



Validation of Planning and related Applications - 2020

Version: April 2020
Review Date: April 2022
Owner: Development Manager, Resources Directorate

Local Validation Requirements

The elements listed in this document set out the information required by the Borough Council to validate an application (in addition to the requirements of the National list Appendix D), including thresholds and criteria for certain types of supporting information. Applicants are encouraged to discuss proposals in advance of the formal submission of a planning application to ensure that the appropriate information is provided with each application. The Council will continue to be able to request further information during the determination process and the application could still be refused on the grounds of inadequate information even if it meets these validation criteria.

Note:

Major Applications

Include residential developments of more than 10 dwellings and office, retail and industrial developments involving 1000 square metres or more of floorspace or where site area is 1 hectare or over.

Minor Applications

Includes residential developments up to 10 dwellings and office, retail and industrial developments less than 1000 square metres of floorspace or where site area is less than 1 hectare.

Other Applications

Include householder developments, changes of use, listed building and conservation consents and applications to display advertisements.

Contents

Appendix A – Local Validation Information Requirements

Requirement	Page
Affordable Housing Statement	3
Bat Survey Report	4
Biodiversity Survey Report	5
Buildings For Life	7
Coal Mining Risk Assessment	8
Flood Risk Assessment	9
Heritage Statement	10
Land Contamination Assessment	12
Noise Impact Assessment	13
Parking Arrangements	14
Planning Obligations (Draft Heads of Terms)	15
Structural Survey	16
Surface Water Drainage	17
Transport Assessment	18

Appendix B – Local Validation Requirements for Special Categories of Development

Requirement	Page
Telecommunications Development	19
Wind Turbine Applications	20

Appendix C – Local Validation Plan Requirements

Requirement	Page
Existing and Proposed Elevations	21
Existing and Proposed Floor Plans	21
Existing and Proposed Site Sections, Finished Floor Levels and Site Levels	22
Roof Plan	22

Appendix D – National Validation Requirements

Requirement	Page
Standard Application Form	23
Location Plan	23
Site Plan	23
Design and Access Statement	24
Ownership Certificates	25
Notices	25
Agricultural Land Declaration	25
Fee	25

Appendix A – Local Validation Information Requirements

<p>Affordable Housing Statement</p> <p>All residential developments proposing 15 dwellings or more, or sites capable of accommodating 15 dwellings or more.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework (NPPF) ▪ Erewash Borough Council Core Strategy – Policy 8: Housing Size, Mix and Choice. ▪ SPD: Developer Contributions (s.106) ▪ Housing Needs Survey ▪ Erewash Local Plan Saved Policies H7 and H9.
	<p><u>Requirement</u></p> <p>A statement of the number of affordable dwellings proposed, and their proposed tenure. Where the application includes details of dwelling type (e.g., flats, bungalows, terraced) and size (in terms of numbers of bedrooms and / or designed occupancy levels), details of the type and size mix of the affordable housing proposed is also required. A rationale for the level and tenure of provision should be provided</p> <p>The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. The location of proposed affordable housing should be clearly marked on the proposed layout plan.</p>
	<p><u>Further Information</u></p> <p>SPD: Developer Contributions (s.106) Housing Strategy Officer, Erewash Borough Council NPPG</p>

<p>Bat Survey Report</p> <p>All applications involving demolition, barn conversions, and other conversions involving works to roof spaces where the building is adjacent to relevant landscape features (open countryside, mature hedgerows, groups of mature trees or watercourses).</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework (NPPF) ▪ Erewash Borough Council Core Strategy: Policy 17 ▪ Erewash Local Plan Saved Policies: EV10, EV11, EV12, EV13 ▪ Supplementary Planning Document: Biodiversity ▪ Wildlife & Countryside Act 1981 ▪ Protection of Badgers Act 1992 ▪ Habitats Regulations 2010 ▪ Circular 06/05 – Biodiversity and Geological Conservation
	<p><u>Requirement</u></p> <p>The results of a desk-top and building survey (internal and external) are required to assess the likelihood of the presence of bats within the site.</p> <p>If the initial survey indicates that the site has potential to provide habitat for bats, the results of further detailed emergence surveys are required to be carried out which assess the impacts of the development proposal including any proposed mitigation measures.</p> <p>All survey work should accord with best practice (Bat Conservation Trust Guidance) and should be carried out by a suitably qualified Ecologist at the appropriate time of the calendar year and should assess the impact of the development proposals on bats and, where appropriate, propose mitigation measures.</p>
	<p><u>Further Information</u></p> <p>Derbyshire Wildlife Trust EBC Planning Officers Bat Conservation Trust Guidance for Professionals Natural England’s Standing Advice on Bats</p>

<p>Biodiversity Survey Report</p> <p>All applications on greenfield sites, brownfield sites that have naturally re-vegetated and sites adjacent to a watercourse that consist of a change of use of land or the erection of buildings with a floor space greater than 50m² (excluding householder applications).</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework (NPPF) ▪ Erewash Borough Council Core Strategy: Policy 17 ▪ Erewash Local Plan Saved Policies: EV10, EV11, EV12, EV13 ▪ Supplementary Planning Document: Biodiversity ▪ Wildlife & Countryside Act 1981 ▪ Protection of Badgers Act 1992 ▪ Habitats Regulations 2010 ▪ Circular 06/05 – Biodiversity and Geological Conservation
	<p><u>Requirement</u></p> <p>The results of a Phase 1 desk-top and walk over survey that assesses the habitat and the likelihood of the presence of protected species within the site is required.</p> <p>Where the Phase 1 survey indicates that the site includes suitable habitat for protected species, the results of further detailed surveys for those protected species is required.</p> <p>All survey work is to be carried out by a suitably qualified Ecologist at the appropriate time of the calendar year, and should assess the impacts of the development proposal on biodiversity and, where appropriate, propose mitigation and/or enhancement measures.</p> <p>Surveys should address (a) Protected and Priority Species, (b) Designated sites and important habitats, and (c) Features of geological conservation importance and should make reference to international statutory sites subject to The Habitat Regulations where applicable.</p>
	<p><u>Further Information</u></p> <p>Derbyshire Wildlife Trust EBC Planning Officers</p>

<p>Building For Life 12 Assessment</p> <p>Major housing applications (i.e. for 10 or more dwellings).</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework (NPPF) ▪ Erewash Borough Council Core Strategy Policy 10: Design and Enhancing Local Identity ▪ Buildings For Life 12 ▪ Erewash Local Plan Saved Policies H12 ▪ Supplementary Planning Document: Design
	<p><u>Requirement</u></p> <p>An assessment following the Building for Life 12 national standard for well-designed homes and neighbourhoods. This could be incorporated in the Design and Access Statement.</p>
	<p><u>Further Information</u></p> <p>Further guidance is available on the Council’s website or at http://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition</p>

<p>Coal Mining Risk Assessment</p> <p>All applications for development that involves ground excavations (excluding householder applications) in “Coal Mining Development High Risk Areas”</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework
	<p><u>Requirement</u></p> <p>The Coal Mining Risk Assessment (CMRA) should:</p> <ol style="list-style-type: none"> 1. contain site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current license to extract coal, geographical features, any recorded surface hazards or within a former or present surface mining (old opencast) area) 2. identify what risks these coal mining issues, including cumulative effects, pose to the proposed development 3. identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development. <p>N.B: Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mining workings or mine entries will require the prior written permission of the Coal Authority.</p>
	<p><u>Further Information</u></p> <p>The Coal Authority http://www.coal.gov.uk/services/planning/development-management-strategy.cfm</p>

<p>Flood Risk Assessment</p> <p>Required for;</p> <ol style="list-style-type: none"> 1. Proposals of 1 hectare or greater. 2. Proposals for other major development, minor development and changes of use in Flood Zones 2 and 3. 	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework (NPPF) ▪ Erewash Borough Council Core Strategy Policy 1: Climate Change ▪ Erewash Local Plan Saved Policy DC7 ▪ SPD: Development, Flood Risk & Aquifer Protection
	<p><u>Requirement</u></p> <p>The Flood Risk Assessment (FRA) should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</p> <p>The Flood Risk Assessment may need to incorporate a Sequential Test and Exception Test for the proposals.</p>
	<p><u>Further Information</u></p> <p>Maps of flood zones are available from the Environment Agency or by using their website www.environmentagency.gov.uk/</p> <p>The extent of the Flood Risk Assessment will need to be determined by reference to the standing advice from the Environment Agency.</p>

<p>Heritage Statement</p> <p>Required for:</p> <ol style="list-style-type: none"> 1. Applications for Listed Building Consent 2. Applications for development affecting the setting of a Listed Building. 3. Applications for works within the grounds of a scheduled ancient monument. 4. Applications for development within Conservation Areas that meet the criteria for the requirement of a Design and Access Statement (erection of one or more dwellings or of a building with a new floor space of more than 100m²) 5. Applications for demolition of buildings within a Conservation Area. 6. Applications for development on designated sites of archaeological potential. 	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ Erewash Borough Council Core Strategy: Policy 11: The Historic Environment. ▪ Erewash Local Plan Saved policies EV5, EV6, EV7, EV8, EV9
	<p><u>Requirement</u></p> <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss their proposals with a Planning Officer and to consult the Derbyshire Historic Environment Record before any application is made. For sites with archaeological potential, applicants are advised to consult the Derby & Derbyshire Development Control Archaeologist. The following is a guide to the sort of information that may be required for different types of application:</p> <p>For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), and analysis of the architectural and historic interest of the building/structure, the principles of and justification for the proposed works and their impact on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings will be required. A structural survey may be required in support of an application for listed building consent.</p> <p>For planning applications for development within a conservation area, an assessment of the impact of the development on the character and appearance of the area will be required.</p> <p>For applications for demolition within a conservation area, a written statement that includes an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the character and appearance of the area will be required.</p> <p>For sites within an area of archaeological potential, a desk based evaluation of the below ground archaeological impact of the proposals will be required.</p>

	<p><u>Further Information</u></p>
--	--

Derby & Derbyshire Development Control Archaeologist

Historic England

Derbyshire Historic Environment Record

<p>Land Contamination Assessment</p> <p>Applications proposing built development on sites known or suspected to be contaminated (e.g. which have been previously in use for industrial processes) will need to be accompanied by a “Phase 1” Desk Top Study.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework
	<p><u>Requirement</u></p> <p>The applicant is required to provide sufficient information to determine the existence or otherwise of contamination, its nature and the risks that it may pose, and whether these can be satisfactorily reduced to an acceptable level to determine whether the proposed development can proceed.</p> <p>Applications should include a desk top study of potential risks and should:</p> <ul style="list-style-type: none"> • Include discussion of former uses and site setting • Draw conclusions on the risks posed i.e. The possible sources of contamination, possible contaminant pathways and potential receptors • Include consideration of options to deal with risks posed • Demonstrate that the developer understands the possible scale of remediation
	<p><u>Further Information</u></p> <p>EBC Contaminated Land Officer Further guidance ‘Model Procedures for Management of Land Contamination’ CLR Report 11, is available at: http://publications.environment-agency.gov.uk/pdf/SCHO0804BIBR-e-e.pdf</p>

<p>Noise Impact Assessment</p> <p>Required for;</p> <ol style="list-style-type: none"> 1. Potentially noise generating developments (e.g. Pubs & clubs, industrial units) in the vicinity of existing noise sensitive developments (eg. Housing) 2. Noise sensitive uses in the vicinity of existing noise generating uses (e.g. major roads and railways) 3. Mixed use applications proposing both noise generating and noise sensitive developments 4. Commercial applications including extractor or cooling units in the vicinity of noise sensitive developments 	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework
	<p><u>Requirement</u></p> <p>A noise impact assessment carried out by suitably qualified acousticians. This should outline the existing noise environment, the potential noise sources from the development or the noise sources likely to affect the development, together with any mitigation measures.</p>
	<p><u>Further Information</u></p> <p>BS4142: Method for rating industrial noise affecting mixed residential and industrial areas BS7445: Description and measurement of environmental noise BS8233: Sound insulation and noise reduction for buildings World Health Organisation Guidance</p>

<p>Parking Arrangements</p> <p>Applications for new buildings, change of use of buildings, or that otherwise alter existing parking provision.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ Manual For Streets
	<p><u>Requirement</u></p> <p>Details of existing and proposed parking provision arrangements are to be shown on site layout or block plans.</p>
	<p><u>Further Information</u></p> <p>DCC Highway Authority</p>

<p>Planning Obligations Draft Heads of Terms / Viability Assessment</p> <p>All applications for residential development of 11 units and more; and on sites of 10 units and less which have a combined floor space above 1000 sq. metres.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ Erewash Borough Council Core Strategy: Policy 19 ▪ Erewash Borough Council Supplementary Planning Document: Developer Contributions (2015) ▪ Erewash Local Plan Saved Policy H9
	<p><u>Requirement</u></p> <p>The matters for which planning obligations will be offered, and the scale of provision proposed. Reference should be made to the Council’s SPD “Developer Contributions”.</p> <p>Where obligations are offered which do not meet the requirements of the SPD, applicants will be required to submit a detailed viability assessment to justify why their proposals cannot meet the requirements of the SPD.</p>
	<p><u>Further Information</u></p> <p>Erewash Borough Council Core Strategy: Policy 19 EBC SPD: Developer Contributions Saved Policy H9 of Erewash Local Plan EBC Planning Officers (pre-application discussions strongly recommended)</p>

<p>Structural Survey</p> <p>Required for applications which involve;</p> <ol style="list-style-type: none"> 1. Demolition, conversion or alteration of a listed building or structure. 2. The felling of a protected tree due to its impact on adjoining building(s) or wall(s) 	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ TPO Regulations
	<p><u>Requirement</u></p> <p>In respect to Listed Buildings, the structural survey should either identify whether the building is capable of repair (for demolition proposals), or whether proposed works will harm its original structure (for conversion and alteration proposals), including details of the works necessary to address the structural issues identified.</p> <p>In relation to protected trees, the structural survey will need to identify the severity and cause of any structural damage, and detail the works necessary to address the structural issues identified.</p>
	<p><u>Further Information</u></p> <p>EBC Planning & Building Control Officers EBC Tree Officer</p>

Surface Water Drainage details Required for major planning applications involving operational development (see page 1)	<u>Policy Driver</u> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ Erewash Core Strategy Policy 1: Climate Change
	<u>Requirement</u> Details of the proposed surface water drainage system for the development, in accordance with the DEFRA Non Statutory Technical Standards for Sustainable Drainage Systems, including long-term maintenance methodology.
	<u>Further Information</u> DCC Flood Risk Management Team DEFRA Non Statutory Technical Standards for Sustainable Drainage Systems

Transport Assessment

All applications that exceed the following adopted 6 C's Design Guidance Thresholds:

A1 > 800m ²	B1 > 1500m ²	C1 > 75 Bedrooms	D1 > 500m ²
A2 > 1000m ²	B2 > 2500m ²	C2 > 30 Bedrooms	D2 > 500m ²
A3 > 300m ²	B8 > 3000m ²	C3 > 50 dwellings	
A4 > 300m ²			
A5 > 250m ²			

Policy Driver

- National Planning Policy Framework
- Manual for Streets

Requirement

The Transport Assessment should include:

- Appropriate modeling of the impact of existing and proposed traffic levels on the highway network
- Measures to assist access to the site on foot and by cycle and public transport
- Preparation and implementation measures for a travel plan
- Details of any necessary on and/or off site improvements to the highway network and traffic management measures as a direct result of the development

Further Information

DCC Highway Authority
<http://www.leics.gov.uk/htd>

Appendix B - Local Validation Requirements for Special Categories of Development

<p>Telecommunications Development</p> <p>Planning applications for telecommunications development</p> <p>(prior notification requirements are prescribed in the GPDO and are not subject to these validation requirements)</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ Erewash Local Plan Saved Policy DC6
	<p><u>Requirement</u></p> <p>The area of search, rationale for the chosen site, existing and proposed coverage diagrams, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>

<p>Wind Turbine Applications</p> <p>All wind turbine applications except for proposals for use by a single dwelling only and located within the curtilage of that dwelling.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ National Planning Policy Framework ▪ Planning Practice Guidance for Renewable and Low Carbon Energy 2013
	<p><u>Requirement</u></p> <p>A Landscape Visual Impact Assessment (LVIA) including an analysis of the zone of theoretical visibility, supported by photomontages. Special consideration should be given to the impact on identified landscape character, the openness of the Green Belt, and the character and setting of any heritage assets.</p> <p>The results of a Phase 1 desk-top and walk over survey that assesses the habitat and the likelihood of the presence of protected species within the site is required. Where the Phase 1 survey indicates that the site includes suitable habitat for protected species, the results of further detailed surveys for those protected species is required. The survey should consider the usage of the site by both ground nesting and feeding birds and bats. All survey work is to be carried out by a suitably qualified Ecologist at the appropriate time of the calendar year, and should assess the impacts of the development proposal on biodiversity and, where appropriate, propose mitigation measures.</p> <p>A Planning Statement to provide information regarding the possible impact upon the general amenity of the area, including an ETSU-R-97 noise report, consideration of shadow flicker and information on Electro Magnetic Interference e.g. to radar and broadcast frequencies.</p>
	<p><u>Further Information</u></p> <p>Planning practice guidance for renewable and low carbon energy 2013. Natural England: Bats and onshore wind turbines (Interim Guidance) (TIN051) Natural England: Bats and single large wind turbines: joint Agencies interim guidance (TIN059) Natural England: Assessing the effects of onshore wind farms on birds (TIN069)</p>

Appendix C - Local Validation Plan Requirements

<p>Existing and proposed elevation drawings.</p> <p>For all operational development (e.g. all proposals except for tree applications and changes of use).</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ Development Management Procedure Order (DMPO) 2015 <p><u>Requirement</u></p> <p>These should be drawn to a standardised metric scale preferably 1:50 or 1:100, include critical external dimensions (heights/ width/length etc.) and clearly show the proposed works in relation to what is already there.</p> <p>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.</p> <p>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. It will not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal.</p>
<p>Existing and proposed floor plan drawings.</p> <p>All applications for new buildings, extensions to existing buildings, and change of use of buildings.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ Development Management Procedure Order (DMPO) 2015 <p><u>Requirement</u></p> <p>These should be drawn to a standardised metric scale preferably 1:50 or 1:100, include critical external dimensions (width /length etc.)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).</p>

<p>Existing and proposed Site Sections, Finished Floor and Site Levels.</p> <p>All applications for new buildings and extensions to buildings, located on slopes and / or where a change in ground level is proposed.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ Development Management Procedure Order (DMPO) 2015
	<p><u>Requirement</u></p> <p>These should be drawn to a standardised metric scale preferably 1:50 or 1:100, include critical dimensions and 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.</p> <p>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.</p> <p>In the case of extensions to existing buildings, 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.</p>

<p>Roof Plan</p> <p>All applications for new buildings and extensions to buildings, where the proposed roof design is not a flat roof or mono-pitched roof.</p>	<p><u>Policy Driver</u></p> <ul style="list-style-type: none"> ▪ Development Management Procedure Order (DMPO) 2015
	<p><u>Requirement</u></p> <p>This should be drawn to a standardised metric scale preferably 1:50 or 1:100 include critical dimensions and is used to show the shape of the roof. It 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.</p>

Appendix D - National Validation Requirements

Requirement	Details
Standard Application Form	<p>Since April 2008, all applications are preferred to be presented on the standard “<u>1APP</u>” application form, which is available electronically. Applicants are encouraged to submit applications electronically wherever possible, as this provides opportunities for improved efficiency and reduced costs for both applicants and the Council. If submitted electronically paper copies are not required. The submission of a paper based application is still possible but the statutory requirement for a valid paper based application requires one original and three additional copies of the completed standard application form and documents to be submitted unless specified by the authority.</p>
Location Plan	<p>All applications must include copies of a location plan based on an up-to-date map. This should be to a standardised metric scale preferably 1:1250 or 1:2500 and normally on A4 or A5 sized paper. 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.</p> <p>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.</p>
Site Plan	<p>The site/block plan should be drawn to a standardised metric scale preferably 1:100 or 1:200. On larger sites a master plan may be submitted at a scale of 1:500 or similar. All such plans should accurately show :</p> <ul style="list-style-type: none"> 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; and the following, unless these would NOT influence or be affected by the proposed development: c) All the buildings, roads and footpaths on land adjoining the site including access arrangements; d) All Public Rights of Way crossing or adjoining the site; e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development; f) The extent and type of any hard surfacing; g) Boundary treatment including the type and height of walls or fencing where this is proposed;

	h) The position of any river, pond or other water feature on or adjacent to the site.
Design and Access Statement	<p>A Design and Access Statement is required to accompany applications for</p> <ol style="list-style-type: none"> a) Listed Building Consent; b) Major Development; c) Development is in Conservation Area consisting of <ol style="list-style-type: none"> (i) the provision of one or more dwellinghouses; or (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more. <p>But not where the application is for planning permission which is:</p> <ol style="list-style-type: none"> a) for permission to develop land without compliance with conditions previously attached; b) a renewal of a planning permission which has not expired; c) for engineering or mining operations; d) for a material change in use of the land or buildings; e) for development which is waste development. <p>A Design and Access Statement is a short report to accompany and support a planning or Listed Building Consent application that should:</p> <ol style="list-style-type: none"> 1) explain the design principles and concepts that have been applied to the development; 2) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; 3) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; 4) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and 5) explain how any specific issues which might affect access to the development have been addressed. <p>Applications for Listed Building Consent (or a combined application for Listed Building Consent and planning permission) should also address:</p> <ol style="list-style-type: none"> i. the special architectural or historic interest of the building and how this is to be preserved or enhanced; ii. the particular physical features of the building that justify its designation as a Listed Building; iii. the building's setting; and, <p>where appropriate, how the proposed approach to access has balanced the duties imposed by the</p>

	<u>Equality Act 2010</u> and the particular historical/architectural significance of the building.
Ownership Certificates	In accordance with Article 13 of <u>The Town and Country Planning (Development Management Procedure)(England) Order 2015</u> , the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate certificate of ownership. 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 seven years. Ownership certificates must also be completed for applications for listed building consent. These ownership certificates are part of the standard application form.
Notices	A notice to all owners of the application site must be completed and served in accordance with Article 13 of <u>The Town and Country Planning (Development Management Procedure)(England) Order 2015</u> ; Site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired.
Agricultural Land Declaration	In accordance with Section 66 of the <u>Town and Country Planning Act 1990</u> 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 in order 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, 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.
Fee	Planning applications incur a fee except where exempt by legislation. The <u>Planning Portal</u> includes a fee calculator for applicants. The local planning authority is also able to advise applicants on specific cases.