And Access Statement (where required)	See Note 11	See Note 11	Yes/No	Yes/No

Darlington Borough Council Requirements				
Affordable Housing Statement	See Note 12	See Note 12	Yes/No	Yes/No
Air Quality Assessment	See Note 13	See Note 13	Yes/No	Yes/No
Biodiversity survey and report	See Note 14	See Note 14	Yes/No	Yes/No

<u>Validation Requirements</u>	<u>Applications for new building, extension or; engineering works; or change of use with external building / extension/engineering works</u>	<u>Change of use with no external building / extension / engineering works</u>	<u>Required</u>	<u>Submitted</u>
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National Requirements				
Daylight/Sunlight Assessment	See Note 15	No	Yes/No	Yes/No
Disabled Access Statement	See Note 16	See Note 16	Yes/No	Yes/No
Economic Statement	See Note 17	See Note 17	Yes/No	Yes/No
Environmental Statement	See Note 18	See Note 18	Yes/No	Yes/No
Flood Risk Assessment	See Note 19	See Note 19	Yes/No	Yes/No
Foul Sewerage and Utilities Assessment	See Note 20	See Note 20	Yes/No	Yes/No
Heritage Statement	See Note 21	See Note 21	Yes/No	Yes/No
Land Contamination Issues	See Note 22	See Note 22	Yes/No	Yes/No
Landfill Applications	See Note 23	See Note 23	Yes/No	Yes/No
Landscaping Details	See Note 24	See Note 24	Yes/No	Yes/No
Lighting Assessment	See Note 25	See Note 25	Yes/No	Yes/No
Noise Assessment	See Note 26	See Note 26	Yes/No	Yes/No
Open Space Assessment	See Note 27	See Note 27	Yes/No	Yes/No
Parking Provision	See Note 28	See Note 28	Yes/No	Yes/No
Photographs/Photomontages	See Note 29	See Note 29	Yes/No	Yes/No
Planning Obligations Statement/Draft Heads of Items	See Note 30	See Note 30	Yes/No	Yes/No
Planning Statement	See Note 31	See Note 31	Yes/No	Yes/No
Site Waste Management Plan	See Note 32	See Note 32	Yes/No	Yes/No
Statement of Community involvement (SCI)	See Note 33	See Note 33	Yes/No	Yes/No
Structural Survey	See Note 34	See Note 34	Yes/No	Yes/No
Telecommunications Development	See Note 35	See Note 35	Yes/No	Yes/No
Town Centre Uses	See Note 36	See Note 36	Yes/No	Yes/No

<u>Validation Requirements</u>	<u>Applications for new building, extension or; engineering works; or change of use with external building / extension/engineering works</u>	<u>Change of use with no external building / extension / engineering works</u>	<u>Required</u>	<u>Submitted</u>
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National Requirements				
Transport Assessment/Travel Plan	See Note 37	See Note 37	Yes/No	Yes/No
Tree Survey/Aboriginal implications	See Note 38	See Note 38	Yes/No	Yes/No
Ventilation/extract statement	See Note 39	See Note 39	Yes/No	Yes/No

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Electronic Documents	See Note 40	See Note 40	Yes/No	Yes/No
Marketing information	See Note 41	See Note 41	Yes/No	Yes/No
Refuse Disposal details	See Note 42	See Note 42	Yes/No	Yes/No
Sustainability	See Note 43	See Note 43	Yes/No	Yes/No
Wind Assessment	See Note 44	See Note 44	Yes/No	Yes/No

Checklist 2 – Outline and Reserved Matter Applications

<u>Validation Requirements</u>	<u>Outline Application</u>	<u>Reserved Matter Application</u>	<u>Required</u>	<u>Submitted</u>
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes/No
Location plan	See Note 2	See Note 2	Yes	Yes/No
Site Plan	See Note 3	See Note 3	Yes	Yes/No
Existing and Proposed Elevations	See Note 4	See Note 4	Yes/No	Yes/No
Existing and Proposed Floor Plans	See Note 5	See Note 5	Yes/No	Yes/No
Existing and Proposed Section Drawings	See Note 6	See Note 6	Yes/No	Yes/No
Roof Plan	See Note 7	See Note 7	Yes/No	Yes/No
Completed Ownership Certificate	See Note 8	See Note 8	Yes	Yes/No
Completed Agricultural Holdings Certificate	See Note 9	See Note 9	Yes	Yes/No
Appropriate Fee	See Note 10	See Note 10	Yes/No	Yes/No
Design And Access Statement (where required)	See Note 11	See Note 11	Yes/No	Yes/No

Darlington Borough Council Requirements				
Affordable Housing Statement	See Note 12	See Note 12	Yes/No	Yes/No
Air Quality Assessment	See Note 13	See Note 13	Yes/No	Yes/No
Biodiversity survey and report	See Note 14	See Note 14	Yes/No	Yes/No
Daylight/Sunlight Assessment	See Note 15	No	Yes/No	Yes/No
Disabled Access Statement	See Note 16	See Note 16	Yes/No	Yes/No
Economic Statement	See Note 17	See Note 17	Yes/No	Yes/No

<u>Validation Requirements</u>	<u>Outline Application</u>	<u>Reserved Matter Application</u>	<u>Required</u>	<u>Submitted</u>
Environmental Statement	See Note 18	See Note 18	Yes/No	Yes/No
Flood Risk Assessment	See Note 19	See Note 19	Yes/No	Yes/No
Foul Sewerage and Utilities Assessment	See Note 20	See Note 20	Yes/No	Yes/No
Heritage Statement	See Note 21	See Note 21	Yes/No	Yes/No
Land Contamination Issues	See Note 22	See Note 22	Yes/No	Yes/No
Landfill Applications	See Note 23	See Note 23	Yes/No	Yes/No
Landscaping Details	See Note 24	See Note 24	Yes/No	Yes/No
Lighting Assessment	See Note 25	See Note 25	Yes/No	Yes/No
Noise Assessment	See Note 26	See Note 26	Yes/No	Yes/No
Open Space Assessment	See Note 27	See Note 27	Yes/No	Yes/No
Parking Provision	See Note 28	See Note 28	Yes/No	Yes/No
Photographs/Photomontages	See Note 29	See Note 29	Yes/No	Yes/No
Planning Obligations Statement/Draft Heads of Items	See Note 30	See Note 30	Yes/No	Yes/No
Planning Statement	See Note 31	See Note 31	Yes/No	Yes/No
Site Waste Management Plan	See Note 32	See Note 32	Yes/No	Yes/No
Statement of Community involvement (SCI)	See Note 33	See Note 33	Yes/No	Yes/No
Structural Survey	See Note 34	See Note 34	Yes/No	Yes/No
Telecommunications Development	See Note 35	See Note 35	Yes/No	Yes/No
Town Centre Uses	See Note 36	See Note 36	Yes/No	Yes/No
Transport Assessment/Travel Plan	See Note 37	See Note 37	Yes/No	Yes/No

<u>Validation Requirements</u>	<u>Outline Application</u>	<u>Reserved Matter Application</u>	<u>Required</u>	<u>Submitted</u>
Tree Survey/Aboriginal implications	See Note 38	See Note 38	Yes/No	Yes/No
Ventilation/extract statement	See Note 39	See Note 39	Yes/No	Yes/No

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Electronic Documents	See Note 40	See Note 40	Yes/No	Yes/No
Marketing information	See Note 41	See Note 41	Yes/No	Yes/No
Refuse Disposal details	See Note 42	See Note 42	Yes/No	Yes/No
Sustainability	See Note 43	See Note 43	Yes/No	Yes/No
Wind Assessment	See Note 44	See Note 44	Yes/No	Yes/No

Footnote

OUTLINE PLANNING APPLICATIONS

An outline planning application is a means of establishing the principle of a proposed development without having to supply all of the details. The grant of outline planning permission will then be conditional upon the subsequent approval of details of 'reserved matters' – as defined below.

The government has set down the minimum level of information that must be submitted with outline applications, as follows:-

Use – the use or uses proposed for the development and any distinct development zones within the application site.

Amount of development – the amount of development for each use.

Indicative layout – showing the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary.

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 access point or points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but at least one must be reserved for later approval.

RESERVED MATTER APPLICATIONS

Reserved matters are defined by the government as follows:-

Layout – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.

Scale – the height, width and length of each building proposed in relation to its surroundings.

Appearance – the aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

Access – the accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.

Landscaping – this is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

(NB For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are sitting, design, external appearance, means of access and the landscaping of the site.)

Checklist 3 – Listed Building and Conservation Area Applications

Validation Requirements	Listed Building Consent	Conservation Area Consent	Required	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes/No
Location plan	See Note 2	See Note 2	Yes	Yes/No
Site Plan	See Note 3	See Note 3	Yes	Yes/No
Existing and Proposed Elevations	See Note 4	See Note 4	Yes/No	Yes/No
Existing and Proposed Floor Plans	See Note 5	See Note 5	Yes/No	Yes/No
Existing and Proposed Section Drawings	See Note 6	See Note 6	Yes/No	Yes/No
Roof Plan	See Note 7	See Note 7	Yes/No	Yes/No
Completed Ownership Certificate	See Note 8	See Note 8	Yes	Yes/No
Completed Agricultural Holdings Certificate	See Note 9	See Note 9	Yes	Yes/No
Appropriate Fee	See Note 10	See Note 10	Yes/No	Yes/No
Design And Access Statement (where required)	See Note 11	See Note 11	Yes/No	Yes/No

Darlington Borough Council Requirements				
Heritage Statement	See Note 20	See Note 20	Yes/No	Yes/No
Planning Statement	Yes See Note 30	May be required. Please ask before submission See Note 30	Yes/No	Yes/No
Structural Survey	May be required. Please ask before submission See Note 33	May be required. Please ask before submission See Note 33	Yes/No	Yes/No
Photographs/Photomontages	See Note 28	See Note 28	Yes/No	Yes/No

Checklist 4 – Advertisement Applications

<u>Validator Requirements</u>	<u>Notes</u>	<u>Required</u>	<u>Submitted</u>
National Requirements			
Completed application form. Original plus 2 copies	All of the relevant questions should be answered. If the question is not relevant to the application then 'Not Applicable' or N/A should be inserted for clarity.	Yes	Yes/No
Location Plan based on an up to date map at a scale of 1:1250 or 1:2500 3 copies	The plan should show the direction of north and at least two named roads. The application site must be clearly outlined by a red line. A blue line should be drawn around any other land owned by the applicant which adjoins or is close to the application site. The Council can supply location plans on an up to date Ordnance Survey base	Yes	Yes/No
Other plans and drawings or information necessary to describe the subject of the application. 3 copies	1. Plans to a scale of 1:50 or 1:100, showing size of advertisements and position on building or land, height above ground level, extent of projection, sections, materials, colours, method of fixing. 2. Details of method and intensity of illumination, if applicable.	Yes	Yes/No
The Correct fee	See Scale of Fees for Planning Applications.	Yes	Yes/No
Darlington Borough Council Requirements			
Photographs and Photomontagues 4 Copies	As required in the particular case, for example 48 sheet hoardings and scaffolding shrouds, to show the advertisement in the context of the street scene.	Yes/No	Yes/No
Lighting Assessment 4 Copies	Where required because of the location of the advertisement and the nature of the illumination	Yes/No	Yes/No

Checklist 5 – Householder Applications

<u>Validaton Requirements</u>	<u>Notes</u>	<u>Required</u>	<u>Submitted</u>
National Requirements			
Completed application form. Original plus copy	All of the relevant questions should be answered. If the question is not relevant to the application then 'Not Applicable' or N/A should be inserted for clarity.	Yes	Yes/No
Completed ownership certificate and agricultural holdings certificate Original plus copy	All applications must be accompanied by the relevant certificates concerning the ownership of the application site. For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years. The agricultural holdings certificate is required to state whether or not the site includes an agricultural holding and all agricultural tenants.	Yes	Yes/No
Location Plan based on an up to date map at a scale of 1:1250 or 1:2500 Original plus copy	The plan should show the direction of north and at least two named roads. The application site must be clearly outlined by a red line. A blue line should be drawn around any other land owned by the applicant which adjoins or is close to the application site. The Council can supply location plans on an up to date Ordnance Survey base	Yes	Yes/No
Site Plan drawn at a scale of 1:500 or 1:200 Original plus copy	The Site Plan should accurately show:- 1 The direction of north 2 The proposed development in relation to site boundaries and other existing buildings on the site, with written dimensions including those to boundaries 3 all the buildings, roads and footpaths on land adjoining the site including access arrangements 4 all public rights of way crossing or adjoining the site 5 the position of all trees on the site, and those on adjoining land that could influence or be affected by the development 6 The extent and type of any hard surfacing including any parking facilities 7 Boundary treatment, including the type and height of any existing or proposed walls or fencing 8 he position of any building or structure on the other side of adjacent boundaries	Yes	Yes/No

<p>Other plans and drawings or information necessary to describe the subject of the application.</p> <p>Original plus copy</p>	<p>1 Plans to a scale of 1:50 or 1:100, showing size of advertisements and position on building or land, height above ground level, extent of projection, sections, materials, colours, method of fixing.</p> <p>2 Details of method and intensity of illumination, if applicable.</p> <p>3 Sectional plans through buildings, or application site should be submitted for all applications on sloping sites, or where the proposed development involves a change in ground levels at a scale of 1:50 or 1:100.</p> <p>4 4. Roof Plans, where necessary, at a scale of 1:50 or 1:100</p>	Yes/No	Yes/No
The Correct fee	See Scale of Fees for Planning Applications.	Yes	Yes/No
<p>Design and Access Statement</p> <p>Original plus copy</p>	<p>A Design and Access Statement is required if the dwellinghouse, or any part of its curtilage lies within a designated area (i.e. a conservation area). The Design and Access Statement should explain the broad design principles and concepts that have been applied to the development and how issues relating to access have been dealt with. Information on Design and Access Statements is available from CABE publication 'Design and Access Statements – How to write, read and use them. www.cabe.org.uk.</p>	Yes/No	Yes/No

Darlington Borough Council Requirements			
<p>Flood Risk</p> <p>Original plus copy</p>	<p>For all applications for domestic extensions within Flood Zone 2 or 3 if the floor levels are to be set lower than the existing levels then 3 copies of the flood resilience and resistant techniques to be incorporated into the development are required with the application.</p>	Yes/No	Yes/No
<p>Archaeology</p> <p>Original plus copy</p>	<p>Applications that involve development which will lead to intrusive ground works in an area identified by the County Archaeologist as being of known archaeological interest, potential archaeological importance, or affecting nationally important archaeological remains, whether scheduled or not, must provide 3 copies of an archaeological desk top assessment and a field evaluation report where advised that this is required by the County Archaeologist.</p>	Yes/No	Yes/No

<p>Biodiversity Survey and Report</p> <p>Original plus copy</p>	<p>Applications which involve the modification, extension or demolition of a dwellinghouse which fall within the following categories will be required to provide 4 copies of a bat survey unless an exception applies. The survey should be undertaken in accordance with the Good Practice Guidelines produced by the Bat Conservation Trust: http://www.bats.org.uk</p> <ul style="list-style-type: none"> • Pre- 1960 buildings within 200m of woodland or water; • Buildings with wooden cladding or hanging tiles within 200m of woodland or water • Pre- 1919 buildings within 400m of woodland or water; • Works that affect veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1m at chest height; <p>Exceptions - Following consultation with the Council at pre-application stage, it is confirmed in writing that a protected species report will not be required.</p>	<p>Please indicate which of the following are applicable</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>Noise Assessment</p> <p>Original plus copy</p>	<p>Applications for development which could cause noise nuisance to nearby occupiers eg a domestic wind turbine, should be accompanied by a noise assessment carried out by a suitably qualified acoustic professional.</p>	<p>Yes/No</p>	<p>Yes/No</p>
<p>Tree Survey / Arboricultural Implications</p> <p>Original plus copy</p>	<p>Where development will affect existing trees a tree survey will be required. The survey should be undertaken by or under the guidance of a qualified arboriculturalist in accordance with the recommendations set out in BS 5837:2005 and should include the positions of all trees of 75mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries; the canopy spread of such trees; all shrub masses and hedges, and any other relevant features of the site such as banks, slopes, walls and fences and water features.</p>	<p>Yes/No</p>	<p>Yes/No</p>

Appendix B –

Notes to Accompany Checklists 1 to 3

NB Reference in these notes to major applications means applications for 10 or more dwellings or development comprising 1,000 m² of floor space for retail, business, storage or other purposes

NATIONAL VALIDATION REQUIREMENTS

1. Completed Application Form

All of the relevant questions should be responded to and if not relevant to the application, then the words “Not Applicable” or N/A should be inserted for clarity. See also completed ownership certificates below.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal (www.planningportal.gov.uk).

Where applicants wish to make application in paper form, the original of the completed application form, plus three additional copies must be submitted. The same applies to all other plans and information which accompanies an application submitted in paper form ie a total of four sets is required for the application to be valid. The Council may ask an applicant to submit additional copies for certain types of application. This is not obligatory, but will help to expedite consultation and publicity and speed the process towards decision.

2. Location Plan

All applications must be accompanied by a location plan based upon an up to date map at a scale of 1:1250 or 1:2500. Where possible the location should show at least two named roads and surrounding buildings. The surrounding buildings should be named or numbered to ensure that the exact location of the application is clear.

The application site must be clearly edged with a red line. It should include all of the land required to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. Any other land within the control or ownership of the applicant that is adjacent or close to the application site should be edged with a blue line.

Ordnance Survey plans can be provided by any of the Development Management Section. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

3. Site Plan (or block plan)

All applications should include **the** site plan at a scale of either 1:100 or 1:200.

The site plan should be named and numbered.

This should accurately show:

- The direction of north.
- The proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the **site** boundaries.

-
- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
 - All public rights of way crossing or adjoining the site.
 - The position and spread of all trees on the site, and those on adjacent land that could influence or be affected by the development.
 - The extent and type of any hard surfacing including any parking facilities.
 - Boundary treatment including the type and height of any existing or proposed walls/fencing.

4. Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawing should clearly show the relationship between the two structures and detail the positions of any openings on each property. Blank elevations must also be included, if only to show that this is in fact the case. **All plans should be named and numbered.**

5. Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. They should show details of the existing buildings and those for the proposed building including each floor and roof plan. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate. Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building. **All plans should be named and numbered.**

6. Existing and Proposed Site Sections and Finished Floor and Site Levels.

It is necessary to demonstrate how proposed development is to relate to existing site levels and neighbouring development. **All plans should be named and numbered.** Section drawings should be drawn at a scale of 1:50 or 1:100 showing cross sections through the proposed buildings and must be submitted in the following cases:

- Where a proposal involves a change in ground levels drawings should be submitted to show both the existing and finished levels.
- On sloping sites full information is required concerning alteration to levels, the way in which a proposal would sit within the site and, in particular, the relative levels between existing and proposed buildings.

- Wherever possible the drawing should contain details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site and showing the proposals in relation to adjoining buildings.
- Section drawings may also be requested in other cases by the planning officer. The drawings may take the form of contours, spot levels or cross/long sections.

7. Roof Plan (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan. **All plans should be named and numbered.**

8. Completed Ownership Certificate (A, B, C or D as applicable)

Under the 1990 Town and Country Planning Act, read in conjunction with Article 7 of the General Development Procedure Order 1995 all applications for planning permission must be accompanied by the relevant certificates concerning the ownership of the application site.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known (reference to any part of site has been removed, this is because if all owners of site are not known then Certificate C should be completed).

If Certificate B has been completed (see Note 3 above) a completed copy of Notice No. 1 must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

9. Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of an application for planning permission. The certificate is not required for applications for reserved matters, renewal of temporary permission, discharge or variation of conditions, tree preservation orders or advertisement consent.

10. Appropriate fee

Where it is necessary to pay a fee for the application this can be paid by cash, cheque, or credit/debit card. Alternatively fees can be paid online where the facility is available.

To find out what fee is required for your application and whether the council is able to receive payments online please call the planning administration services section on 01325 406480 or 406479 or 406478 or 406742.

11. Heritage Statement

Supporting applications for Listed Building Consent, Relevant Demolition of an unlisted building in a conservation area and applications for planning permission that impact on Scheduled Monuments or Listed Buildings and for any development within Conservation Areas.

12. Design and Access Statement (if Required)

The statement should provide sufficient details in order to demonstrate that due consideration has been given to design, access and sustainability aspects. It applies to Major developments, Listed Building applications, and for developments within a conservation area which consist of one or more dwelling house; or the provision of a building or buildings where the floor space created by the development is 100m² or more.

Planning applications, other than specified types of application as indicated below, are required to be accompanied by a Design and Access Statement. Article 4C of the General Development Procedure Order (as amended) sets out the details required for such statements. The statement should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The Statement should be set out under the following headings and address the following aspects:

- Amount of development
- Layout
- Scale
- Landscaping; and
- Appearance

The statement should also demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account.

Statements will be required in support of all applications, other than:

- Engineering or mining operations.
- Development within the curtilage of a dwelling house (unless in a Conservation Area or other “designated area”).
- Changes of use.

~~Regulation 3A of the Listed Buildings regulations (as amended) sets out the detailed requirements for such statements. The statement should indicate the design principles and concepts that have been applied to the proposed works, and (other than in the case of works only affecting the interior of the building) how issues relating to access to the building have been dealt with. The statement should explain how the principles and concepts referred to have been applied to the aspects of scale, layout and appearance, and have taken account of:~~

- ~~• the special architectural or historic interest of the building;~~
- ~~• the particular physical features of the building that justifies its designation as a listed building; and the building's setting.~~

With outline applications, a statement will be required, which should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. As a minimum, outline applications should always include information on use, amount of development, ~~scale parameters, indicative layout and indicative access points.~~

Applications for the approval of reserved matters need to include a statement to demonstrate that the principles and concepts set out in the Design and Access statement at outline stage have been adhered to in the preparation of the details the subject of the reserved matters application.

A Guide has been produced by the Commission for Architecture and the Built Environment (CABE) entitled "Design and Access Statements – How to write, read and use them". The guide is commended to prospective developers for use in connection with applications to be submitted to the Council. It can be found on CABE's web site www.cabe.org.uk.

LOCAL VALIDATION REQUIREMENTS

12. Affordable Housing Statement

Statements will be required in support of all applications for residential development where the number of units proposed exceeds the thresholds set by each local authority, and in other cases where the proposal specifically provides for affordable housing.

The relevant thresholds are as follows:-

- **Within the main urban area (the area within the development limit as shown on the adopted proposals map) proposed developments of 15 dwellings or more or residential sites of 0.5 ha or more.**
- **Outside the main urban area, proposed developments of 5 or more dwellings or residential development sites of 0.2 hectares or more.**

Statements should take into account the advice in PPS3 – Housing available at: <http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps3/>

The statement should also reflect the Council's adopted guidance on affordable housing and should explain what, if any provisions are to be made for affordable housing including details of the location, number and mix of the affordable housing units, including the numbers of habitable rooms and bedrooms or the unit floor space and should, and delivery arrangements. A planning obligation is likely to be necessary to secure the provision of affordable housing. (See Planning Obligations - Draft Heads of Terms, at Note 29 below.)

The Council's adopted guidance on Affordable Housing is in the form of a Supplementary Planning Document as part of its Local Development Framework. This document can be viewed at:-

http://www.darlington.gov.uk/dar_public/documents/Development%20and%20Environment/Development%20and%20Regeneration/Planning%20Services/Policy/LDF/AffHous/AffHouSPD.pdf

13. Air Quality Assessment

Applications for development inside, or immediately adjacent to an Air Quality Management Area (AQMA), or where the development 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 a local authority's Air Quality Action Plan, will be required to submit an air quality assessment. Such an assessment will contain such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMA's cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in PPS23: Planning and Pollution Control at

http://www.communities.gov.uk/embedded_object.asp?id=1143917 [not found]

14. Biodiversity Survey and Report

A) Biodiversity & Protected Species

Applications that involve the change of use / modification / demolition (including in part) of the following buildings must provide a protected species survey, assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified professional, in accordance with good practise guidelines

<http://www.ieem.org.uk/survey-sources/index.html>

- Permanent agricultural buildings;
- Buildings with wooden cladding or hanging tiles within 200m of woodland or water;
- Pre-1960 buildings within 200m of woodland or water;
- Pre-1919 buildings within 400m of woodland or water;
- Tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts.

Applications that would affect the following must provide a protected species survey, assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified professional, in accordance with good practise guidelines <http://www.ieem.org.uk/survey-sources/index.html>: [not found]

- Lighting of Churches and listed buildings or flood lighting within 50m of woodland, water or hedgerows / lines of trees with an obvious connection to woodland or water;
- Works affecting woodland, or hedgerows / lines of trees with an obvious connection to woodland or water;
- Works that involve the felling or lopping of veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1m at chest height;
- Works affecting gravel pits, quarries, natural cliff faces, or rock outcrops with crevices or caves;
- Major proposals within 500m of the perimeter of a pond, or 200m of rivers, streams, canals, lakes or other aquatic habitats;
- Minor proposals within 100m of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats.

B) Designated Sites, Habitats and Geological Features

Applications that would affect any of the following must provide an ecological survey assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified professional, in accordance with good practise guidelines <http://www.ieem.org.uk/survey-sources/index.html>

- Special Protection Area (SPA) / Ramsar Site;
- Special Area of Conservation (SAC);
- Site of Special Scientific Interest (SSSI);
- Site of Nature Conservation Importance (SNCI);
- Local Nature Reserve (LNR);
- Priority habitats as defined in the Local Biodiversity Action Plan;
- Secondary woodland;
- Trees and scrub used for nesting by breeding birds;
- Quarries, naturally occurring cliffs and rock outcrops;
- Urban greenspace (e.g. parks, allotments, flower-rich road verges, embankments etc).

Applications that would affect any of the following geological features below must provide a geological survey, assessment and mitigation report, undertaken by a suitably qualified professional, unless an exception applies:

- Geological Site of Special Scientific Interest (SSSI);
- Regionally Important Geological Site (RIGS);
- Active and disused quarries, pits and mine dumps;
- River and stream sections;

-
- Inland outcrops;
 - Underground mines and tunnels;
 - Buried geological interest;
 - Road, rail and canal cuttings;
 - Static and active geomorphological features;
 - Caves;
 - Finite mineral, fossil or other geological features.

Detailed guidance on dealing with the impact of development on biodiversity and geological conservation is provided in PPS9 and its accompanying Government Circular and Good Practice Guide

<http://www.communities.gov.uk/index.asp?id=1143832>

C) Exceptions

A Biodiversity and Species report may be waived if:

- Following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required.
- A reasoned risk assessment, undertaken by a suitably qualified person, is submitted demonstrating that no protected species are present, or that none would be adversely affected by the proposal.
- With regard to SPA, SAC or SSSI, it is confirmed in writing by Natural England that a survey/report is not required.

15. Daylight / Sunlight Assessment

Applications may need to be accompanied by a daylight / sunlight assessment in circumstances where there is a potential adverse impact upon the current levels of sunlight / daylight enjoyed by adjoining properties or buildings, including associated gardens or amenity space. An assessment may also be required in situations where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development.

The assessment should be carried out in accordance with the British Research Establishment document *Site Layout Planning for Daylight and Sunlight – A guide to Good Practice*. A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.

Further advice is available at <http://www.right-of-light.co.uk/bre.htm>

16. Disabled Access Statement

Information is required in support of applications for proposals to change the use of buildings where members of the public may be expected to enter, including a written statement to describe how the building (at ground floor level and above) may be

accessed throughout by disabled users. For proposed external alterations (for example a ramp and handrail) please provide elevation and plan drawings - including a block plan (to show the precise location), technical specifications* and photographs where appropriate. Alternatively, if your proposal does not include provision for disabled users you are required to provide a reasoned justification for the omission.

*technical specification includes all measurements – width, height, gradient and wheelchair turning circle; and materials.

17. Economic Statement

Applications may also be required to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including details of any new jobs that might be created or supported, the relative floor space uses for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

18. Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, 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 EIA is required) from the local planning authority 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.

The legislative requirements and best practice guidance on Environmental Impact Assessments can be found on the Communities and Local Government website:

<http://communities.gov.uk/index.asp?id=1143248>

Further details are available at <http://www.opsi.gov.uk/SI/si2000/20002867.htm>

19. Flood Risk Assessment

A Flood Risk Assessment (FRA) identifies and assesses the risks of all forms of flooding to and from the development and demonstrates how these flood risks will be managed, taking climate change into account. An FRA will be required for:

- Applications which are for non-residential extensions not exceeding 250 sq m lying within the Environment Agency's Flood Zones 2 or 3, or for applications which involve the culverting or controlling the flow of any river or stream.

- Applications for operational development on sites of less than 1 hectare that lie within the Environment Agency's Flood Zones 2 or 3, or for applications which involve the culverting or controlling the flow of any river or stream.
- Applications for operational development on sites exceeding 1 hectare.

An FRA will also be required where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding, or where there are identified drainage problems. There is further guidance in PPS25 and its related Good Practice Guide at

<http://www.communities.gov.uk/index.asp?id=1504640>

For developments that are for new dwellings or for non-residential extensions. Industrial/Commercial/Leisure etc. extensions with a footprint that exceeds 250m² that lie within Flood Zones 2 or 3 applicants will need to submit a statement demonstrating how they have applied the sequential approach at a site level to minimise risk by directing the most vulnerable development to areas of lowest flood risk, matching vulnerability of land use to flood risk. Any major or non-major development in Flood zones 2 and 3 will require a sequential test and exception test if necessary as set out in table D3 of PPS25.

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps25/>

This should be completed at the earliest stage of the pre-application process. This assessment will not be required on sites allocated in development plans which have been through the application of the Sequential Test, as informed by a Strategic Flood Risk Assessment. Further advice on what should be included within a Flood Risk Assessment can also be found at the Environment Agency's website - <http://www.pipenetworking.com/floodrisk/index.html>

20. Foul Sewage and Utilities Assessment

All new buildings need connections to foul and storm water sewers. If an application proposed to connect a development to the existing drainage system then details of the existing system should be shown on application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to public foul sewers.

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

21. Heritage Statement (including historical archaeological features and scheduled ancient monuments)

The heritage statement will require details on one or more of the following:

A) Archaeological Assessment

Applications that involve development which will lead to intrusive ground works in an area identified by the County Archaeologist as being of known archaeological interest, potential archaeological importance, or affecting nationally important archaeological remains, whether scheduled or not, must provide an archaeological desk top assessment and a field evaluation report where advised that this is required by the County Archaeologist.

Direct pre-application contact with the County Archaeologist's Office to establish whether there is an archaeological interest in a development site is recommended. The relevant contact number is 03000 267009 or archaeology@durham.gov.uk

B) Listed Building/Conservation Area Appraisal

Applications for Listed Building Consent must provide a Listed Building appraisal, which should include:

- a schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- for any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less;
- a detailed specification for all proposed materials including, where appropriate samples.

Design and Access Statements are required for all listed building applications (see Design and Access Statements).

Applications that involve demolition, significant alterations to or conversion of historic buildings, listed and unlisted, must provide an archaeological building recording report where advised that this is required by the County Archaeologist.

A Conservation Area Appraisal will be required for applications for planning permission (apart from change of use) on sites within conservation areas, or affecting the setting of a conservation area, and applications for conservation area consent. The appraisal

should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. The appraisal should be accompanied by appropriate photographs and could form part of a Design and Access Statement.

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.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

Advice can be obtained from English Heritage 'A Charter for English Heritage Advisory Services' and the English Heritage / CABI guidance 'Building in Context' from <http://www.designcouncil.org.uk/documents/publications/cabe/design-review2.pdf>

Further advice can also be found in Planning Policy Guidance Note 15: Planning and the Historic Environment on the Communities and Local Government website (see <http://www.communities.gov.uk/index.asp?id=1144040>)

22. Land Contamination Assessment

For all new development with a sensitive end use (e.g. residential, nurseries, schools) a minimum of a Preliminary Risk Assessment (PRA) will be required regardless of the history of the site, contaminated or otherwise. Also, for all new developments on land which adjoins an affected contamination site a PRA will be required as a minimum.

Dependent on the site and end use and the potential for contamination to affect the development proposals, it may be a requirement that a PRA, Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application.

It is essential for applicants to address potential pollution matters early in preapplication discussions with planning officers.

Further advice on contaminated land can be found in Planning Policy Statement 23: Planning and Pollution Control on the Communities and Local Government website - <http://www.communities.gov.uk/index.asp?id=1143916> and the Environment Agency's website - <http://www.environmentagency.gov.uk/subjects/landquality/>

23. Landfill Applications

Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Statement.

24. Landscaping Details

The Town and Country Planning Act imposes upon Local Planning Authorities a statutory duty as respects the preservation / planting of trees. Applications for planning permission (apart from change of use and alterations to existing buildings) should be accompanied by details of landscaping. There is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

25. Lighting Assessment

All proposals involving the 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, will be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a schedule of the equipment in the design, and a lighting diagram showing the intensity of illumination.

Lighting in the Countryside: Towards Good Practice (1997) is a valuable source of advice which demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. It is applicable in towns and cities as well as in the countryside. This advice is available at <http://www.communities.gov.uk/index.asp?id=1144822>

26. Noise Assessment

Applications for developments that could lead to a noise nuisance to nearby occupiers and/or amenity users and for development close to a permanent source of noise e.g. a main road, motorway, metro line or railway should be accompanied by a noise assessment. This should be carried out by a suitably qualified acoustic professional.

During pre-application discussions advice should be sought from both the planning officer and the environmental health officer about requirements for sound insulation in residential and commercial developments.

Sound insulation issues should be covered in the supporting statement for applications for change of use of premises under, over or adjacent to residential development or which propose noise sensitive uses adjacent to sources of noise or for uses that would in themselves be a noise source adjacent to noise sensitive uses such as houses, hospitals or schools.

In some defined locations, aircraft noise may also be a material consideration which should also be addressed in a noise assessment.

Further advice is available in PPG24 – Planning and Noise at <http://www.communities.gov.uk/index.asp?id=1144097>

27. 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. 'Open space' here includes space falling within the definition of that term in the Town and Country Planning Act 1990 or Planning Policy Guidance Note 17.

Planning consent is not normally given for the development of existing open spaces which local communities need. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land and buildings are surplus to local requirements. Any such evidence should accompany the planning application.

All applications involving new residential development will be required to show open space to be associated with the development, or to justify lack of provision or under provision.

Applications exceeding the local authority threshold will be required to make provision for the recreation needs of the prospective residents by either on site provision or by providing a commuted sum to the Council for the equivalent enhancement of public open space or recreational provision in the nearby area. Either means of provision will require a S106 Agreement (see Planning Obligations - Draft Heads of Terms – Page 13)

National planning policy is set out in Planning Policy Guidance Note 17 <http://www.communities.gov.uk/index.asp?id=1144066>)

28. Parking provision

All non-householder applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.

Note: Applicants will be required to justify proposals which exceed a Council's maximum parking standards. Existing and proposed parking details may be required for proposals where existing parking will be lost.

29. Photographs and Photomontages

Photomontages or perspective representations will be required where it is necessary to demonstrate how significant new development can be integrated into the street scene or wider townscape or landscape setting.

Photographs should also be provided where the development involves the demolition of an existing building or development affecting a Conservation Area or a listed building.

30. Planning Obligations - Draft Heads of Terms

Planning obligations (or "section 106 agreements"¹) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or

“developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Section 106 of the Town and Country Planning Act 1990 (as amended) makes provision for a person with an interest in land to enter into a planning obligation for the purpose of:

- restricting the developers or use of land in a specified way (e.g. the surrender of an earlier, extant planning permission);

¹ Agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991

- requiring specified operations or activities to be carried out in, on, under or over the land (e.g. provision of additional infrastructure);
- requiring land to be used in a specified way (e.g. ensuring the non-severance of car parking or the dedication of land as open space);
- requiring a sum of money to be paid to the Authority on a specified date (or periodically) (e.g. contribution to upgrade recreation facilities).

The need for a planning obligation should be fully discussed with the Council at pre-application stage.

Applications which generate a requirement for a planning obligation should be accompanied by a statement which contains draft heads of terms and the ownership and contact details necessary for the planning obligation to be progressed. Precise requirements should be clarified in pre-application discussions.

Further information on planning obligations is available in Circular 5/05 Planning Obligations at:

<http://www.communities.gov.uk/publications/planningandbuilding/circularplanningobligations>

31. 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.

A Planning Statement will be required for all “major” developments, developments not in accordance with the development plan/ Local Development Framework (LDF), and other developments if specified in pre-application advice.

The statement will explain how the proposal relates in policy terms to national and regional planning guidance, the development plan and adopted Supplementary Planning Guidance; and as they emerge, the LDF and Supplementary Planning Documents. It should also include details of consultations with the local planning authority and wider community/statutory consulters undertaken prior to submission.

A separate statement on community involvement may be required – See Note 33.

32. Site Waste Management Plan

Proposed new development should be supported by a Site Waste Management Plan of the type encouraged by the code of practice published in 2004 by the Department of 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 type and volume 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.

33. Statement of Community Involvement (SCI)

An Statement of Community Involvement will normally only be required for major development applications. It will explain 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 seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

Further guidance on SCI's is available in Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 Local Development Frameworks (see <http://www.communities.gov.uk/index.asp?id=1143846>)

34. Structural Survey

Applications which involve the change of use/conversion of rural buildings must submit a structural survey of the building by a suitably qualified professional demonstrating that the building is structurally sound and physically capable of conversion without substantial demolition. A survey may also be required where the substantial demolition of any building is proposed.

In some cases structural information will be required to support applications for listed building consent.

35. 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 guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in **Code of Practice on Mobile Network Development (2002)**.

36. Town Centre Uses

Applications for main town centre uses (as defined below) which are proposed to be located outside of Primary Shopping Areas or an identified town centre should be accompanied by evidence providing:

- a needs assessment, including quantitative and qualitative need, justifying the development;
- details of the sequential approach undertaken that have led to the proposed site being selected site (excluding extensions to existing developments if they are less than 200 sq. m);
- an assessment of the proposed development's impact on the vitality and viability of existing centers;
- an assessment of how the chosen location is accessible.

Main town centre uses are defined as:

- 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; and
- arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities).

Further Advice on town centres can be found in Planning Policy Statement 6: Planning for Town Centres available on the Communities and Local Government website - <http://www.communities.gov.uk/index.asp?id=1501955>

37. Transport Assessment / Travel Plan

A Transport Assessment (TA) will be required for developments likely to have significant transport impacts. Its purpose would be to quantify and assess the impact of the proposals on traffic movement and highway safety; to quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted, including, where appropriate, green travel plans; and providing details of any proposals for access or transport improvements.

A Transport Statement (TS) will be required when the development is expected to generate relatively low numbers of trips or traffic flows with minor transport impacts. Its purpose would be to cover matters such as trip generation resulting from the development improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

A Travel Plan (TP) (sometimes known as a Green or Sustainable Travel Plan) is a report outlining 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.

The need for a Transport Assessment or Transport Statement or Travel Plan should be ascertained in pre-application advice, having regard to the following thresholds which are extracted from Department for Transport Guidance.

Land Use	Description of development	Size	No Assessment	TS	TA/TP
A1 Food Retail	Retail sales of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	< 250 sq m	< 250 sq m > 800 sq m	> 800 sq m
A1 Non food retail	Retail sales of non[foods to the public, but includes sandwiches bars – sandwich or other cold food purchases and consumed off the premises, internet cafes	GFA	< 800 sq m		> 1500 sq m
A2 Financial & Professional Services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public	GFA	< 1000 sq m	< 1000 sq m > 2500 sq m	> 2500 sq m
A3 Restaurants and Cafes	Restaurants and cafes – use for the sale of food for consumption on the premises, excludes internet cafes (now A1)	GFA	< 300 sq m	< 300 sq m > 2500 sq m	> 2500 sq m
A4 Drinking Establishments	Use as a public house, wine bar or other drinking establishment	GFA	< 300 sq m	< 300 sq m >600 sq m	>600 sq m
A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	< 250 sq m	< 250 sq m >500 sq m	>500 sq m
B1 Business	(a) Offices other than in use with Class 2 (financial and professional services) (b) Research and development – laboratories, studios (c) Light industry	GFA	< 1500 sq m	< 1500 sq m > 2500 sq m	> 2500 sq m
B2 General Industrial	General industry (other than classified as in B1), the former 'special industrial' use classes, B3 – B7 are now all encompasses in the B2 use class/	GFA	< 2500 sq m	< 2500 sq m > 4000 sq m	> 4000 sq m
B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	< 3000 sq m	< 3000 sq m > 5000 sq m	> 5000 sq m
C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if no significant element of care is provided.	Bedrooms	< 75 bedrooms	< 75 bedrooms >100 bedrooms	>100 bedrooms
C2 Residential Institutions - hospitals	Used for the provision of residential accommodation and care to people in need of care	Beds	< 30 beds	< 30 beds > 50 beds	> 50 beds

,nursing homes					
C2 Residential institutions - Residential education	Boarding schools and training centres	Students	<50 students	< 50 students > 150 students	> 150 students
C2 Residential institutions - Institutional hostels	Homeless shelters, accommodation to people with learning disabilities and people on probation	Residents	< 250 residents	< 250 residents > 400 residents	> 400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in a community	Dwellings	< 50 units	< 50 units >80 units	> 80 units
D1 Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres, and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls	GFA	<500 sq m	<500 sq m > 1000 sq m	> 1000 sq m
D2 Assembly and leisure	Cinemas, dance and concert halls , sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos, other indoor and outdoor sports and leisure users not involving motorized vehicles or firearms	GFA	<500 sq m	<500 sq m >1500 sq m	>1500 sq m
Others	Any development proposing 100 or more car parking spaces		TA required		

The following types of development may also require a Transport Statement, Transport Assessment or a Travel Plan. Early pre-application discussions with the Council are strongly recommended.

- Any development generating 30 or more two-way vehicle movements in any hour.
- Any development generating 100 or more two-way vehicle movements per day.
- 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 movement 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 provisions.

- Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).
- For further information on Transport Statements, Transport Assessments and Travel Plans please refer to Communities and Local Government (CLG) and Department for Transport (DfT) documents, 'Guidance on Transport Assessments' March 2007.
- This document is intended to assist stakeholders in determining whether an assessment may be required and, if so, what the level and scope of that assessment should be. It also provides guidance on the content and preparation of Transport Assessments and Transport Statements and can be found at <http://www.dft.uk/pgr/regional/transportassessments/guidanceonta>

38. Tree Survey/Arboricultural Implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees) a tree survey will be required.

The survey should be undertaken by or under the guidance of a qualified arboriculturalist in accordance with the recommendations set out in BS 5837:2005 and should include the positions of all trees of 75mm stem diameter at a height of 1.5 metres within the site and adjoining or overhanging the site boundaries; the canopy spread of such trees; all shrub masses and hedges, and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree categorisation method set out in BS 5837:2005.

39. Ventilation/Extraction Statement

Details of the position and design of ventilation and extraction equipment, including elevational plans of the ducting, 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 (Restaurants and Cafes), A4 (Drinking Establishments) and A5 (Hot Food Takeaways) and any other uses where cooking will take place on a commercial scale. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction is proposed to be installed.

ADDITIONAL INFORMATION THAT MAY BE REQUESTED

Please note: The following documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

40. Electronic Documents

For all major planning applications the application, (including all supporting documents) will be required in an electronic format (i.e. compact disc).

41. Marketing Information

Applications which involve the change of use/conversion of rural buildings to residential use will need to be advertised for sale, or lease on the open property market for economic uses that are suitable to a rural area. This must be for a period not less than 6 months. Details of the marketing should be included within a written assessment.

Advice on acceptable economic uses for rural areas can be found in Planning Policy Statement 7: Sustainable Development in Rural Areas available on the Communities and Local Government website – www.communities.gov.uk/index.asp?id=1143823

Applications within Primary Shopping Areas which propose to introduce uses other than Class A1 Retail may be required to produce evidence of active marketing of the property for retail purposes to support the case for change of use.

42. Refuse Disposal Details

All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments will be required to be accompanied by details of proposed facilities for the storage and collection of refuse, including access for refuse collection vehicles.

Large scale developments may result in requirements for recycling facilities.

43. Sustainability Statement

Sustainability Statements will be required for all major planning applications which demonstrate the sustainability principles of the proposed development, including the positive and negative environmental, social and economic considerations.

44. Wind Assessment

These are required on developments of 8 storeys or above or where the proposed development would cause a wind tunnel or have micro climatic implications.

The wind assessment should be based upon The London Docklands Development Corporation Criteria, often called the Lawson Criteria. Unless demonstrated otherwise a purpose designed boundary layer wind tunnel study will be required to provide a reliable quantification of the pedestrian level wind environment in and around the site. Key points to be tested will be pedestrian access routes in and around the site, entrances to the buildings and open spaces within the site. A wind tunnel test will not be required if it can be demonstrated to the satisfaction of the local planning authority that wind is not a significant factor by way of a computer generated desk top study.