

BURY METROPOLITAN BOROUGH COUNCIL

VALIDATION CHECKLISTS FOR PLANNING APPLICATIONS

INTRODUCTION

The Council has produced this Validation Checklist following guidance published by Communities and Local Government in August 2007 (The validation of Planning Applications”). The Guidance outlines the benefits of a validation checklist in helping authorities to achieve good standards of performance, and providing planning authorities and applicants with greater certainty as to the nature and extent of information required in order to validate applications. The checklist is effective in relation to applications received on and after 6th April 2008.

If the information that is required by the checklist is not included with an application, the authority will be entitled to declare the application invalid and not register or process it. Conversely, applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, it must be recognised that there may still be situations arising where a validated application will not contain all of the information required for making a decision and the Council reserves the right to ask for additional information within one month of the date of receipt.

It should be noted that the checklists are liable to amendment as the planning requirements change.

NOTES ON USE FOR APPLICANTS

The Detailed Validation Checklists are in two parts.

Part One sets out minimum National requirements for all applications including relevant forms and plans.

Part Two provides a list of additional Local requirements which will need to be met in certain circumstances, dependant on factors such as the location or characteristics of the site and the scale and nature of the development.

In addition, there is a simplified checklist, in **Appendix A**, which lists those requirements according to application type.

The notes clarify and indicate some thresholds when specific requirements are likely to apply. However, the Council’s expectation is that applicants will seek to take advantage of their pre-application advice service. Additional information requirements falling within Part Two of the Checklist will be identified through this service. If the applicant properly addresses all the matters listed in Parts One and Two, the application will be validated.

Conversely, applications will not be validated where a requirement is indicated in the notes but is not provided with the application.

If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant within 5 working days of receipt of the application. Applications which have been declared invalid will be returned if all the items and/or information which is lacking has not been provided within 28 days of receipt of the invalid application. If all of

the required information has been received the application will be validated as per the date of its receipt.

GENERAL POINTS

- (1) Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid.
- (2) Bury Metro welcomes the submission of planning applications via the Planning Portal at www.planningportal.gov.uk using the National application form. When applications are submitted via the Planning Portal we prefer the plans and any supporting documents to be in PDF format and no larger than 1mb.

We can accept plain text, word, jpg/jpeg and tif formats. If it is not possible to restrict the file size to 1mb please call 0161 253 5432 to discuss other options that may be available.

We welcome pre-application discussions for all applications and if you have any doubts about what an electronic submission should include, this can be clarified at this stage.

If an application is submitted on paper three copies of application forms and all plans listed under part one above will be required for a valid advertisement consent application and four copies in the case of all other types of application. Additional copies may be requested if needed for consultation purposes, and the Council's officers will endeavour to indicate any such requirements at pre-application stage.

- (3) Plans that are marked "do not scale" or with similar disclaimers will not be accepted and will result in the application being invalid.

PART 1 – NATIONAL REQUIREMENTS.

THE STANDARD APPLICATION FORM

From 1 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. If paper versions of the form are submitted three additional copies of the completed standard application form and any plans need to be submitted.

THE LOCATION PLAN

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary 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. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

SITE AND OTHER PLANS

Copies of the site plan should be submitted. The legislation requires three copies (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The extent and type of any hard surfacing.
- f) Boundary treatment including walls or fencing where this is proposed. In addition other plans should be submitted (dependent on the type of application – refer to the relevant list for specific requirements attached as Appendix A) and may include:

Block plan of the site

(e.g. at a scale of 1:100 or 1:200) showing any site boundaries. Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries

Existing and proposed elevations

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this

is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing and proposed floor plans

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Roof plans (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, vents and their location are typically specified on the roof plan.

OWNERSHIP CERTIFICATES

An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

NOTICE(S)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

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 the application. This certificate is not required if the applicant is making an application for reserved matters,

renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

THE CORRECT FEE (WHERE ONE IS NECESSARY)

DESIGN AND ACCESS STATEMENTS

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

However, statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

A design and access statement 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 a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the GDPO and Department for Communities and Local Government Circular 01/006 – *Guidance on Changes to the Development Control System*.

Broadly, the statements 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 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.

Applications for listed building consent will also be required to be accompanied by a design and access statement. In particular, such a statement should address:

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

A planning advice note available on the e-planning pages of the Council's web site www.bury.gov.uk provides a brief guide on Design and Access Statements.

Also 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.

ENVIRONMENTAL IMPACT ASSESSMENT

The Town and Country Planning (Environmental Impact Assessment) Regulations set out the circumstances in which an Environmental Impact Assessment (EIA) would be required. A "screening opinion" can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the regulations.

INFORMATION REQUIREMENTS FOR OUTLINE APPLICATIONS

These are requirements of Article 3(3), (4) and (5) of the Town and Country Planning (General Development Procedure) Order 1995 (as amended by the Town and Country Planning (General Development Procedure) Order 1995 (as amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006). They set down the minimum level of detail that must be submitted with outline applications which should include:

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

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

Indicative layout – an indicative layout with 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 the access point or points to the site will be situated

PART 2 LOCAL REQUIREMENTS

1. Supporting Planning Policy/Guidance Statement

To 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 Local Development Framework (LDF) and Supplementary Planning Documents.

Threshold:

All “major” developments
Developments not in accordance with the development plan/LDF
and other developments if specified in pre-application advice.

2. Planning Obligations/Draft Heads of Terms

To explain how the applicant proposes to resolve planning requirements in relation to infrastructure and service provision made necessary by the development, and any other matters which it is anticipated would need to be the subject of a s106 planning agreement or obligation.

Threshold:

All applications which generate requirements for planning obligations in accordance with the Council’s adopted Unitary Development Plan and the associated Supplementary Planning Guidance Notes on specific topics and other developments if specified in pre-application advice.

Examples of such requirements include:-

- recreation provision for future residents of a housing development (see 5)
- the provision of affordable housing (see 3)
- the provision of public artwork. (see 22).
- Employment land (see 24)

Where there is to be a s106 Agreement an application should be accompanied by a completed pro-form which will be provided on request.

One of the reasons for delays on major applications is the failure to reach completion on a s106 Agreement without which the proposal would be unacceptable. The complex nature of legal agreements means that it can lead to a lengthy process for drafting them. It is, therefore, a requirement that all such legal agreements and their contents should be discussed with the Council as fully as possible during pre-application discussions and that all applications where such an agreement is required shall include with them Heads of Terms and all the required information required via the s106 pro-forma in order to make the application valid. Where this information is not submitted the application will be considered to be invalid.

The legal agreement will be expected to have been agreed by both the applicant and the Council before the application is considered by Committee and the

agreement signed, sealed and executed at least 2 days before the expiry of the 13 week target date for decision. If the agreement is not agreed by both parties, prior to the agenda deadline for the Committee meeting, this could result in the application being recommended for refusal and if, ultimately, the agreement is not sealed this could result in the application being refused.

3. Affordable Housing Statement

To explain what, if any provisions are to be made for affordable housing, including size and tenure of dwelling units and arrangements with social housing providers. Statements should take into account the Council's adopted Supplementary Planning Guidance contained in Development Control Policy Guidance Note 5 – Affordable Housing Provision in New Residential Developments.

Threshold:

All applications providing 15 or more dwellings,
Other cases where the proposal specifically provides for affordable housing.

Furthermore, a pro-forma available on request should be completed accompany any application where there is an intention to complete a s106 Agreement concerning affordable housing provision.

4. Sunlighting/Daylighting Assessment

To assess the impact of proposals on adjoining properties, including associated gardens or amenity space, in respect of daylighting and sunlighting.

Threshold:

All applications involving buildings exceeding four storeys in height, where adjoining other developed land,
Situations where the application site is itself subject to significant shading from adjoining buildings or trees.
and other developments if specified in pre-application advice.

5. Amenity Space/ Recreational Provision

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

Threshold:

All new residential proposals
and other developments if specified in pre-application advice.

Applications involving 10 or more dwellings will be required to make provision for the recreation needs of the prospective residents in accordance with Policy RT2/2 of the Bury Unitary Development 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. The provision through a

commuted sum will require a s106 Agreement and the application needs to be accompanied by a completed pro-forma which will be provided on request.

6. Listed Building Character Assessment/Conservation Area Appraisal

As a result of legislative changes which took effect on 10 August 2006, applications for listed building consent will be required to be accompanied by a design and access statement. Regulation 3A of the Listed Buildings Regulations (as amended) sets out the detailed requirements for such statements. Broadly, the statements 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

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

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 could form part of a Design and Access Statement.

It is recommended that any Design and Access Statement or Conservation Area Appraisal should be accompanied by appropriate photographs.

7. Transport Assessment/Transport Statement

A Transport Assessment 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 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.

Thresholds:

Land use	No assessment	Transport Statement	Transport Assessment and Travel Plan
A1 Food Retail	<250m2	>250 <800m2	>800m2
B1 Business	<1,500m2	>1,500 <2,500m2	>2,500m2
B2 General Industrial	<2,500m2	>2,500 <4,000m2	>4,000m2
B3 Storage or Distribution	<3,000m2	>3,000 <5,000m2	>5,000m2
C1 Hotels	<30 beds	>30 <50 beds	>50 beds
C2 Dwelling Houses	<50 units	>50 <80 units	>80 units

The above requirements are not exhaustive and there may be a need for additional information and assessments, depending on local circumstances. The key issue is that the scope of any Transport Statement or Transport Assessment should be agreed at the pre-application stage between the appropriate authorities and the developer.

In addition to the thresholds which relate to the size of the development, there are also a number of other factors which would indicate that a development may require a full Transport Assessment. These include any development:

1. That does not conform to the local development plan
2. Generating 30 or more two-way vehicle movements in any hour
3. Generating 100 or more two-way vehicle movements per day
4. Proposing 100 or more parking spaces
5. That is likely to increase accidents
6. Generating significant freight movements
7. Proposed in a location where local transport infrastructure (including public transport, walking/cycling facilities) is inadequate
8. Proposed in a location within or adjacent to an Air Quality Management Area

8. Parking and Servicing Details

Details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.

Thresholds:

All non householder applications
For major applications, applicants will be required to justify proposals which exceed the Council's maximum parking standards.

In the case of householder applications, details of existing and proposed parking details may be required for proposals where existing parking would be lost.

and other developments if specified in pre-application advice.

9. Environmental Pollution

In situations not covered by the Regulations, Environmental Assessments may nevertheless be required, to explain how the proposal addresses and mitigates against issues such as air quality, external noise and contaminated land.

Thresholds:

A) Air Quality – To cover where a development because of its scale and nature is likely to have significant impacts on air quality particularly where such impact is likely to be particularly important, for example as follows:

- Where the development is being proposed inside or adjacent to an Air Quality Management Area (AQMA)
- Where it could in itself result in the designation of an AQMA
- Where a development would conflict with or render unworkable elements of the Council's Air Quality Action Plan.

B) Noise – 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 or motorway.

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.

C) Contaminated Land – 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 has the potential to be affected by contamination 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.

In regard to householder applications it will not be a requirement to for a PRA to accompany these. However, in cases where the property is within 250m of a known landfill site then remediation/precautionary measures may be required.

It is essential for applicants to address potential pollution matters early in pre application discussions with planning officers. Also, additional technical advice should be sought from Environmental Services or, in the case of water environment pollution concerns, from the Environment Agency.

10. Retail Impact Assessment

To assess the impact of a retail development on the vitality and viability of the town centre and other local shopping centres, and to address tests applied by PPS6 in relation to the location of, and need for, proposed retail development.

Thresholds:

Assessments will be required in respect of all proposals resulting in significant changes in the level of retail floorspace on site.
Retail developments of over 2,500 sq metres gross floorspace.
and other developments if specified in pre-application advice.

11. Flood Risk Assessment

A flood risk assessment (FRA) should address the issue of flood risk to both property and people. PPG25 – Development and Flood Risk provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Thresholds:

major development which is to be carried out on land

- In an indicative Flood Plain
- Within Flood Zones 1, 2 or 3

12. Archaeological Assessment

To address issues relating to archaeological investigation of the site and the preservation and/or recording of archaeological deposits.

Thresholds:

Development involving the disturbance of ground in areas that are the subject of major development proposals or significant infrastructure works, where archaeological remains may survive.
and other developments if specified in pre-application advice.

13. Ecological Assessment

To assess the ecological impact of proposals on wildlife and biodiversity, including any proposals for mitigating and compensating for such effects.

Thresholds:

Proposals on sites within or adjacent to Sites of Biological Importance, Local Nature Reserves and Wildlife Links and Corridors as identified in the Unitary Development Plan.

Proposals to demolish an older building or roof space, remove trees, scrub, and hedgerows or alter water courses will need to include information on species present and potential impacts and the mitigation for such impacts.

In respect of sites with known protected or priority species and habitats. Further information can be accessed through

www.bury.gov.uk/Environment/LandAndPremises/Conservation/Biodiversity/interest.

14. Tree Surveys

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.

Thresholds:

All applications involving new development on sites containing significant tree cover, or individual specimen trees, or trees which are the subject of a Tree Preservation Order,

For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.

15. Hard and Soft Landscaping Details

All developments (apart from change of use not involving works) should be formulated with the landscaping of the site in mind. Landscaping should form part of the design concept for the site, and not as a separate process or afterthought after the buildings have been designed. There should be reference to landscaping in the design and access statement and detailed landscaping proposals should be included which follow from the design concept. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Landscaping schemes should include:

- (a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, hard surfacing materials, structures and ancillary objects (refuse bins, lighting columns etc);

- (b) proposed and existing functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);
- (c) planting plans; written specifications (including cultivation and other operations associated with plant and grass establishment); schedules of plants, noting species, planting sizes and proposed numbers/planting densities where appropriate;
- (d) existing vegetation to be retained together with measures for its protection during the course of construction.

Thresholds:

Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above. There is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement.

Applications for reserved matters for landscaping will not normally be considered separately from layout and scale.

Householder applications should be accompanied by landscaping proposals, in circumstances where the proposal would be particularly prominent or result in the loss of significant existing landscape features. and other developments if specified in pre-application advice.

16. Ventilation/Extraction Details

Details of the position and design of ventilation and extraction equipment, including elevational plans of the ducting, odour abatement techniques and acoustic (Noise) characteristics.

Thresholds:

all applications for the use of premises for purposes within Use Classes A3, A4 and A5.

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.

17. Refuse Disposal Details

Details of proposed facilities for the storage and collection of refuse, including recycling facilities and access for refuse collection vehicles.

Thresholds:

All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments and other developments if specified in pre-application advice.

18. External Lighting Details

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.

Thresholds:

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, and other developments if specified in pre-application advice.

19. Statement of Community Involvement

To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

Thresholds:

All major planning applications and other developments if specified in pre-application advice.

20. Structural Survey

To support applications for the conversion of a rural building in the Green Belt to demonstrate that it is capable of conversion without major or complete reconstruction.

To support applications for the erection of buildings on sites where there is a possibility of land instability.

In some cases structural information would be required to support applications for listed building consent or conservation area consent.

21. Existing and Proposed Levels

It is necessary for applications to demonstrate how proposed buildings relate to existing site levels and neighbouring development.

Plans should, therefore, show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the formulation of design and access statements

Thresholds:

All applications involving new buildings.
In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will

be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

22. Public Art Statement

The Council's Supplementary Planning Guidance in Development Control Policy Guidance Note 4 – Per Cent for Public Art indicates that contributions or provision may be sought for Public Art. The statement should indicate how the proposal addresses this requirement. If a s106 Agreement is to be made in this regard the application should be accompanied by completed a pro-form which will be provided on request.

Thresholds:

Residential development comprising 25 or more dwellings
other development where the gross floor space to be built is 2500 sq m or more or where the site area is 1ha or more, including office and retail developments.
and other developments if specified in pre-application advice.

23 Crime Impact Statements

A statement of how the application has taken into account existing crime in the area and how the development has been designed to both address issues of crime and minimise its impact on the safety and security of the area.

Thresholds:

All major planning applications
Applications for crime sensitive developments eg ATMs
All applications involving car parking for more than 20 vehicles.
and other developments if specified in pre-application advice.

24 Employment Land

In situations where permission is proposed to develop existing employment land for an alternative use (eg residential) a report will be required justifying the proposals in the context of UDP policy EC2/2 where the Council are seeking to retain existing employment land and premises. The report will need to demonstrate that the site is no longer suited to employment use and further satisfy the requirements of the Development Control Policy Guidance Note 14 – Employment land and Premises.

APPENDIX A LOCAL REQUIREMENTS BY APPLICATION TYPE.

This appendix lists the Local requirements that may be required for each type of application together with any variations to the National Requirements (as Part 1 unless stated).

Householder Applications

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Sunlighting/Daylighting Assessment (4)
- ☐ Listed Building Character Assessment/Conservation Area Appraisal (6)
- ☐ Parking and Servicing Details (8)
- ☐ Environmental Pollution (9B)
- ☐ Ecological Assessment (13)
- ☐ Tree Surveys (14)
- ☐ Hard and Soft Landscaping Details (15)
- ☐ Existing and Proposed Levels (21)

National:

- ☐ Only 2 copies of plans and forms required

Full Planning Applications

Local

- ☐ All

Outline Planning Applications

Local

- ☐ All

Application for Approval of Reserved Matters

Local

- ☐ All

National:

- ☐ Ownership certificates not required

Conservation Area Consent for Demolition

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Listed Building Character Assessment/Conservation Area Appraisal (6)
- ☐ Ecological Assessment (13)
- ☐ Tree Surveys (14)
- ☐ Structural Survey (20)

Listed Building Consent

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Listed Building Character Assessment/Conservation Area Appraisal (6)
- ☐ Ecological Assessment (13)
- ☐ Tree Surveys (14)

Advertisement Consent

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Listed Building Character Assessment/Conservation Area Appraisal (6)

- ☐ Hard and Soft Landscaping Details (15)
- ☐ Tree Surveys (14)
- ☐ External Lighting Details (18)

National:

- ☐ Ownership certificates not required

Lawful Development Certificate

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)

National:

- ☐ Ownership certificates not required
- ☐ Evidence to verify the information

Prior Notification for Agricultural Development

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)

National:

- All Part 1 requirements replaced by
- A completed form
 - A plan indicating the site
 - The appropriate fee

Prior Notification for Telecommunications.

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Environmental Pollution (9B)
- ☐ Statement of Community Involvement (19)
- ☐ ICNIRP certification
- ☐ Demonstration of area of search
- ☐ Details of alternative sites
- ☐ Map showing relationship to schools and other telecommunications equipment in the vicinity.
- ☐ Supplementary Information template (Annex F of the Code of best practice)
- ☐ Technical information and justification
- ☐ Visual impact assessment

National:

- ☐ Ownership certificates not required
- ☐ Evidence that the developer has given notice of the proposed development.

Prior Notification for Demolition

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Ecological Assessment (13)
- ☐ Tree Surveys (14)
- ☐ Structural Survey (20)

National:

- ☐ All Part 1 requirements replaced by
 - A completed form, location plan and description of the development
 - A statement that the applicant has displayed the appropriate notice (GPDO 1995)
 - The appropriate fee

Application for Hedgerow Removal Notice

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Ecological Assessment (13)
- ☐ Tree Surveys (14)

National:

- ☐ All Part 1 requirements replaced by
 - A completed form
 - A plan showing location and length of the hedgerow
 - Evidence of the date of planting

Application for Removal or Variation of a Planning Condition.

Local

- ☐ All

Application for Approval of Details Reserved by Condition

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Completed application form (2 copies)
- ☐ Location plan (2 copies)
- ☐ Plans and information necessary to describe the subject (2 copies)

National;

- ☐ **No national requirements**

☐

Application for Tree Works

Local

- ☐ Supporting Planning Policy/Guidance Statement (1)
- ☐ Ecological Assessment (13)
- ☐ Tree Surveys (14)