Mansfield District Council - Validation Checklist

Mansfield District Council Local Validation Checklist

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1. **Introduction**

1.1 The Mansfield District Council Local Validation List has been produced in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015. This document sets out both national and local requirements for the submission of planning applications.

1.2 Planning Practice Guidance advises that Local Planning Authorities should publish a list of their information requirements for applications for planning permission. These should be kept to the minimum needed to make decisions and should only request information that is relevant, necessary and material to the application in question.

1.3 This update to the local validation list is in the context of the adopted Mansfield District Local Plan 2013 – 2033 and comes following the requirement to review validation lists every 2 years. The new list takes into account the relevant policy changes and new requirements for planning applications to be submitted in the district, in line with the Local Plan.

1. **Using this Guide**
2. **Table One** - sets out a list of national validation requirements for planning applications. These are required with all applications.
3. **Table Two** - sets out Mansfield District Council’s local validation requirements.
4. **Table Three -** is a checklist matrix, which is a quick reference guide to check what is required before submittingan application.
5. **The Validation Process**

3.1 The validation of planning applications is essentially an administrative process to check that the correct documents and fee (where applicable) have been submitted.

3.2 We would ask you to bear in mind that we can make an application ‘invalid’ if the submitted application is not in accordance with either the national (set out in Table One) or local requirements (set out in Table Two). This can include where there are clear inaccuracies within the submitted information, missing plans, drawings with insufficient detail, or an incorrect fee/ownership certificate. If this is the case we will try to help you to remedy the inaccuracies or deficiencies in your application in a timely way. We will normally contact you by email or post in the first instance, giving you the opportunity to address any issues.

3.3 Where an application is considered to be invalid, this will not be processed until the extra information or inconsistencies are addressed. If you are unable to achieve agreement with us, you have the right to seek a resolution by following national procedures (set out here: [Making an application - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/making-an-application#validation-of-an-application). In these circumstances, you must send an ‘article 12’ notice to us which:-

1. specifies which particulars or evidence you consider do not meet the requirements;
2. sets out the reasons why you hold that view; and,
3. requests that we waive the requirement to include those particulars in the application.

Following receipt of this notice, the council will provide you with either a non-validation, or validation notice.

1. **Types of Application**

4.1 The content and detail of the supporting information we require will be proportionate and relevant to the development. For householder developments (e.g. home extensions and outbuildings) the information required is usually minimal and set out in accordance with national requirements. This is unless your application relates to property that is Listed Building, in a Conservation Area, covered by a Tree Preservation Order, or within a Flood Zone.

4.2 For major schemes it is recommended that the content of technical documents supporting your application be informed by pre-application discussions with the council and by reference to our planning policies and guidance. A link to the council’s pre-application advice service can be found here:

[Planning permission – Mansfield District Council](https://www.mansfield.gov.uk/downloads/download/153/local-scheme-of-validation-for-planning-applications)

1. **Submission of Applications**

5.1 Applications should be submitted through the Planning Portal. This can be found using the following link:

[Planning Portal](https://www.planningportal.co.uk/)

Should you wish to submit hard copies, application forms can be obtained directly from the Planning Portal. However, it is advised that the submission is made through the planning portal.

If you are in any doubt about the requirements after reading this document, please contact us through [pbc@mansfield.gov.uk](mailto:pbc@mansfield.gov.uk) before preparing and submitting your application. If the information required is not submitted with your application, then the application will not be valid and it will not be assigned to a case officer - or start to be progressed towards a decision.

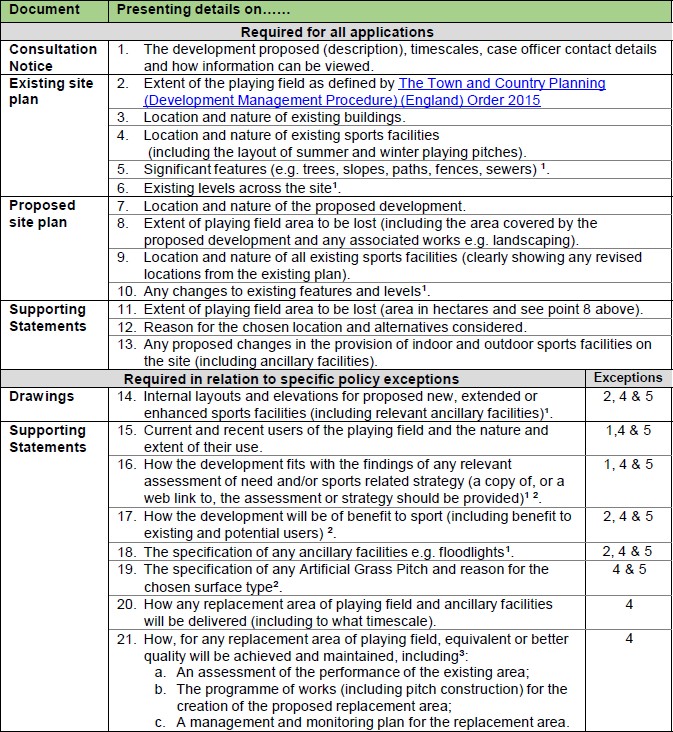
**Table One – National Validation Checklist**

|  |  |  |
| --- | --- | --- |
| 1 | National Requirement | Details |
| 1.1 | **Application Form** | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk).  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 1.2 | **Correct Fee** | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017. |
| 1.3 | **Ownership Certificate and Agricultural Land Declaration** | This forms part of the application form and must be fully completed and signed in accordance with Section 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).   * Certificate A must be completed when the applicant is the sole owner of the site. * Certificate B must be completed when the owner of the site is known to the applicant * Certificate C and D must be completed when some or none of the owners of the site are known.   Where Ownership Certificates B, C or D have been signed notice must be given and/or published in accordance with article 13 of the DMPO. |
| 1.4 | **Site Location Plan** | A location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).  Plans 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.  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. |
| 1.5 | **Block Plan** | Block plan of the site (e.g. at a scale of 1:200) showing the following:   1. the direction of North 2. 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:   1. all the buildings, roads and footpaths on land adjoining the site including access arrangements 2. all public rights of way crossing or adjoining the site 3. the position of all trees on the site, and those on adjacent land 4. the extent and type of any hard surfacing; and 5. boundary treatment including walls or fencing where this is proposed |
| 1.6 | **Design and Access Statement** | A design and access statement (DAS) is required for:   * Applications for major development; * Applications for development in a designated area (Conservation Area) where the proposed development consists of: * One or more dwellings; or – * A building or buildings with a floor space of 1000 square meters or more; * Applications for listed building consent.   A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicant to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. |
| 1.7 | **Fire Statement** | Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys, must be accompanied by a Fire Statement completed by an expert.  Guidance found here: [Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021) |
| 1.8 | **Existing and proposed floor plans** | Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar.  Plans should be proportionate to the nature and size of the proposed development. These should clearly show the proposed works in relation to what is already there and any structures to be demolished. |
| 1.10 | **Existing and proposed elevations** | Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.  It would also be useful for the elevations to indicate the building materials and the style, materials and finish of windows and doors. This information also needs detailing in the application form – however having these on the elevation plans makes for an easier assessment by your planning officer. |
| 1.11 | **Existing and proposed roof plans** | Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development |
| 1.12 | **Existing and proposed site sections and finished floor levels.** | These plans should only be submitted with an application where there is a substantial level difference between the site and the adjacent property/land (i.e in excess of 1m). Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Including existing and proposed floor levels.  Please note that these plans are unlikely to be required for a large number of householder planning applications, for example minor applications for single storey rear extensions and those falling under permitted development. |
| 1.13 | **Biodiversity Net Gain**  **Metric (Major developments)** | A Biodiversity Net Gain Metric (Major developments) is required:  Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in [Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015](https://www.legislation.gov.uk/uksi/2015/595/article/7/made):   * A statement outlining whether the applicant considers any permission to be subject to the biodiversity gain condition; * the pre-development biodiversity value(s), [either on the date of application or earlier proposed date (as appropriate)](https://www.gov.uk/guidance/biodiversity-net-gain#para12); * where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; * a completed copy of the [Statutory biodiversity metric calculation tool](https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value; * a statement as to whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value (‘[degradation](https://www.gov.uk/guidance/biodiversity-net-gain#para36)’), and where they have:   + a statement to the effect that these activities have been carried out;   + the date immediately before these activities were carried out;   + the pre-development biodiversity value of the onsite habitat on this date;   + the completed statutory metric calculation tool showing the calculations, and   + any available supporting evidence of this; * a description of any [irreplaceable habitat](https://www.gov.uk/guidance/biodiversity-net-gain#para42) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024](https://www.legislation.gov.uk/uksi/2024/48/schedule/made)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and * plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). |
| 1.14 | **Biodiversity Net Gain**  **Metric (Minor developments)** | The same national validation criteria apply as for major application with the exception that in some circumstances the [Small sites metric (statutory biodiversity metric) calculation tool](https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides) (SSM) can be submitted in place of the Statutory metric biodiversity calculation tool.  Applicants should refer to the [Small sites metric (statutory biodiversity metric) user guide](https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides) to see details of the restrictions around using the SSM. Common restrictions where the SSM cannot be used include:   * Where European Protected Species are present on site (e.g. bats, great crested newts, otter) * Where priority habitats are present on site (some hedgerows and arable field margins are excluded) * Where statutory protected habitats or sites are present. * Sites with habitats present that are not included in the statutory metric (including riparian zones).   Where the SSM is not appropriate for use a copy of the Statutory Biodiversity Metric calculation tool should be submitted instead. It should be noted that use of the SSM is not compulsory on small sites and the Statutory Biodiversity Metric Calculation Tool can always be used in its place. |

**Table Two – Local Validation Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.0 | Local Requirement | When is this required?  Type of application/location | What is required? | National/Local Policy |
| 2.1 | **Affordable Housing Statement** | Planning applications for sites of 10 or more dwellings or where the site area is 0.5 hectares or more. | A statement should be submitted demonstrating compliance with Policy H4 (Affordable Housing) including parts 4 and 5. This can be contained within the submitted Planning Statement. See: [Supplementary Planning Documents – Mansfield District Council](https://www.mansfield.gov.uk/spd) | Policy H4  NPPF Para 65 |
| 2.2 | **Air Quality Assessment** | All Major Developments | Where proposals might lead to a significant deterioration in air quality, or national air quality objectives will be exceeded, an Air Quality Assessment must be provided in accordance with Policy P7. | Policy P7 |
| 2.3 | **Biodiversity Net Gain Statement** | All applications not [exempt](https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments) from biodiversity net gain. | In addition to the National Validation requirements in relation to Biodiversity Net Gain, the following information should also be contained within a Biodiversity Net Gain Statement.   * A completed copy of the relevant biodiversity metric tool showing the anticipated post-development biodiversity value of the site to the extent that this is known. * The steps taken to minimise adverse biodiversity impacts in line with the mitigation hierarchy and Biodiversity Gain Hierarchy. * The proposed strategy for meeting the biodiversity gain condition, including the anticipated balance between onsite units, offsite units and statutory credits, if 10% net gain is unlikely to be achieved wholly on-site. * Details of whether there are any proposed on-site enhancements that meet the definition of Significant On-Site Enhancements for Biodiversity Net Gain as defined by Mansfield District Council and therefore need to be legally secured for 30 years.   Where available, any information about the location of potential off-site biodiversity units. | Policy NE2  NPPF Section 15 |
| 2.4 | **Building for a Healthy Life Assessment** | All Major Developments | An assessment should be submitted showing how the development accords with the criteria set out within the Building for a Healthy Life design tool kit found here: [14JULY20 BFL 2020 Brochure\_3.pdf (udg.org.uk)](https://www.udg.org.uk/sites/default/files/publications/files/14JULY20%20BFL%202020%20Brochure_3.pdf) | Policies P1 and P2 |
| 2.5 | **Coal Mining Risk Assessment** | If the site lies within the Coal Authority defined Development High Risk Area you may have to submit carry out a Coal Mining Risk Assessment (CMRA) | It is important to note that a Coal Mining Report is not sufficient, the CMRA must be prepared by a competent person and be informed by the findings of a Coal Mining report, and other coal mining and geological information.  Guidance on Coal Mining Risk Assessments can be found here:  [Planning applications and Coal Mining Risk Assessments - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments)  The link also provided details of the Coal Authority’s published exemptions list. This sets out those developments that either by their nature or type of development do not need to be supported by a Coal Mining Risk Assessment. | Policy NE3 |
| 2.6 | **Design Code** | Large Scale Major Application. | All large scale major applications should be supported by a design code. This shall be devised through pre-application engagement with the council and potentially with an external design review. | Policy P1  NPPF Part 12. |
| 2.7 | **Ecological Surveys / Reports** | An Ecological Impact Assessment (EcIA) should be submitted where a development is taking place on or adjacent to statutory or non-statutory nature conservation sites (including Local Wildlife Sites), there are natural habitats present on the site or there is the possibility that protected species could be nearby.  Where a proposal involves the demolition of a structure or significant alterations to the roof and/or loft space, or the conversion of an agricultural building, then the application must be accompanied by a bat survey report. Large trees to be removed or significantly pruned must also be surveyed for bat roost potential. Bat surveys can therefore be required on applications that do not require an EcIA.  A risk based assessment will be required for developments within 400m of the possible potential Special Protection Area | An EcIA is a process that identifies, quantifies and evaluates the potential effects of development on habitats, species and ecosystems and provides appropriate mitigation proposals. The evaluation of features, assessment of the likely impacts and discussion of mitigation, compensation and enhancement measures within the report, allows the planning authority to fully understand the ecological issues associated with a proposal in line with the NPPF.  The Chartered Institute of Ecological and Environmental Management (CIEEM) have produced [Guidance on Ecological Impact Assessments](https://cieem.net/resource/guidelines-for-ecological-impact-assessment-ecia/) and it is expected that reports follow this guidance, and that within the [British Standard 42020 Biodiversity Code of practice for planning and development](https://knowledge.bsigroup.com/products/biodiversity-code-of-practice-for-planning-and-development?version=standard). To ensure that the EcIA contains all the necessary information it is recommended that the [EcIA Checklist](https://cieem.net/resource/ecological-impact-assessment-ecia-checklist/) by CIEEM is completed.  Where protected species may be present on a site these surveys should be submitted in full, and referenced within the EcIA. The council will use the [Standing Advice from Natural England](https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications) in considering the suitability of the survey techniques and impacts on protected species arising from a proposed development.  All protected species survey work must be up to date and completed prior to submission of an application. This information will in no circumstances be conditioned as part of a permission.  Areas within and surrounding the Sherwood Forest are currently being considered as a possible potential Special Protection Area (SPA), a Natura 2000 site of European importance. In light of this, a [risk-based](https://www.mansfield.gov.uk/downloads/file/329/natural-england-s-advice-notes-on-the-sherwood-ppspa-2014) approach to will be employed to planning decisions within 400m of this area that may impact this potential future designation. | Policy NE2  Part 15 NPPF |
| 2.8 | **Environmental Statement (EiA)** | Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA regulations.  Those developments included in Schedule 2 of the EIA Regulations may also require and EIA. | The Town & Country Planning (Environmental Impact Assessment) Regulations, as amended, set out the circumstances in which an Environmental Impact Statement (EIA) is required. An EIA may obviate the need for more specific assessments.  The developer should request a ‘screening opinion’ (all applications over 0.5ha) from the local planning authority before submitting an application. | Town and Country Planning (Environmental Impact Assessment) Regulations 2017 |
| 2.9 | **External Lighting Scheme** | If floodlighting or external lighting is proposed on a site adjacent to residential properties, outside the urban boundary, adjacent or within a Conservation Area or adjacent/on a Listed Building and buildings within the town centres. | A technical specification, layout plan/lighting orientation plan, with beam orientation and a schedule of the equipment in the design shall be submitted.  Hours of operation and details of lighting spill (to include a polar luminance diagram based on vertical luminance at the nearest sensitive premises) shall be submitted with the applications.  The external lighting scheme may also be required to take into account the ecological constraints e.g. bat commuting corridors.  In many circumstances the submission of a lighting scheme can be subject to a Planning Condition and may not hold up the validation of your planning application. However, having the information up front will mitigate the need for additional conditions to discharge. | Policies P7, NE3, HE1. |
| 2.10 | **Flood Risk Assessment and Drainage Strategy** | All Major Developments;  All developments in Floodzone 1 when:   * The site is 1 hectare or greater; * The site is less than 1 hectare but has critical drainage problems; * The site is less than 1 hectare and includes the change of use of development type to a more vulnerable class where they can be affected by sources of flooding other than rivers and sea (e.g. surface water, drains);   All new built development within Flood Zones 2 and 3. | Site Specific Flood Risk Assessment (FRA) - where one is required under the National Planning Policy Framework. Advice from national government is provided here <https://www.gov.uk/guidance/flood-risk-and-coastal-change>  For Flood Zones 2 & 3 the applicant must address requirement for Flood Risk sequential test/exception test as set out in NPPF & PPG.  The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage (SuDS).  Any SUDs should be drawn up in accordance with the council’s SPD. [Supplementary Planning Documents – Mansfield District Council](https://www.mansfield.gov.uk/spd). | Policies CC2 and CC3  Part 14 of the NPPF |
| 2.11 | **Habitat Management and Monitoring Plan** | Applications where Significant On-Site Enhancements for Biodiversity Net Gain are proposed. | A draft [Habitat Management and Monitoring Plan](https://www.gov.uk/guidance/creating-a-habitat-management-and-monitoring-plan-for-biodiversity-net-gain) is required that sets out:   * how you plan to manage the significant on-site enhancements, taking into account any legal restrictions and requirements. * when and how you’ll monitor habitats (this will vary for different types of habitat). * when and how you’ll report monitoring results. * when and how you’ll review management proposals.   If target conditions or habitats are not being achieved the process for how you’ll agree and then implement changes to the way you manage the habitat. | Policy NE2  NPPF Section 15 |
| 2.12 | **Head of Terms Section 106** | All Major Developments.  Sites above 0.5 hectares (Affordable Housing). | A letter agreeing the Heads of Terms, up to date title deeds and solicitors contact details.  Early drafting of the section 106 agreement is encouraged unless pre-application advice indicates otherwise.  The relevant Section 106 Agreement may also need to include a local labour agreement in accordance with Policy E5.  The information should be drawn up in accordance with the council’s Developer Contributions SPD. [Supplementary Planning Documents – Mansfield District Council](https://www.mansfield.gov.uk/spd). This will contain the relevant requirements for planning obligations such as Affordable Housing, Green Infrastructure - Public Open Space, Biodiversity Net-Gain and Public Realm.  Applicants are also advised that a Section 106 contribution to the CCG for provision of Primary HealthCare services will be required on major proposals (above 15 dwellings). | Policies S1, H4, E5, IN1 |
| 2.13 | **Health Impact Assessment** | A. residential development of 50 dwellings or more;  B. non-residential developments of 5,000 square metres or more; and  C. other developments which are likely to have a significant impact on health and wellbeing. | A health impact assessment checklist is required in accordance with Policy P2 of the Local Plan. Appendix 4 of the Local Plan sets out the relevant checklist to be completed.  Where a significant adverse impact is identified through a Health Impact Assessment, measures to substantially mitigate the impact will be required. | Policy P2  NPPF Part 8 |
| 2.14 | **Heritage Statement / Archaeology Assessment** | **Heritage Statement**  All development proposals which will/may impact designated Heritage Assets and/or their settings (including conservation areas, locally listed buildings. Non designated assets and Scheduled Ancient Monuments).  **Archaeology Assessment**  Applications for major development; Applications for development known to be on or adjacent to a heritage asset of archaeological interest; | A Heritage Statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset.  Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works.  The Heritage Statement should also include any justification and mitigation in relation to any harm to the significance of a designated heritage asset and should further consider how the development parcel contributes to the significance of the heritage asset and if there are any avoidance measures/ mitigation measures or enhancement measures that can overcome any potential harm.  It is also suggested that landscape plans may be provided with an application where there is a heritage asset affected, as landscaping can often assist in ensuring that the setting of heritage assets is sustained and/or enhanced.  Further information can be found at:  <https://historicengland.org.uk/images-books/publications/gpa2-managing-significance-in-decision-taking/>  <https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/>  As a minimum an archaeological desk-based assessment should be submitted and where appropriate, the results of a suitable field evaluation that includes an assessment of the character, date, condition and extent of any archaeological remains present. The full Historic Environment Record must be consulted as part of the assessment process. Where necessary, the archaeological assessment should include satisfactory provision for further archaeological mitigation work, including the excavation, recording and interpretation of any remains, at an early stage of developing the scheme; usually before commencement of the  development. Attention is also drawn to Historic England’s Charter for Advisory Service (particularly to sections 11 and 12) as a clear statement of the information needed in order to provide informed advice. The Charter can be downloaded from Historic England’s website via the following link:  <https://historicengland.org.uk/services-skills/our-planning-services/charter/> | Policy HE1  NPPF Part 16 |
| 2.15 | **Land Contamination Assessment** | New developments on former petrol filling stations, former landfill sites and former industrial sites. Development with a vulnerable end user (e.g. residential development).  Development if there are known contamination issues associated with the site or the surrounding sites (eg if site or surroundings had a former industrial use). | A survey of the site will be required to establish the degree of contamination and remedial measures that will be required. As a minimum, a desk study and site walkover report should be submitted.  Stages of survey required for planning applications with possible land contamination should include:  • Desk Top Study  • Site Investigation/Detailed Investigation  • Remediation Strategy/Validation Report (including a methodology for dealing with unforeseen contamination during the excavation/construction periods).  Also note that much of the district is located on a principal aquifer where groundwater is sensitive to pollution. All previous and future uses of a development site must be investigated to determine whether there is potential to cause contamination to groundwater. | Policy NE3 |
| 2.16 | **Landscape and Visual Impact Assessment (LVIA)** | All major developments those developments in and adjacent to Landscape Policy Zones likely to have a significant adverse impact. | A landscape and visual impact assessment is required for all major developments in accordance with Policy NE1. The LVIA should, where applicable, contained sufficient information to address parts 2 and 3 of Policy NE1.  In particular the LVIA should have regard to relevant Landscape Policy Zones set out in figure 10.1 of the Local Plan.  The Mansfield District Council Landscape Character Assessment 2010 and Addendum 2015 provides the basis for assessments. | Policy NE1  NPPF Paragraph 174 |
| 2.17 | **Masterplan** | Sites of 5ha or more or 150 dwellings or more. | On large sites (of five hectares or more or 150 dwellings or more) a masterplan for the whole site will be required to be submitted as part of any planning application, in accordance with the Masterplanning requirements within Appendix 8 of the Local Plan.  For large allocated sites which may be developed in phases, it is important that we are able to assess how the whole scheme works as one. This includes ensuring that open space contributes to the wider green infrastructure network, any cumulative infrastructure requirements can be delivered and access arrangements are suitable for the total scale of development. | Policies P4, H1, E2 and Appendix 8. |
| 2.18 | **Minerals Statement** | Major Applications in Mineral Safeguarding and Consultation Areas as set out in the Nottinghamshire Minerals Local Plan (Draft 2018) | Development within minerals safeguarding areas will have to demonstrate that mineral resources of economic importance will not be needlessly sterilised as a result of the development and that the development would not pose a serious hindrance to future extraction in the vicinity.  Where this cannot be demonstrated, and where there is a clear and demonstrable need for the non-minerals development, prior extraction will be sought where practicable | Policy NE4 |
| 2.19 | **Noise Impact Assessment** | Instances where the development would generate significant levels of noise or vibration in relation to residential and commercial properties, or it proposes a noise sensitive use in proximity to a known noise source. | An assessment of the source and the impact together with any necessary mitigation measures to reduce disturbance due to noise or vibration to acceptable levels.  The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm amenity. | Policy P7 |
| 2.20 | **Planning Statement including Statement of Community Involvement** | * All Major Developments. * Alternative uses proposed on allocated employment sites (Policy E3). * Development proposals involving the loss of open space (Policy IN3). * Development on allotment land (Policy IN5). * Proposals for leisure and visitor facilities (Policy RT11). * Development proposals that involved the loss of existing facilities (e.g. pub, church community centres…) (Policy IN7). * Development affecting playing field land. | The planning statement should:   * Identify the context and need for the proposed development; * Assess how the proposed development accords with relevant national and local policies; * Show how the application has been informed by local community engagement and any amendments that have resulted from such local consultation.   Certain types of applications, as detailed in the previous column, will require a planning statement containing specific information to address the relevant policy requirements within the local plan. The applicant is advised to read the relevant policies and submit appropriate information in accordance with them.  Sport England recommends that planning applications affecting playing fields should provide specific information in line with the appendix in Appendix A of this report. This indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England’s [Playing Fields Policy](https://www.sportengland.org/facilities-planning/planning-for-sport/playing-fields-policy/). | All Planning Policies |
| 2.21 | **Renewable Energy Statement** | Major applications and all applications for renewable energy production. | A statement should be submitted showing how the relevant measures detailed in policy P5 have been considered/incorporated. | Policy P5  NPPF Part 2 and 14 |
| 2.22 | **Public Right of Way Statement and Plan** | All applications where a Right of Way (RoW) exists:  within the application boundary, OR  alongside the outside edge of the development OR  where a RoW in the close vicinity is likely to receive increased use as a result of the development (additional footfall or higher expectations due to change in environment etc). | • A plan and statement illustrating how the RoW is affected or is being protected  • A statement of how the RoW will be managed during the development including the ability to keep the path open or the requirement to apply for a temporary traffic regulations order (TTRO) to close the path for the duration due to public safety/provide alternative route  · Understanding of the need to apply for a diversion or extinguishment of the path if the development cannot be built with the RoW in its current location  • Whether improvement to the paths is anticipated as a result of increased and higher-level use and how that is to be managed. This can include the wish to upgrade to cycle paths and the legal implications, new links to the RoW network and additional routes for equestrians if appropriate and may involve a S106 agreement if outside of the development boundary  • Proposed future maintenance of the RoW if it is within public open space  • Information as to the future ownership of the land over which the path runs on completion of the development, including boundary features such as hedges/trees and fences  • Early engagement with the RoW team to consider the implications of the RoW with the development.  The developer should apply for an official search of the RoW to ensure that the correct legal alignment of the RoW is shown correctly on the plans. Contact [row.landsearches@nottscc.gov.uk](mailto:row.landsearches@nottscc.gov.uk). | NPPF Para 104  Policies IN2 and IN8 |
| 2.23 | **School Site**  **Suitability**  **Checklist** | Any planning application  for a residential or mixed  use development that  includes a site for a new  primary or secondary  school as part of the  proposal | A school site suitability checklist  should be submitted demonstrating  that the proposed school site is suitable  for the construction of high quality  education buildings. The checklist  should be in the form of Appendix C  of Nottinghamshire County Council’s  New School Guidance for Housing  Developers | NPPF  Para 99 |
| 2.24 | **Secured by Design Assessment** | All Major Applications. | A statement should be submitted assessing the scheme against secured by design principles and what measures have been undertaken to reduce crime and fear of crime. This may be set out in the Planning Statement. | Policy P2 |
| 2.25 | **Retail Impact Assessment and/or Sequential Test** | **Sequential Test**  Planning applications for main town centre uses which are neither in an existing centre nor in accordance with the local plan.  **Retail Impact Test**  Retail and leisure developments over 500 sqm (net) which are proposed in edge of centre and out of centre locations and which are not allocated in the Local Plan. | **Sequential Test**  The assessment should be prepared in accordance with national guidance and look at the availability of sites within the main town centre and other centres identified within the local plan. Only then should edge of centre and out of centre sites be considered. Details of the availability of other sites closer to a centre will be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.  **Retail Impact Test**  A retail impact assessment will be required in accordance with planning practice guidance. This will be required to be assessed by a third party at the applicant’s expense.  Guidance on retail impact/sequential tests:  [Town centres and retail - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres) | Policies RT1 – RT9  NPPF Part 7 |
| 2.26 | **Site Waste Management** | All applications for residential or commercial development (including changes of use) that will have an impact on the generation of waste. | A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure. | Policy P1 and P2 |
| 2.27 | **Slope Stability Assessment** | All minor and major residential applications located adjacent to a substantial slope e.g. more than 2m | A slope stability assessment should be submitted by a suitably qualified expert. This should have due regard to the relevant geology and set out a risk of slope failure and any mitigation measures required. This may also need to include a management plan.  The slope stability will be required to be independently assessed by a geo-technical expert. The costs of the independent assessment will be required to be covered by the applicant. | Policy NE3 |
| 2.28 | **Structural Survey** | The demolition, or partial demolition of a Listed building(s), or The conversion of a Listed building. Conversion of Agricultural Buildings. | This should demonstrate that the building/s are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications. | Policy S2 |
| 2.29 | **Town centre Design Code compliance checklist** | All Major Developments in Mansfield Town Centre (as defined in the adopted Mansfield Town Centre Design Code November 2023) | A completed Design Code Compliance Checklist setting out whether the proposal complies with the town wide, area wide and (where relevant) site specific rules. The Compliance Checklist template is available here: <https://www.mansfield.gov.uk/downloads/file/6498/05867-mansfield-town-centre-design-code-compliance-checklist-major>  The relevant sections of the checklist are to be completed. | Policies P1 and S4 |
| 2.30 | **Transport Assessment/**  **Statement and Travel Plan** | All developments that will generate significant amounts of movement will be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment. | Nottinghamshire County Council Highways Design Guide Set out the relevant thresholds as to when a Transport Statement, Transport Assessment and Travel Plan is required. This contains a list of relevant development types/sizes and should be consulted before submission of an application.  The document should include existing public transport provision and measures to mitigate the residual impacts of development such as improvements to the public transport network, bus stops and infrastructure including locations of bus stops and walk distances including isochrone plans. Where the site layout is likely to impact on the location of existing bus stops, the applicant should consider alternative options.  Reference documents:  Nottinghamshire County Council Highway Design Guide:  <https://www.nottinghamshire.gov.uk/transport/roads/highway-design-guide>  Nottinghamshire County Council Developer Contributions Strategy  <https://www.nottinghamshire.gov.uk/planning-and-environment/general-planning/developer-contributions-strategy> | Policies IN9 and IN10  NPPF |
| 2.31 | **Tree survey and/or associated Arboricultural** **Impact Assessment** | Where works are required to a fell a protected tree (TPO or tree in Conservation Area).  Where a development proposal may have an impact on a TPO tree.  All major development schemes.  . | A Tree Survey must be obtained from an arboricultural specialist showing the distribution of trees on site and relevant works proposed.  The Arboricultural Impact Assessment should demonstrate how the development will co-exist with associated trees. For example through any level changes, service installation, hard surfacing, material storage and future shadowing. This should include tree root protection zones clearly marked on a scaled plan. | Policies P2 and NE2 |
| 2.32 | **Viability Assessment** | Where schemes are not proposing to meet all policy requirements, such as affordable housing, education etc. As meeting all policy requirements would make them unviable. | A Viability Assessment must be submitted in accordance with the recommended practice set out in Planning Practice Guidance, the Royal Instituted of Chartered Surveyors Guidance and the National Planning Policy Framework. The viability assessment should be prepared with professional integrity and by a suitably qualified practitioner.  The Viability Assessment must include an executive summary setting out the key findings in a clear way for members of the public. It should be prepared on the basis it will be made publicly available other than in exceptional circumstances.  See Guidance:  [Viability - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/viability) | Policies H4 and IN9  NPPF Part 4. |
| 2.33 | **Vehicle Parking, Cycle Storage and Electric Charging Points** | Proposals for new dwellings and/or new or changes to employment premises. | Information should include all existing and proposed commercial and/or residential vehicular parking spaces and cycle storage areas in new developments. Information should also be provided, where possible, of electric vehicle charging points.  Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. This should be included on a scaled plan. | Policies P5 and IN10  NPPF Part 9 |

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| Table Three - Application Checklist Matrix | Householder Application | Listed Building Consent | Development in a Conservation Area | Advertisement Consent | Application for TPO Works | Lawful Development Certificate - Existing | Lawful Development Certificate Proposed | Full Application - Minor Residential (-10 Dwellings) | Full Application - Minor Commercial (-1000sqm) | Full Application Minor Other | Full Application - Major Residential (+10 Dwellings) | Full Application - Major Commercial (+1000sqm) | Full Application Major Other | Outline Application - Minor Residential (up to 0.5ha) | Outline Application - Minor Commercial (up to 1ha) | Outline Application - Major Residential (+ 0.5ha) | Outline Application - Major Commercial (+ 1ha) | Outline Application - Other Major | Reserved Matters | Telecommunications Application |
| Application Form | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Correct Fee | X |  | X | X |  | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Ownership Certificate/Agricultural Holding | X | X | X |  |  | X | X | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Site Location Plan | X | X | X | X | X |  |  | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Block Plan | X | X | X | X | X |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Design and Access Statement | X | X | X |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Fire Statement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |
| Existing and Proposed Floor Plans | X | X | X | X |  | X | X | X | X | X | X | X | X |  |  |  |  |  | X | X |
| Existing and Proposed Elevations | X | X | X | X |  | X | X | X | X | X | X | X | X |  |  |  |  |  | X | X |
| Existing and Proposed Roof Plans | X | X | X | X |  |  |  | X | X | X | X | X | X |  |  |  |  |  | X |  |
| Existing/Proposed Sections/Levels | X | X | X |  |  |  |  | X | X | X | X | X | X |  |  |  |  |  | X | X |
| Affordable Housing Statement |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  | X |  |  | X |  |
| Air Quality Assessment |  |  |  |  |  |  |  |  |  |  | X | X | X |  |  | X | X | X |  |  |
| Biodiversity Metric (Major developments)\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Biodiversity Metric (Minor developments / small sites)\* |  |  |  |  |  |  |  | X | X | X |  |  |  |  |  |  |  |  |  |  |
| Biodiversity Net Gain Statement\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Building for a Healthy Life Assessment |  |  |  |  |  |  |  | X |  |  | X |  |  | X |  | X | X |  |  |  |
| Coal Risk Assessment\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Design Code\* |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |
| Ecology Report |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Environmental Statement (dependent on site) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| External Lighting Scheme |  |  |  |  |  |  |  | X | X | X | X | X | X |  |  |  |  |  | X |  |
| Flood Risk Assessment/Drainage Strategy\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Habitat Management and Monitoring Plan\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Head of Terms |  |  |  |  |  |  |  |  |  |  | X | X |  |  |  | X | X | X |  |  |
| Health Impact Assessment\* |  |  |  |  |  |  |  | X |  |  | X | X |  |  |  | X | X | X | X |  |
| Heritage Statement/Archaeology Assessment\* |  | X | X |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Land Contamination Assessment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Landscape And Visual Impact Assessment\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Masterplan |  |  |  |  |  |  |  |  |  |  | X | X |  |  |  | X | X |  |  |  |
| Minerals Statement\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Noise Impact Assessment\* |  |  |  |  |  |  |  | X | X | X | X | X |  |  |  |  |  |  |  |  |
| Planning Statement |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Renewable Energy Statement |  |  |  |  |  |  |  | X | X | X | X | X | X |  |  |  |  |  | X |  |
| Rights of Way Statement and Plan\* |  |  |  |  |  |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Secured by Design Assessment |  |  |  |  |  |  |  | X | X | X | X | X | X |  |  |  |  |  | X |  |
| Sequential Test/Retail Impact\* |  |  |  |  |  |  |  |  | X |  |  | X |  |  | X |  | X |  |  |  |
| Site Waste Management Plan |  |  |  |  |  |  |  | X | X |  | X | X | X |  |  | X | X |  |  |  |
| Structural Survey |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Town Centre Design Code compliance checklist\* |  |  |  |  |  |  |  |  |  |  | X | X | X |  |  | X | X | X |  |  |
| Transport Assessment/Statement and Travel Plan\* |  |  |  |  |  |  |  |  |  |  | X | X | X |  |  | X | X | X |  |  |
| Tree survey and/or associated Arboricultural Impact Assessment\* |  |  |  |  | X |  |  | X | X | X | X | X | X | X | X | X | X | X | X |  |
| Viability Assessment\* |  |  |  |  |  |  |  |  |  |  | X | X |  |  |  | X | X |  |  |  |
| Vehicle Parking, Cycle Storage and Electric Charging Points |  |  |  |  |  |  |  | X | X |  | X | X |  |  |  | X | X |  | X |  |
| \*Please see applicable thresholds / requirements in table 2 for submission of these items |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Appendix A - Sport England Checklist**