

# Local Validation Checklist

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December 2020

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## NATIONAL 01 Completed Application Form

### When required?

In all cases.

In the case of **discharge of conditions** applications these can be made on the standard application form. However, the authority will accept a letter which will need to provide sufficient information to enable the authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to discharge.

### What is required?

The completed application form, signed and dated, including a clear and concise description of the proposed development. All of the relevant questions should be responded to, or the words "not applicable" or "N/A" should be inserted for clarity.

### Why is this required?

A completed application form is required by The Town and Country Planning (Development Management Procedure) (England) Order 2015. See <https://www.legislation.gov.uk/uksi/2015/595/article/7/made>

## NATIONAL 01a. Ownership Certificates

The relevant certificates concerning the ownership of the application site must accompany all forms of applications. 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.

An application is not valid, and therefore cannot be determined by the LPA, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5000.

- **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;

If Certificate B has been completed, an Article 13 notice must be served on all of the owners of the site in question.

- **Certificate C** must be completed when some (but not all ) of the owners of the site are known;

- If Certificate C has been completed, an Article 13 notice must be served on all of the owners of the site in question. This must not take place earlier than 21 days before the date of the application.

If Certificate C has been completed, you are also required to advertise your proposal in a local newspaper and this must not take place earlier than 21 days before the date of the application.

- **Certificate D** must be completed when none of the owners of the site are known.

If Certificate D has been completed, you are required to advertise your proposal in a local newspaper. This must not take place earlier than 21 days before the date of the application.

Article 13 Notice templates are available from the planning portal website.

For householder applications use:

[https://ecab.planningportal.co.uk/uploads/1app/notices/householder\\_notice.pdf](https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf)

For all other applications use:

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

Any hard copy Certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate a typed signature of the applicant's name is acceptable.

<http://www.legislation.gov.uk/ukxi/2015/595/schedule/2/made>

## **NATIONAL 01b Agricultural Land Declaration**

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

## **NATIONAL 02 Location Plan**

### **When required?**

In all cases.

In the case of **discharge of condition** applications, a location plan is not always necessary as long there is sufficient information to enable the authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to discharge.

### **What is required?**

All applications must include copies of a location plan based on an up to date map. This should be drawn to an identified standard metric scale (typically 1:1250 or 1:2500) and should show the direction of North.

A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. 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. This 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 or controlled by the applicant, close to or adjoining the application site.

The [Planning Portal provides links to several accredited suppliers of plans](#) which meet the national validation criteria.

Applicants should note that the copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### **Why is this required?**

A location plan is required by [article 7\(1\)\(c\)\(i\)](#) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

This requirement is described in the National Planning Policy Guidance, [here](#).

## **NATIONAL 03 Site Plan (Existing and Proposed)**

### **When required?**

In most cases, where this is needed to identify the development and/or site or will add to the understanding of the proposed development.

In the case of **discharge of condition** applications, a site plan is not always necessary as long there is sufficient information to enable the authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to discharge.

### **What is required?**

All applications should include existing and proposed site plans at a recognised metric scale (typically 1:100 or 1:200 for householder applications and 1:500 otherwise). The site plan should be numbered and should accurately show:

- The direction of North; and
- The footprint of all existing and proposed buildings on the site. Written dimensions and distances to the site boundaries are helpful. Where relevant, the following information should also be shown, unless these would not influence or be affected by the proposed development:
  - 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 of all existing trees on the site, and those on adjacent land;
  - The extent and type of any hard surfacing;
  - Boundary treatment including the type and height of walls or fencing where this is proposed.

### **Why is this required?**

Where these constitute plans, drawings and information necessary to describe the development, they are required by [article 7\(1\)\(c\)\(ii\)](#) of the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and are likely to be required to determine applications against:

- Local Plan policies [ST1](#) & [ST2](#)
- [The National Planning Policy Framework](#)

## **NATIONAL 04 Application Fees**

### **When Required?**

Most applications incur a fee and they cannot be validated without the correct fee being paid.

### **What is required?**

Application fee rates differ depending on the type of application.

Some fees are calculated based on external site area and accurate measurements are required. For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement including thickness of external and internal walls.

Application fees are set by national government. For further information on fees and how to calculate a fee, please see the Authority's [Guide to Planning Fees](#).

### **Why is this required?**

Application fees are required by the [Town & Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\)\(England\) Regulations 2012](#)

## **NATIONAL 05 Design & Access Statement**

### **When required?**

A Design and Access Statement is required for applications consisting of the following:

- Applications for major development.
- If the application site lies within a “designated area” (a World Heritage Site or a Conservation Area) and consists of
  - i) one or more dwellings; or
  - ii) a building or buildings of 100 square metres or more.
- Applications for Listed Building Consent.

Applications for waste development, a material change of use, engineering, or mining operations and variation of conditions do not need to be accompanied by a Design and Access Statement.

Where a planning application is submitted in parallel with an application for Listed Building Consent, a single combined statement should be able to address the requirements of both applications.

### **What is required?**

A Design and Access Statement is a concise report providing a framework for applicants to:

- Explain how the proposed development is a suitable response to the site and its setting; and
- To demonstrate that it can be adequately accessed by prospective users.

Design and Access Statements should clearly explain the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.

For **planning applications**, a Design and Access Statement must:

- (a) Explain the design principles and concepts that have been applied to the proposed development; and
- (b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

A development’s context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

Design and Access Statements must also explain the applicant’s approach to access and how relevant Local Plan policies have been taken into account. They must detail

any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

For **Listed Building Consent applications**, a Design and Access Statement must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- (a) The special architectural or historic importance of the building;
- (b) The particular physical features of the building that justify its designation as a listed building; and
- (c) The building's setting.

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

More information on Design and Access Statements can be found in [National Planning Practice Guidance](#)

### **Why is this required?**

- A Design and Access Statement is required in these instances by the Town and Country Planning (Development Management Procedure) (England) Order 2015; and
- For the Local Planning Authority to be able to adequately assess the impacts of an application on designated heritage assets and ensure that development proposals accord with Local Plan Policy [ST1](#) & [DM14](#)

## **LOCAL 01 Elevations (Existing and Proposed)**

### **When required?**

Elevation plans should be submitted for all applications where external alterations are proposed and where this adds to the understanding of the proposal.

### **What is required?**

The drawings of the elevation should be to a recognised scale (for example a scale of 1:50 or 1:100). All external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible.

Where a proposed elevation adjoins, or is in close proximity to, another building/structure it would be helpful for the drawings to clearly show the relationship between the two buildings / structures and detail the positions of any openings on each property.

Blank or unchanged elevations are not always required, but can be provided where this adds to the understanding of a proposal.

### **Why is this required?**

Where these constitute plans, drawings and information necessary to describe the development, they are required by [article 7\(1\)\(c\)\(ii\)](#) of the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and are likely to be required to determine applications against:

- Local Plan policy [ST1](#) & [ST2](#)
- [The National Planning Policy Framework](#)

## **LOCAL 02 Floor Plans (Existing and Proposed)**

### **When required?**

Should be submitted for applications where this would be expected to add to the understanding of the proposal. Any existing adjoining buildings should be shown in relation to the site boundary.

### **What is required?**

The drawings should be at 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.

### **Why is this required?**

Where these constitute plans, drawings and information necessary to describe the development, they are required by the [article 7\(1\)\(c\)\(ii\)](#) of the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and are likely to be required to determine applications against:

- Local Plan policies [ST1](#) & [ST2](#)
- [The National Planning Policy Framework](#)

## **LOCAL 03 Site Sections and Site Levels (Existing and Proposed)**

### **When required?**

Should be submitted for applications where this would be expected to add to the understanding of the proposal, including where site levels are being changed as part of the application.

### **What is required?**

Plans should be drawn at a recognised scale (e.g. 1:50 or 1:100) showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

### **Why is this required?**

Where these constitute plans, drawings and information necessary to describe the development, they are required by [article 7\(1\)\(c\)\(ii\)](#) of the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and are likely to be required to determine applications against:

- Local Plan policies [ST1](#) & [ST2](#)
- [The National Planning Policy Framework](#)

## **LOCAL 04 Roof Plan (Existing and Proposed)**

### **When required?**

Should be submitted where there is an alteration to an existing roof, or otherwise where this is expected to add to the understanding of the proposal.

### **What is required?**

The plan should show the shape of the roof, its location, and specify the roofing material to be used and should be drawn to a scale of 1:50 or 1:100.

### **Why is this required?**

Where these constitute plans, drawings and information necessary to describe the development, they are required by [article 7\(1\)\(c\)\(ii\)](#) of the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and are likely to be required to determine applications against:

- Local Plan policies [ST1](#) & [ST2](#)
- [The National Planning Policy Framework](#)

## LOCAL 05 Requirements for Advertisement Consent Applications

### **When required?**

All advertisement consent applications.

### **What is required?**

**For applications for advertisement consent**, the following should be submitted:

- A proposed site plan to a scale of either 1:100 or 1:200 showing the direction of north, all buildings on site, and the position of the advert(s) with written dimensions and distances to the site boundaries as a minimum;
- Plans of the advert(s) to a scale of 1:50 or 1:100 showing their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours and method of fixing;
- Details of means of illumination where applicable. Please refer to NNPA document LOC19 (Lighting Assessment) for further guidance.

Advertisement consent applications may also include existing and proposed photomontages to supplement scaled plans.

### **Why is this required?**

In order to assess proposals against:

- Policy [ST2](#) of the Local Plan
- The [National Planning Policy Framework](#) with particular reference to paragraph [132](#)
- Required by the [Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](#).

## **LOCAL 06 Affordable Housing Statement**

### **When required?**

An Affordable Housing Statement is required for applications for:

- The creation of six or more new dwellings
- Applications that wish to convert buildings outside settlements to one or more units of affordable housing.
- Applications for the creation of affordable housing in named settlements

### **What is required?**

A statement should detail the type, tenure and number of affordable housing units proposed. Details of any commuted sum proposed should also be included.

A statement also needs to provide an assessment of the need for affordable housing in the area where the application site lies. This should include reference to an up to date Housing Needs Survey and evidence to state that the level and type of affordable housing proposed is appropriate on the site and meets the identified affordable housing need in that area.

If applicants do not feel that housing schemes would be viable at the relevant percentage level a financial appraisal/viability report (to include such matters as land acquisition costs, build costs, sales values, fees, etc.) justifying such a course of action must accompany planning applications.

### **Why is this required?**

To enable applications to be assessed against the following:

- Local Plan policy [ST4](#) which allows for affordable housing in named settlements
- Local Plan policy [DM3](#) which requires proposals for six dwellings or more within Northumberland National Park to provide 50% of the dwellings as affordable housing in perpetuity where such a need exists.
- Paragraph [63](#) of the NPPF
- Local Plan policy [ST4](#), which allows the conversion of buildings in the Open Countryside to affordable housing,

The need or lack of need for affordable housing (including specific affordable housing types defined in the National Planning Policy Framework Annex 2) needs to be clearly identified in order for the local planning authority to be able to properly assess whether a proposal meets with these policies.

## **LOCAL 07 Air Quality Assessment**

### **When required?**

Where the development would be likely to result in a materially adverse effect upon local air quality, including proposals for industrial processes where there are direct emissions to the air.

This will always be required for new minerals sites or extensions to existing sites.

This may be required for biomass boilers or a combined heat and power systems.

### **What is required?**

The purpose of an Air Quality Assessment is to demonstrate the likely changes in air quality or exposure to air pollutants as a result of a proposed development, including an assessment of

- The existing local air quality (existing baseline);
- Prediction of the future air quality without the development in place (future baseline);
- Prediction of the future air quality with the development in place (future with development).

### **Why is this required?**

To enable assessment of proposals against:

- Policies [ST1](#) & [ST2](#) of the Local Plan
- Paragraph [181](#) of The National Planning Policy Framework

## LOCAL 08 Ecological Survey & Report

### **When required?**

When wildlife or biodiversity may be affected by the proposals. Proposals which include, but are not limited to, work listed below could have the potential to affect protected species or habitats:

- The demolition or alteration of buildings (particularly older buildings) including Work affecting roof spaces;
- Erection of wind turbines close to trees or buildings;
- Removal of trees or other vegetation;
- Works impacting upon, or with a pathway to affect watercourses.
- Loss of areas or natural or semi-natural habitat

### **What is required?**

Plans should indicate significant wildlife habitats or features, and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), the [Conservation of Habitats and Species Regulations 2017](#), the [Natural Environment and Rural Communities \(NERC\) Act 2006](#) and [the Protection of Badgers Act 1992](#). Section 41 of the [NERC Act 2006](#) requires the Secretary of State to publish a list of habitats and species which are of principal importance for the conservation of biodiversity in England. The list has been drawn up in consultation with Natural England, as required by the Act.

Surveys (such as full ecological surveys, or bat and barn owl surveys or risk assessments) including an assessment of the risk and appropriate mitigation should be provided where there is the potential for harm to protected species and/or priority habitats. The level of reports should include potential impacts and any mitigation proposals and should be proportionate to what is required for each application. The following guidance from CIEEM provides recommendations that ecological surveys should adhere to:

<https://www.cieem.net/guidance-on-preliminary-ecological-appraisal-gpea->

Each case is individually assessed and the list above is not a comprehensive list of situations where ecological surveys will be required. Protected Species surveys cannot be conditioned as part of a planning decision, as they are a material consideration in assessing whether the development is acceptable and therefore must be submitted with the application. If initial Phase 1 Habitat Surveys or risk assessments recommend further survey work these should be carried out and submitted with the application at validation stage.

### **Why is this required?**

To ensure that the LPA has sufficient information available to assess the impacts of a development on protected species and priority habitats, where there is potential harm to protected species and habitats, in accordance with:

- [Local Plan](#) policies [ST1](#) & [DM10](#);

- The National Planning Policy Framework, in particular paragraphs [175 - 177](#);
- [The Wildlife and Countryside Act 1981](#);
- [The Conservation of Habitats and Species Regulations 2017](#)
- [The Protection of Badgers Act 1992](#); and
- [The Natural Environment and Rural Communities \(NERC\) Act 2006](#)

## LOCAL 09 Coal Mining Risk Assessment

### When required?

The Coal Authority has prepared a series of maps for all coalfield local planning authorities that define “Coal Mining High Risk Areas” within which a Coal Mining Risk Assessment Report will be required unless the development is exempt (link to the map showing these areas is attached below). The remainder of the Coalfield is considered to be low risk and development will continue to be subject to Coal Authority Standing Advice.

For development where the application site boundary falls within the Coal Authority Referral Area, with the exception of applications where the **application type** or the **nature of the development** fall within the Coal Authority’s “Exemptions List” set out in section 3.3 [of Risk Based Approach to Development Management - Guidance for English Local Planning Authorities](#) a Coal Mining Risk Assessment will generally be required’

The guidance document does however allow LPAs a degree of flexibility and discretion in judging whether a project is exempted and whether a Coal Mining Risk Assessment is required.

For the application types that are exempted, as detailed below, based upon the Exemptions List, an assessment would not be required:

- Householder development
- Changes of use (where no other built development is proposed)
- Variation/removal of conditions (which do not relate to development layout or conditions imposed to address coal mining legacy)
- Heritage Consents (Listed Buildings or Conservation Areas)
- Advertisement Consents
- Lawful Development Certificates
- Prior Notifications (any type)
- Hazardous Substance Consent
- Tree Works
- EIA Scoping Opinions

In terms of the nature of the development, whether a Coal Mining Risk Assessment is required is at the discretion of the LPA and depends upon whether the development will result in ground works significant enough to pose a risk to the safety and stability of the proposed development from past coal mining features.

Where development will result in ground works that may pose a risk to safety and stability within a Coal Referral Area, an assessment should be provided, proportionate to the nature of the development.

Below are examples of when an assessment would not be required, based on the Coal Authority’s Exemptions List:

- Changes of use with no built development or significant ground works proposed
- Temporary structures with no ground works
- Means of enclosure, street furniture, etc with no significant ground works
- Alterations to non-residential buildings that create no additional floor space or significant ground works
- Private or domestic stables with no significant ground works

This list is not exhaustive.

### **What is required?**

There is a legacy of past coal mining in the region. In order to ensure coal mining related land stability issues are assessed in planning applications, a Coal Mining Risk Assessment is required. The Coal Mining Risk Assessment should be prepared by a competent person and should address the following issues:

a) Site Specific Coal Mining Information

- Including past/present/future underground mining,
- Shallow coal workings (recorded or probable),
- Mine entries (shafts and adits),
- Mine gas,
- Current licensed areas for coal extraction,
- Any geological features,
- Any recorded surface hazards,
- Past/present surface mining sites;

b) Identify what risks these coal mining features, including cumulative effects, pose to new development;

c) Identify how coal mining issues have influenced the proposed development scheme (e.g. layout) and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development proposals; and

d) Confirm whether the prior written permission of the Coal Authority will be required for the site investigation and/or mitigation works and indicate when this permission will be sought

Information outlining how the former mining activities affect the proposed development, along with any mitigation measures required

### **Why is this required?**

For applications that are not exempted, an Assessment is required by the Coal Authority as part of their policy in relation to new development and mine entries. This is available at [www.gov.uk/government/organisations/the-coal-authority/](http://www.gov.uk/government/organisations/the-coal-authority/)

Maps of Coal Mining Development High Risk Areas:

<https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>

Coal Authority Planning Service:

<https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>



## LOCAL 10 Economic Statement

**When required?** An Economic Statement or Economic Impact Assessment is required where proposals require justification on the grounds of the economic or regeneration benefits that a development would bring, particularly for major developments<sup>1</sup> where this justification is required by Local Plan policy [ST3](#).

**What is required?** A statement in which the economic benefits (and any drawbacks) should be identified and quantified, including number of new jobs created, commercial floor space created, and any social or community benefits.

The detail of the Economic Statement should be proportionate to the scale of the scheme and the importance of the economic case in justifying a development. For smaller schemes, it may be possible to cover the quantification of the economic and community benefits within a Planning Statement.

### Why is this required?

- For applicants to be able to demonstrate positive economic benefits where this is required by [Local Plan](#) policy [ST1](#), [ST3](#) and [DM7](#).
- To enable the Local Planning Authority to ensure that development meets with the definition of sustainable development as set out in the National Planning Policy Framework – with particular reference to [chapter 2](#) & [chapter 6](#)

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<sup>1</sup> Major development is defined as set out for paragraphs 172 and 173 of NPPF (2019), whether a proposal is ‘major development’ is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined.

## **LOCAL 11 Environmental Statement**

### **When required?**

An Environmental Statement is required for development which is considered to be Environmental Impact Assessment (EIA) development. The circumstances in which this applies are defined by the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#). A developer may request a “screening opinion” to determine whether EIA is required, from the Local Planning Authority before submitting a planning application.

### **What is required?**

[Schedule 4 of the Regulations](#) sets out the information that should be included in an Environmental Statement. Where applicants wish to seek advice from the Local Planning Authority as to what should be addressed in the Environmental Statement, the developer may formally request a “scoping opinion”, prior to submitting a planning application.

### **Why is this required?**

An Environmental Statement is required in these cases by the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

## LOC12 Flood Risk Assessment (FRA)

### When required?

For development proposals:

- Development within Flood Zones 2 & 3:  
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>
- Development on sites of 1ha or greater;
- Development or changes of use to a more vulnerable class that may be subject to other sources of flooding (See Relevant Section of National Planning Practice Guidance on Flood Risk and Coastal Change:  
<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

Flood Zone 1 includes all the area that is not covered by Flood Zones 2 and 3.

### What is required?

For both residential extensions and non-residential extensions of less than 250 square metres in Flood Risk Zones 2 and 3, a simple flood risk assessment is required using the link below:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#minor-extensions-standing-advice>

Otherwise the flood risk assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems and address the requirement for safe access to and from the development in areas at risk of flooding. Reference should be made to published local development documents and any Strategic Flood Risk Assessment.

More detailed guidance on preparing a Flood Risk Assessment can be found on the [National Planning Practice Guidance](#). It is strongly recommended that applicants refer to this guidance prior to submitting an application that requires an FRA.

New development proposed in **Flood Zones 2 and 3** should be accompanied by a sequential assessment of available sites for development, applying the Sequential Test and/or Exception Test, where relevant. Detailed information on this can also be found at the link above.

Applications relating to a minor extension or certain types of development in Flood Zone 2 will be subject to the Environment Agency's Standing Advice, information on which can be found on the National Planning Practice Guidance.

Pre-application discussions with the Environment Agency are also encouraged and may assist with guiding an FRA. For further advice please see:

<https://www.gov.uk/government/publications/environmental-permit-pre-application-advice-form>

### **Why is this required?**

To allow the local planning authority and statutory consultees (such as the Environment Agency) to have sufficient information to evaluate the risks posed by flooding and to assess proposals against:

- Policy [ST1](#) of the Local Plan
- The National Planning Policy Framework, specifically [Chapter 14](#)

## LOCAL 13 Foul Drainage Assessment

### **When required?**

For any development (other than householder extensions) where the development involves the disposal of foul sewage, effluent or trade waste other than by means of a mains connection to a public sewer.

### **What is required?**

A non-mains drainage assessment will be required, including method of storage, treatment and disposal, assessment of site suitability, and it will need to be demonstrated why the development cannot connect to the public mains sewer.

A template Foul Drainage Assessment form, provided by the Environment Agency can be used as the basis for this assessment and can be found at the following link:

<https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1>

A non-mains drainage assessment should be used to establish whether non-mains drainage, either a new system or connection to an existing system, would be acceptable.

The Environment Agency requires applicants to provide evidence that a connection to the public sewer is not feasible. Other than very exceptionally, providing non-mains drainage as part of a planning application will not be allowed unless the applicant can prove that a connection to the public sewer is not feasible. Non-mains drainage systems are not considered environmentally acceptable in areas with public sewer provisions. The Environment Agency does not consider that the existence of capacity or other operating problems with the public sewer are valid reasons for non-connection where this is reasonable in other respects.

Where connection to the public sewer is feasible, agreements may need to be obtained either from owners of land over which the drainage will run or the owners of the private drain.

National Planning Practice Guidance provides background information on foul drainage, available at the following link: <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

[Building Regulations Approved Document Part H](#), and [British Standard BS 6297](#) also provide useful background advice.

Pre-application discussions with the Environment Agency are also encouraged and may assist with guiding an FDA. For further advice please see:

<https://www.gov.uk/government/publications/pre-planning-application-enquiry-form-preliminary-opinion>

### **Why is this required?**

To enable the local planning authority to assess proposals against:

- Local Plan policy [ST2](#)
- [The National Planning Policy Framework](#)
- To allow the local planning authority and statutory consultees (such as the Environment Agency) to have sufficient information to evaluate the risks posed by foul drainage, in line with National Planning Practice Guidance.

## LOC15 Heritage Statement

### When required?

A Heritage Statement is required for any planning or listed building applications for development potentially affecting the preservation of any designated or non-designated heritage asset, or their setting.

- *Designated assets* - include proposals that affect scheduled monuments, listed buildings, conservation areas and historic battlefields. The effects of development on designated heritage assets should be identified in a Heritage Statement, as they are planning considerations set out in paragraphs [193-196](#) of the NPPF.
- *Undesignated assets* – include aspects of the historic environment which are of sufficient value to require a heritage statement. These may be particularly but not exclusively pre 1914 buildings, other structures, archaeological sites, or designed landscapes. The effects of development on non-designated heritage assets should be identified in a Heritage Statement, as they are important planning considerations set out in paragraph [197](#) of the NPPF.

Many of these assets will be recorded in the Northumberland National Park Historic Environment Record (HER) maintained as part of the Northumberland HER by Northumberland County Council. Details of where the HER can be accessed can be found here:

<http://www.northumberland.gov.uk/default.aspx?page=614/>

<http://www.heritagegateway.org.uk/gateway/chr/herdetail.aspx?crit&ctid=91&id=4725/>

When obtaining pre-application advice it is advised to check with the Authority as to whether an undesignated building or site has sufficient interest to warrant the submission of a heritage statement.

Heritage statements will be required for any form of consent where the authority is statutorily required to have special regard or attention to the preservation of a heritage asset, including effects on the setting of that asset. This will include applications for full, outline or reserved matters planning permission, listed building, conservation area or advertisement consents.

Where proposals are accompanied by a Design and Access Statement, (required because the works affect a Listed Building or are in a “designated area”) an additional Heritage Statement would not be needed. If the Design and Access Statement provides an adequate assessment of every heritage asset that may be affected then a statement would not be required.

### **What is required?**

The requirement will depend upon the type of heritage asset and the sensitivity of the asset and its surrounding area. The Northumberland National Park HER should normally be consulted as a minimum, in line with paragraph 195 of the NPPF. The Authority may also require a Desk Based Assessment and, if appropriate, a field evaluation. Supporting information should always be proportionate to the significance of the heritage asset.

Further information is available within [Paragraph 193](#) of the National Planning Policy Framework and published guidance.

For further details, please contact the Authority at pre-application stage. The Historic Environment Officer and/or Building Conservation Advisor will be able to advise on the potential for and sensitivity of heritage assets and the level of supporting information.

### **Why is this required?**

To allow the impact of a development on heritage assets to be properly assessed by the LPA, in accordance with:

- Local Plan policy [DM14](#) & [DM15](#)
- The National Planning Policy Framework, with particular reference to [Chapter 16](#).
- Statutory duties including those set out in sections [66](#) and [72](#) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

## **LOCAL 14 Land Contamination Assessment**

### **When required?**

All applications where land contamination can reasonably be expected to be found (non-householder).

All new development with a sensitive end use (including dwellings, schools, playgrounds, nurseries and care homes).

All applications (non-householder) within a former mining area as identified by the Coal Authority, irrespective of the designation as either low or high risk

### **What is required?**

Sufficient details are required to assess the nature of the contamination and the risks it would pose and whether these can be satisfactorily reduced to an acceptable level. This is normally through a Phase 1 Land Contamination Assessment, which should include a desktop study, site walkover and in some cases a conceptual site model.

The purpose is to establish the previous uses of the land under consideration or land adjacent to, and to initially identify potential sources of contamination, receptors and pathways. The Phase 1 Assessment will determine whether a Phase 2 Intrusive Investigation is required.

In the coal field, depending on the situation and nature of the development, details of mine gas protection measures may be required to be provided upfront or secured by way of a planning condition. [Northumberland County Council Public Protection](#) have produced guidance on Land Contamination Assessment, including mine gas, (see below) and can be contacted direct if further advice is required.

### **Why is this required?**

To allow the local planning authority to assess proposals against:

- Local Plan policy [ST2](#)
- The National Planning Policy Framework – with particular reference to paragraphs [178 to 179](#)
- [Part 2A](#) of the Environmental Protection Act 1990

For further information, refer to;

<http://planningguidance.planningportal.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>

[https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Public-Protection/Pollution/2018-10-19-Contaminated-Land-Planning-Procedure\\_REDACTED.pdf/](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Public-Protection/Pollution/2018-10-19-Contaminated-Land-Planning-Procedure_REDACTED.pdf/)

## LOCAL 15 Landscape and Visual Impact Assessment (LVIA)

### **When required?**

A Landscape and Visual Impact Assessment is required for any development that may have a significant effect upon landscape character, or have a significant visual effect within the wider landscape. Assessing the 'significance' of landscape and visual effects is a matter of judgment to be based upon a development's sensitivity and magnitude, in accordance with guidance set out in The Landscape Institute's [Guidelines for Landscape and Visual Impact Assessment publication](#).

Applicants should also submit an LVIA where it is necessary to demonstrate that the landscape and visual effects of a development will not be harmful. Examples of when an LVIA may be required could include:

- Wind turbine or solar array development
- Major development<sup>1</sup>
- New tracks in sensitive locations
- Other developments that may have a substantial landscape or visual effect

### **What is required?**

An LVIA should include:

- Assessment of the baseline conditions and the landscape character of the areas that may be affected by a development
- Identification of important receptor points and the sensitivity of these viewpoints
- Explanation of mitigation measures provided to alleviate or reduce landscape and visual effects
- Assessment of the potential effects of the proposed development, including the magnitude and significance of visual impacts and landscape change and the duration of residual effects
- Where appropriate, photographs and photomontages and Zone of Theoretical Visibility modeling (ZTV) should be included as part of this assessment.

Detailed guidance on producing an LVIA can be obtained from [The Landscape Institute](#). The level of detail that would be proportionate in an LVIA can be agreed through pre-application discussions with the Local Planning Authority.

If an Environmental Statement is required due to the potential landscape and visual impacts, then an LVIA can be incorporated within the Environmental Statement.

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<sup>1</sup> Major development is defined as For the purposes of paragraphs 172 and 173 of NPPF (2019), whether a proposal is 'major development' is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined.

### **Why is this required?**

To allow the Local Planning Authority to assess impacts upon the landscape character and quality of the National Park, a special quality of Northumberland National Park, in line with:

- [Local Plan](#) policy [ST1](#) & [DM11](#)
- The National Planning Policy Framework, in particular paragraph [172](#)

## **LOCAL 16 Landscaping Details**

### **When required?**

Planning applications where landscaping would be a consideration in the assessment of the application and /or would contribute to the acceptability of the proposal.

They will always be needed for Major development<sup>1</sup>

### **What is required?**

Although in some instances it is possible to deal with the detailed landscape design by planning condition, in most cases within the National Park a Landscaping Scheme should be submitted.

The submitted scheme should normally include:

- Existing trees, shrubs and other landscape features indicating which are to be retained and which removed (these should be retained wherever practicable and protected during the construction of the proposed development);
- Planting plans, specifications and schedules of plants (noting species, plant sizes & proposed numbers/planting densities where appropriate numbers of plants);
- Existing and proposed levels and contours;
- Means of enclosure, walls, retaining walls and boundary treatment;
- Paving and other surface treatment including car parking and circulation layouts; items of landscape furniture, equipment, storage, signage, and lighting; services and drainage;
- Location of site cabins and compounds;
- The location of any watercourse and associated landscaping as existing and proposed should also be shown;
- Details of management and maintenance arrangements.
- For any major applications where it is proposed to phase development, a landscape strategy should form part of the landscaping proposals.

These details should be cross-referenced with the Design and Access statement where submitted. Existing trees and other vegetation of amenity value should, wherever possible, be retained in new developments and will need to be protected during the construction of the development. Landscape schemes should aim to prioritise native species of local provenance in their design.

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### **Why is this required?**

In order to allow the Local Planning Authority to assess the development against:

- [Local Plan](#) policy [ST2](#) & [DM11](#)
- National Planning Policy Framework – with particular reference to paragraph [172](#)

## LOCAL 17 Lighting Assessment

### When required?

A Lighting Assessment should be submitted with any application where new or additional external lighting is proposed as part of any new development.

### What is required?

Details should include layout plan and/or elevation plans showing the location of proposed external lighting.

The lighting assessment should include a specification of the design of the proposed lighting, including technical information, details of lux levels, beam orientation, proposed hours of illumination and any measures such as motion sensors.

The following documents provide helpful guidance:

- [Northumberland Dark Sky Park Exterior Lighting Masterplan](#) (in particular page 40)
- [British Astronomical Association's Campaign for Dark Skies Lighting Guidelines](#)
- [Good Practice Guide for Outside Lighting in Northumberland International Dark Sky Park](#)

### Why is this required?

Northumberland National Park is designated as part of the International Dark Sky Park. The Local Planning Authority needs to ensure that development does not have an adverse impact upon the tranquility and intrinsically dark character of Northumberland National Park and that the amenity of the occupiers of adjacent residential properties is not harmed by excessive lighting, in accordance with:

- Policy [ST1](#), [ST2](#) & [DM11](#) of the Local Plan
- The National Planning Policy Framework, in particular paragraph [180](#).

## **LOCAL 18 Noise Impact Assessment**

### **When required?**

All applications likely to have an impact on noise and/ or vibration sensitive locations and all applications that introduce noise and/ or vibration sensitive developments into areas and locations where noise and/ or vibration are likely to have an adverse impact.

Examples include air conditioning units, heat pumps, ventilation & refrigeration, biomass boilers, public address systems, recycling centres, vehicle & plant movements and operation, mineral workings and wind turbines.

### **What is required?**

A noise impact assessment prepared by a suitably qualified acoustician. This should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues through mitigation measures.

### **Why is this required?**

To allow the Local Planning Authority to assess proposals against:

- Local Plan policy [ST2](#)
- The National Planning Policy Framework – with particular reference to paragraph [180](#).

## **LOCAL 19 Parking Provision**

### **When required?**

For development that would result in the loss or reduction of parking, access or manoeuvring space, and development that would generate additional traffic and / or parking requirements.

### **What is required?**

A site plan to a standard metric scale (typically 1:100, 1:200, or 1:500), clearly showing existing and proposed access routes and proposed parking spaces. A separate car parking layout plan showing the location and numbers of car parking spaces may be required.

### **Why is this required?**

To allow the Local Planning Authority to assess proposals against:

- Local Plan Policies [ST2](#) & [DM9](#) Car parking standards are provided at Appendix 1.
- The National Planning Policy Framework – with particular reference to [chapter 9](#)

## **LOCAL 20 Photographs**

### **When required?**

For all applications for Listed Building Consent where this would add to the understanding of the heritage asset and the proposal.

### **What is required?**

To show features of historical importance that would be affected by the proposals.

### **Why is this required?**

To allow the Local Planning Authority to assess proposals against:

- Local Plan policies [DM14](#) & [DM15](#)
- The National Planning Policy Framework – with particular reference to paragraphs [189 to 192](#).

## LOCAL 21 Planning Statement

### When required?

A supporting Planning Statement is required for:

- Major developments<sup>1</sup>
- Developments not in accordance with the development plan

**It is also strongly recommended that a Planning Statement is submitted with any other planning application that raises any complex planning issues.** This will provide an opportunity for the applicant/agent to provide relevant supporting information and justification for the proposed development and explain how the proposal meets local and national planning policy requirements.

### What is required?

A written statement, providing background information and outlining and assessing how the proposal accords with the development plan and other material planning considerations.

The information provided should identify the need for the proposed development and explain how the proposal complies with national and local planning policy and any other material planning considerations. The statement should be proportionate to the complexity of the development.

One example of this could be for an application for wind turbine(s):

- To address why the turbine is needed
- To explain how the proposal has been designed, located and any potential adverse impacts mitigated or removed, in order for it to accord with planning policies
- To provide supporting information, such as details of wind speeds
- To provide evidence of the need for and feasibility of energy generation
- To include a shadow flicker report

A Planning Statement should also be used for applicants to demonstrate why a proposal meets any exceptional circumstances needed for a proposal to accord with the development plan. For example, Policy ST4 of the [Local Plan](#) requires that applicants demonstrate that there are no other suitable and available locations within named settlements when proposing a community development in the open countryside. The Planning Statement should be used as a vehicle for applicants to demonstrate why there are no suitable locations within named settlements and each case would be assessed on its own merits.

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<sup>1</sup> Major development is defined as set out in paragraphs 172 and 173 of NPPF (2019), whether a proposal is 'major development' is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined.

### **Why is this required?**

To allow the Local Planning Authority and interested parties to appreciate the full detail, justification for and context behind a development proposal and to make an informed assessment of development proposals against:

- All relevant [Local Plan](#) and [National Planning Policy Framework](#) policies; and
- For major development proposals, to ensure that development accords with [Policy ST3](#) of the Local Plan
- National Planning Policy Framework – with particular reference to paragraph [172](#).

## LOCAL 22 Statement of Community Involvement

### **When required?**

For all major developments<sup>1</sup>

### **What is required?**

A statement is required, setting out any steps that have been taken to consult with the public on a development proposal. This may include details of any written correspondence and public meetings, along with feedback received from communities and how this has been considered in putting together final development proposals.

### **Why is this required?**

To demonstrate how the views of local communities have been incorporated into development proposals, in accordance with:

- [The National Planning Policy Framework](#)

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## **LOCAL 23 Structural Survey**

### **When required?**

For all barn conversions and for any other proposals, including conversions, that would involve significant structural alterations to existing buildings or structures.

### **What is required?**

A written statement, carried out by a competent person, which gives an appraisal of the structural stability of the building, identifies clearly any rebuilding works and includes a schedule of works necessary to carry out the conversion.

### **Why is this required?**

To ensure that proposals for the re-use of existing buildings are restricted to those that are suitable for conversion, in accordance with:

- Local Plan policy [ST1](#), [ST2](#) & [DM6](#)

## LOCAL 24 Sustainability Statement

### When required?

A Sustainability Statement is required for:

- Major developments<sup>1</sup>

### What is required?

A written statement assessing how the development meets the following requirements of Local Plan policy [ST1](#) (where each of these considerations is a relevant planning consideration)

- a) makes the National Park a high quality place to live and work – including: improving and supporting the use and retention of existing services, infrastructure and facilities (including the housing stock and workplaces);
- b) reduces the need to travel and encourages sustainable modes of transport;
- c) contributes positively to the built environment by having regard to the site context;
- d) protects or enhances the landscape character of the National Park through use of high quality design, appropriate landscaping, and removal of unsightly development;
- e) improves biodiversity by protecting existing priority habitats and species or creates new priority habitat;
- f) conserves the quality and quantity of natural resources, including water , air, soils and geodiversity;
- g) makes efficient use of land and infrastructure, in particular by prioritising the use of previously developed land and buildings;
- h) improves public access to, and enjoyment of, the National Park’s special qualities;
- i) educes waste and greenhouse gas emissions through improved energy efficiency and making full use of small-scale renewable energy;
- j) protects and enhances habitats that provide important carbon sinks, including peat habitats and woodlands;
- k) development avoids increasing flood risk, and allows for the natural drainage of surface water;
- l) conserves or enhances the historic environment and helps secure a sustainable future for the assets at risk; and,

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m) furthers the statutory National Park purposes and duty. This information can be included as part of a Planning Statement as long as the relevant information is provided.

In addition, developments proposing the generation of renewable energy should comply with the requirements of Policy [DM13](#) of the Local Plan.

### **Why is this required?**

In order for the Local Planning Authority to be able to assess the overall sustainability of the development, in accordance with:

- Local Plan policy [ST1](#) & [DM13](#)
- [National Planning Policy Framework](#) – with particular reference to [paragraph 7](#), [paragraph 17](#) and paragraphs [93 – 97](#).

## LOCAL 25 Telecommunications Development – Supplementary Information

### **When required?**

Planning applications for mast and antenna development by mobile phone network operators.

### **What is required?**

Telecommunications applications will need to be accompanied by:

- Area of search;
- Details of the proposed structure;
- Technical justification;
- Evidence of mast sharing;
- Details of any consultation undertaken;
- A signed declaration that the equipment and installation has been designed to comply with the requirements of the [radio frequency \(RF\) public exposure guidance](#) of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

### **Why is this required?**

To allow the local planning authority to assess proposals against:

- Local Plan policy [DM1](#)
- National Planning Policy Framework – with particular reference to [chapter 10](#)
- [Code of Practice on Mobile Network Development in England](#) (2016)

## LOCAL 26 Transport Assessment

### **When required?**

Applications for major development<sup>1</sup> that have the potential to generate significant vehicle movements.

For new development, changes of use of buildings or land and alterations to existing buildings, the transportation and accessibility outcomes of development needs to be set out as part of the planning application and this would normally be included with a proportionate amount of detail within a supporting planning statement, rather than requiring a separate Transport Assessment.

### **What is required?**

The scale and type of development will normally determine the requirement for a Transport Assessment, Traffic Statement or Travel Plan. Guidance on whether these documents are likely to be required, and the information that should be included within a Transport Assessment, can be found as part of the [National Planning Practice Guidance](#).

A Transport Assessment should quantify and assess the impact of the proposals on traffic movement and highway safety, quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted and provide details of any proposals for access or transport improvements.

### **Why is this required?**

To allow developments to be properly assessed against:

- Local Plan policy [ST1](#), [ST3](#) & [DM9](#)
- National Planning Policy Framework with particular reference to paragraphs [84](#) & [chapter 9](#)

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## LOCAL 27 Travel Plan

### **When required?**

Applications for major development<sup>1</sup>

### **What is required?**

A Travel Plan is a long term management strategy which aims to increase sustainable travel to a site through positive actions. It is set out in a document that is reviewed regularly. The starting point is a Transport Assessment which shows what the issues are.

There are a number of types of travel plan:

- Full Travel Plan;
- Interim Travel Plan;
- Framework Travel Plan;
- Travel Plan Statement;
- Area Wide Travel Plan (for a defined geographic area).

Guidance on travel plans is available on Department of Transport Guidance on Travel Plans, available here:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements/>

### **Why is this required?**

To allow the Local Planning Authority to assess proposals against:

- Local Plan policy [ST1](#) & [DM9](#)
- [The National Planning Policy Framework](#), with particular reference to [chapter 9](#) and [paragraph 111](#).

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<sup>1</sup> Major development is defined as For the purposes of paragraphs 172 and 173 of NPPF (2019), whether a proposal is 'major development' is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined.

## **LOCAL 28 Tree Survey / Arboricultural implications**

### **When required?**

For all development that would potentially have a material impact on trees, including their root protection zones, either directly or indirectly.

### **What is required?**

A tree survey report – it is highly recommended that a suitably qualified and experienced arboriculturist prepares this information in accordance with BS 5837:2012. Full guidance on the required survey information, protection plan and method statement is set out in [BS5837 “Trees in relation to Construction – Recommendations”](#).

For all development proposals, the following should be clearly identified and/or provided:

- A detailed and accurate plan with trees and their canopies plotted;
- A schedule of the species, size, and condition of each tree;
- Assessment of the impacts of the proposed development on trees;
- Recommendations for work, including;
- Which trees are to be felled
- The reasons for removing those trees
- Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified, including tree root protection zones and protective fencing specifications

**The statement should be proportionate to the likely scale and complexity of the impact on trees.**

The following additional information will also be required where a tree is protected by a Tree Preservation Order or the site is located in a Conservation Area:

- Age class ( young, middle aged, mature, over-mature, veteran )
- Physiological condition ( e.g. good, fair, poor, dead )
- Structural condition ( e.g. collapsing, the presence of any decay and physical defect
- Preliminary management recommendations;
- Estimated remaining contribution in years;
- Category grading.

### **Why is this required?**

To allow the Local Planning Authority to assess the impacts of a development on trees, and whether that development accords with:

- [Local Plan](#) Policy [ST1](#), [DM10](#), [DM11](#) and [DM12](#)
- [The National Planning Policy Framework](#) - with particular reference to [paragraph 8](#) and [paragraph 175](#)

## **LOCAL 29 Utilities Assessment**

### **When required?**

For applications where development involves:

- The construction of new building(s); or
- The change of use of existing buildings.

### **What is required?**

- Details of connections to existing utility infrastructure should be provided (water supply, electricity, gas and telecommunication);
- Details to demonstrate that services have sufficient capacity to accommodate or supply the development;
- What, if any, environmental impacts would arise through their provision (e.g., impact on tree roots, archaeology);
- Appropriate mitigation measures if appropriate.;
- Adequate provision for bin storage should be shown.

### **Why is this required?**

To enable the Local Planning Authority to have sufficient information to assess the application in relation to:

- Local Plan policies [ST2](#) and [DM1](#)

## **LOCAL 30 Ventilation / Extraction Statement and Odour Assessment**

### **When required?**

All applications where ventilation or extraction equipment is proposed to be installed, including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapours, gases, odours, particulate matter or use volatile chemicals.

Examples of development that may require an Odour Assessment include, but are not limited to:

- Agricultural development involving buildings for livestock;
- Industrial development (especially that which produces fumes, vapours, gases, odours, particulate matter or use volatile chemicals);
- Development involving the cooking of food on a more than domestic scale;
- Breweries/distilleries;
- Stables

### **What is required?**

An assessment of the potential effects of a development proposal resulting from odours, completed by a competent professional in this area.

Details of the position and design of ventilation and extraction equipment are required. This may include technical specifications, including predicted noise levels, noise mitigation measures and odour abatement techniques where required. Elevation drawings showing the size, location and external appearance of plant and equipment will also be required, drawn to a scale of 1:50 or 1:100.

### **Why is this required?**

To enable the Local Planning Authority to have sufficient information to assess the application in relation to

- Local Plan policy [ST2](#) & [DM11](#)
- National Planning Policy Framework – with particular reference to [paragraph 180](#).

## **LOCAL 31 Rural Enterprise Appraisal**

### **When required?**

A Rural Enterprise Appraisal is required for all new dwellings within the open countryside that are being provided in special circumstances, such as to meet an essential need for a rural worker to live permanently at or near their place of work in the countryside (for agricultural, forestry or other rural enterprise purposes).

### **What is required?**

A statement setting out the reasons why there is a need for a rural worker to live in this location to meet the operational needs of the business, and why this need cannot be met through any other means. Evidence should be provided to support this.

This information can be included as part of a Planning Statement, as long as the relevant information is provided.

### **Why is this required?**

In order for the Local Planning Authority to be able to assess whether there is an essential need for a rural worker to live permanently at or near their place of work in the countryside that constitutes the special circumstances needed for the development to accord with:

- Local Plan policy [DM4](#)
- National Planning Policy Framework – with particular reference to [paragraph 79](#).

## **LOCAL32 Window Section Plans (Proposed)**

### **When is this required?**

Window Section Plans should be submitted for all applications where windows are to be replaced or altered on development affecting heritage assets, where this adds to the understanding of the proposal.

### **What is required?**

The drawings of the window sections should be to a recognised scale appropriate to demonstrate the proposed window details (for example a scale of 1:20 or 1:50).

### **Why is this required?**

In order for the local planning authority to be able to adequately assess and determine proposals in accordance with;

- Local Plan Policy [DM14](#)
- National Planning Policy Framework – with particular reference to [Chapter 16](#)