

LOCAL SCHEME OF VALIDATION FOR PLANNING APPLICATIONS

Amended June 2013

Signed	Cllr.....	Date
Signed	Cllr.....	Date

INTRODUCTION

In order to provide a quicker, more predictable and efficient planning service, the Government introduced a set of new standard application forms (1APP) for applications for planning permission and other consents that became mandatory on 6th April 2008.

For each application form the Government has set out standard information requirements for the validation of planning applications by Local planning Authorities. The requirements are in two parts and include a list of national requirements and a list of local requirements. The national list includes the application form which must be FULLY completed, the correct fee, ownership certificates and other specific details and these are statutory requirements as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO), as amended. The local lists are based upon a recommended list. For an application to be validated, it should contain all national and local requirements.

The revised (2013) national and local validation lists are contained in this report and the combined use of the national and local lists will afford both the authority and applicants more certainty when submitting applications and ensure that the information requested is proportionate to the type and scale of application being made.

Dependant on the proposal being put forward, there may be cases where the local list requires the submission of information which is not relevant for the Local Planning Authority to determine an application and in those cases the applicant must justify why that requirement in their opinion is not required.

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1. Householder application for planning permission for works for extension to a dwelling

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
- Other Plans
 - Existing and proposed full elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

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

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS:

- **Daylight/Sunlight assessment**

A block plan at a scale of 1:100 or 1:200 shall demonstrate the impact (45 degree test) on adjacent dwellings in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 5) This plan is required in all situations regardless of whether or not the adjacent dwellings(s) are attached to the dwelling to be extended or whether there are any intervening structures, buildings or boundary treatments. All plans/drawings to include (metric) dimensions on the plans/drawings.

[Saved Policy H13](#) of the Mansfield District Local Plan refers

- **Flood risk assessment**

Proposals for new development located in the Environment Agency Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment. See www.environment-agency.gov.uk/ and <http://www.environment-agency.gov.uk/research/planning/33098.aspx> for further information.

- **Site Waste Management Plan**

Details of the location of household waste wheelie bins should be shown on the block plan in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 7)

[Saved Policy H13](#) of the Mansfield District Local Plan refers

- **Parking Provision**

Existing and proposed parking and access arrangements should be shown on the block plan. in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 4).

[Saved Policy H13](#) of the Mansfield District Local Plan refers

- **Biodiversity survey and report**

For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, Sites of Special Scientific Interest (SSSI), Local nature Reserves (LNR) or Sites of Important Nature Conservation (SINC) and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework

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

- **Tree Survey/Arboricultural implications**

Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order, within a Conservation Area or where there is significant tree coverage within the site.

In accordance with the Council's [Interim Planning Guidance Note 2 – Extensions to Dwellings](#) (Chapter 4).

[Saved Policy H13](#) of the Mansfield District Local Plan refers

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

2. Householder Application for planning permission for works or extension to a dwelling within a Conservation Area and Conservation Area Consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
- Other Plans
 - Existing and proposed full elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

LOCAL REQUIREMENTS:

- **Daylight/Sunlight assessment**
A block plan at a scale of 1:100 or 1:200 shall demonstrate the impact (45 degree test) on adjacent dwellings in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 5) This plan is required in all situations regardless of whether or not the adjacent dwellings(s) are attached to the dwelling to be extended or whether there are any intervening structures, buildings or boundary treatments. All plans/drawings to include (metric) dimensions on the plans/drawings.
[Saved Policy H13](#) of the Mansfield District Local Plan refers
- **Flood risk assessment**
Proposals for new development located in the Environment Agency Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment. See www.environment-agency.gov.uk/ and <http://www.environment-agency.gov.uk/research/planning/33098.aspx> for further information.
- **Site Waste Management Plan**
Details of the location of household waste wheelie bins should be shown on the block plan in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 7)
[Saved Policy H13](#) of the Mansfield District Local Plan refers
- **Parking Provision**
Existing and proposed parking and access arrangements should be shown on the block plan. in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 4).
[Saved Policy H13](#) of the Mansfield District Local Plan refers

- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, Sites of Special Scientific Interest (SSSI), Local nature Reserves (LNR) or Sites of Important Nature Conservation (SINC) and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables).
Refer to Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework.
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Tree Survey/Arboricultural implications**
Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order, within a Conservation Area or where there is significant tree coverage within the site.
In accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 4).
[Saved Policy H13](#) of the Mansfield District Local Plan refers
- **Heritage Statement**
A statement justifying proposed demolition in a conservation area and including full details of external building materials. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application, however justification should refer to Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf> and also Mansfield District Council's [conservation area appraisals](#)
Saved Policies within [Chapter 4 – Environment](#), of the Mansfield District Local Plan refers
- **Structural Survey**
Required in support of an application that involves substantial demolition.
See Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

3. Householder Application for planning permission for works or extension to a dwelling and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- Other Plans
 - Existing and proposed full elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- [Design and Access Statement](#), if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

LOCAL REQUIREMENTS:

- **Daylight/Sunlight assessment**
A block plan at a scale of 1:100 or 1:200 shall demonstrate the impact (45 degree test) on adjacent dwellings in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 5)
This plan is required in all situations regardless of whether or not the adjacent dwellings(s) are attached to the dwelling to be extended or whether there are any intervening structures, buildings or boundary treatments. All plans/drawings to include (metric) dimensions on the plans/drawings.
[Saved Policy H13](#) of the Mansfield District Local Plan refers
- **Flood risk assessment**
Proposals for new development located in the Environment Agency Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment. See www.environmentagency.gov.uk/ and <http://www.environment-agency.gov.uk/research/planning/33098.aspx> for further information.
- **Site Waste Management Plan**
Details of the location of household waste wheelie bins should be shown on the block plan in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 7)
[Saved Policy H13](#) of the Mansfield District Local Plan refers
- **Parking Provision**
Existing and proposed parking and access arrangements should be shown on the block plan. in accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 4).
[Saved Policy H13](#) of the Mansfield District Local Plan refers

- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, Sites of Special Scientific Interest (SSSI), Local nature Reserves (LNR) or Sites of Important Nature Conservation (SINC) and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Tree Survey/Arboricultural implications**
Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order, within a Conservation Area or where there is significant tree coverage within the site.
In accordance with the Council's [Interim Planning Guidance Note 2– Extensions to Dwellings](#) (Chapter 4).
[Saved Policy H13](#) of the Mansfield District Local Plan refers
- **Heritage Statement**
A statement justifying proposed demolition in a conservation area and including full details of external building materials. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application, however justification should refer to Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf> and also Mansfield District Council's [conservation area appraisals](#)
Saved Policies within [Chapter 4 – Environment](#) of the Mansfield District Local Plan refers
- **Structural Survey**
Required in support of an application that involves substantial demolition
See Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

4. Application for Planning Permission

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- Other Plans
 - Existing and proposed full elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- [Design and Access Statement](#), if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS:

- **Affordable Housing Assessment**
Required for all residential developments with 15 or more dwellings in accordance with Council's [Interim Planning Guidance Note 7 – Affordable Housing](#)
- **Air quality assessment**
An air quality assessment is required for developments within, or adjacent to, an air quality management area (AQMA).
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Building for Life**

For all major residential developments of 10 or more dwellings. The Building for Life Statement should include information to show how the proposal accords with the [Building for Life criteria](#).
- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, Sites of Special Scientific Interest (SSSI), Local nature Reserves (LNR) or Sites of Important Nature Conservation (SINC) and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>

- **Environmental Assessment**
The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.
- **Flood Risk Assessment**
Proposals involving 1 Ha or greater in Flood Zone 1 and all applications for new development located in Flood Zones 2 and 3.
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Foul sewage and utilities assessment**
For all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Heritage Statement**
Proposals involving development adjacent to a Scheduled Ancient Monument (SAM), in or abutting a conservation area, a listed building, including full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Land Contamination Assessment**
Where the development relates to previously developed land (excluding residential curtilages) and in particular for new built development on current/former petrol filling stations, landfill sites, industrial sites and land on which waste has been stored. Part 11 National Planning Policy Framework.
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Landscaping details**
For all residential developments of 6 or more dwellings and all other major developments (more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Lighting assessment**
If floodlighting or external lighting is proposed on a site adjacent to a residential property, sites outside the urban boundary, sites adjacent or within a Conservation Area or adjacent/on a Listed Building and buildings within the town centres.
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Noise impact assessment**

Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.

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

- **Parking Provision**

Existing and proposed parking and access arrangements should be shown on a site or block plan.

- **Planning Obligations (S106 Agreements) - Draft Heads of Terms**

For affordable housing on sites of more than 15 dwellings and recreation provision on sites of more than 5 dwellings. An Obligation may also be required for compensatory and mitigation measures that might arise from the impacts of development, both on and off a site, that cannot be adequately controlled by condition.

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

- **Planning Statement** (see page 83)

The statement should include information on how the proposal accords with relevant National and Development Plan Policies, Supplementary Planning Documents, Interim Planning Guidance or Development Briefs. In particular, new shopfronts should reflect guidance in the Council's Interim Planning Guidance Note 4 Shopfront Design and Security. The statement should also include full details of all external building materials for all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace) and for developments in conservation areas.

- **Open Space (Recreation Provision for New Residential Developments) and Green Infrastructure**

There is a requirement for either open space and/or a commuted sum payment in relation to new residential developments of more than 5 dwellings in accordance with [Interim Planning Guidance Note 3- Recreational Provision on New Residential Developments](#). Also require an open space assessment in relation to development on school playing fields or public areas of open space. Should also include statement of connectivity through green infrastructure (See Appendix 1 and [IPG Note 11 – Green Infrastructure](#)).

- **Site Waste Management Plan**

For all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace), hot food takeaways and any residential, commercial, employment or retail development in the defined town centres.

- **Statement of Community Involvement**

Applications where they involve a major development, may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's [adopted statement of community involvement](#) and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

- **Structural Survey**

For barn conversions or where substantial demolition is proposed.

- **Transport assessment**

A Transport assessment will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.

- **Travel Plan**

A Travel Plan will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²

- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.
- **Tree survey/Arboricultural implications**
Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order or where there is significant tree coverage within the site.
- **Ventilation/Extraction statement**
Required for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for major retail, commercial, employment or leisure or other similar developments (more than 1000 sqm) where substantial ventilation or extraction equipment is proposed to be installed. An emissions survey (including mitigation measures) is required for all external vents/chimneys/ducting required in connection with an industrial process.
- **Viability**

In those cases where viability of a scheme is argued, it will be for the applicant to provide a Viability Appraisal verified by the District Valuer with any submission.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1.

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

5. Application for Outline Planning Permission with some Matters Reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010

- [Design and Access Statement](#), if required (major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) must be given and/or published in accordance with this Article
- Information on;
 - Use – the use or uses proposed and any distinct development zones in the site;
 - Amount of Development – the amount for each use;
 - Indicative Layout – indicate separate development zones within the site boundary;
 - Scale Parameters – indication of upper and lower limits for height, width and length of each building;
 - Indicative Access Points – area or areas where the access point(s) will be situated.

LOCAL REQUIREMENTS:

- **Affordable Housing Assessment**
Required for all residential developments with 15 or more dwellings in accordance with Council's [Interim Planning Guidance Note 7– Affordable Housing](#)
- **Air quality assessment**
An air quality assessment is required for developments within, or adjacent to, an air quality management area (AQMA).
- **Building for Life**
For all major residential developments of 10 or more dwellings. The Building for Life Statement should include information to show how the proposal accords with the [Building for Life criteria](#).
- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, SSSI's, LNR's or SINCs and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Environmental Assessment**

The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.

- **Flood risk assessment**
Proposals involving 1 Ha or greater in Flood Zone 1 and all applications for new development located in Flood Zones 2 and 3
- **Foul sewage and utilities assessment**
For all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Heritage Statement**
Proposals involving development adjacent to a Scheduled Ancient Monument (SAM), in or abutting a conservation area, a listed building, including full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Land Contamination Assessment**
Where the development relates to previously developed land (excluding residential curtilages) and in particular for new built development on current/former petrol filling stations, landfill sites, industrial sites and land on which waste has been stored
- **Noise impact assessment**
Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.
- **Open space (Recreation Provision for New Residential Developments) and Green Infrastructure**
There is a requirement for either open space and/or a commuted sum payment in relation to new residential developments more than 5 dwellings in accordance with [Interim Planning Guidance Note 3 - Recreational Provision on New Residential Developments](#). Also required in relation to development on school playing fields or public areas of open space. Should also include statement of connectivity through green infrastructure (See Appendix 1 and [IPG Note 11 – Green Infrastructure](#)).
- **Planning Obligations (S106 Agreements) - Draft Heads of Terms**

For affordable housing on sites of more than 15 dwellings and recreation provision on sites of more than 5 dwellings. An Obligation may also be required for compensatory and mitigation measures that might arise from the impacts of development, both on and off a site, that cannot be adequately controlled by condition.

- **Planning Statement** (see page 83)

The statement should include information on how the proposal accords with relevant National and Development Plan Policies, Supplementary Planning Documents, Interim Planning Guidance or Development Briefs.

- **Statement of Community Involvement**

Applications where they involve a major development, may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's [adopted statement of community involvement](#) and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

- **Transport Assessment**

A transport assessment will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.

- **Travel Plan**

A Travel Plan will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²

- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.

- **Ventilation/Extraction statement**

Required for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for major retail, commercial, employment or leisure or other similar developments (more than 1000 sqm) where substantial ventilation or extraction equipment is proposed to be installed. An emissions survey (including mitigation measures) is required for all external vents/chimneys/ducting required in connection with an industrial process

Additional information may also be required dependant upon which reserved matters are to be considered as detailed below;

- **Viability Appraisal**

Dependant upon which matters are to be reserved, the following information will be required:

Access

- Plans at a scale not exceeding 1:200 that provide full details of the proposed access arrangements to and within the site for vehicles, cycles and pedestrians including footpaths, visibility splays and pedestrian crossings.
- A draft travel plan will be required for the following developments:
 - i) Residential developments over 80 units
 - ii) Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
 - iii) Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
 - iv) Class A1 (Retail) with a gross floor area exceeding 1000m²
 - v) Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²

- vi) Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- vii) Other types of development with 50 plus vehicle movements in any hour.

Appearance

Planning Statement that clearly justifies the design and appearance of the development.

Landscaping

- Hard and soft landscaping details that include a full specification of planting including species, size and their position and boundary fences/walls
- Tree survey/Arboricultural implications if existing trees/planting are affected

Layout

- Site Waste Management Plan
- Crime Statement
- Parking Arrangements
- Planning Statement that clearly justifies the way in which buildings, routes and open spaces are proposed and their relationship to buildings and spaces outside the development. In particular, the statement should explain how the development reflects local characteristics and integrates into the surrounding area.

Scale

- Planning Statement that clearly justifies the scale (height, width and length of each building) proposed in relation to local characteristics and its surroundings.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

6. Application for Outline Planning Permission with all Matters Reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- [Design and Access Statement](#) , if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if

the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).

- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) must be given and/or published in accordance with this Article
- Information on
 - Use – the use or uses proposed and any distinct development zones in the site;
 - Amount of Development – the amount for each use;
 - Indicative Layout – indicate separate development zones within the site boundary;
 - Scale Parameters – indication of upper and lower limits for height, width and length of each building;
 - Indicative Access Points – area or areas where the access point(s) will be situated.

LOCAL REQUIREMENTS:

- **Affordable Housing Assessment**
Required for all residential developments with 15 or more dwellings in accordance with Council's [Interim Planning Guidance Note 7– Affordable Housing](#)
- **Air quality assessment**
An air quality assessment is required for developments within, or adjacent to, an air quality management area (AQMA).
- **Building for Life**
For all major residential developments of 10 or more dwellings. The Building for Life Statement should include information to show how the proposal accords with the [Building for Life criteria](#).
- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, SSSI's, LNR's or SINC's and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Environmental Assessment (EIA)**
The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.

- **Flood risk assessment**
Proposals involving 1 Ha or greater in Flood Zone 1 and all applications for new development located in Flood Zones 2 and 3
- **Foul sewage and utilities assessment**
For all major developments (10 or more dwellings and more than 1000 sqm of gross commercial, employment or retail floorspace).
- **Heritage Statement**
Proposals involving development adjacent to a Scheduled Ancient Monument (SAM), in or abutting a conservation area, a listed building, including full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Land Contamination Assessment**
Where the development relates to previously developed land (excluding residential curtilages) and in particular for new built development on current/former petrol filling stations, landfill sites, industrial sites and land on which waste has been stored
- **Noise impact assessment**
Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.
- **Open space (Recreation Provision for New Residential Developments) and Green Infrastructure**
There is a requirement for either open space and/or a commuted sum payment in relation to new residential developments more than 5 dwellings in accordance with [Interim Planning Guidance Note 3 - Recreational Provision on New Residential Developments](#). Also required in relation to development on school playing fields or public areas of open space. Should also include statement of connectivity through green infrastructure (See Appendix 1 and [IPG Note 11 – Green Infrastructure](#)).
- **Planning Obligations (S106 Agreements) - Draft Heads of Terms**
For affordable housing on sites of more than 15 dwellings and recreation provision on sites of more than 5 dwellings. An Obligation may also be required for compensatory and mitigation measures that might arise from

the impacts of development, both on and off a site, that cannot be adequately controlled by condition.

- **Planning Statement** (see page 83)

The statement should include information on how the proposal accords with relevant National and Development Plan Policies, Supplementary Planning Documents, Interim Planning Guidance or Development Briefs.

- **Statement of Community Involvement**

Applications where they involve a major development, may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's [adopted statement of community involvement](#) and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

- **Transport Assessment**

A Transport assessment will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.

- **Travel Plan**

A Travel Plan will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²

- Other types of development with 50 plus vehicle movements in any hour.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

7. Application for Planning Permission and Conservation Area Consent for Demolition

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

- Existing and proposed site sections and finished floor and site levels (e.g. at
 - a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.
- [Design and Access Statement](#) , if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
- The appropriate fee

LOCAL REQUIREMENTS:

- **Affordable Housing Assessment**
Required for all residential developments with 15 or more dwellings in accordance with Council's [Interim Planning Guidance Note 7– Affordable Housing](#)
- **Air quality assessment**
An air quality assessment is required for developments within, or adjacent to, an air quality management area (AQMA).
- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, SSSI's, LNR's or SINC's and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Environmental Assessment**

The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.

- **Flood risk assessment**
Proposals involving 1 Ha or greater in Flood Zone 1 and all applications for new development located in Flood Zones 2 and 3
- **Foul sewage and utilities assessment**
For all major developments (10 or more dwellings and more than 1000 sqm of gross commercial, employment or retail floorspace).
- **Heritage Statement**
Proposals involving development adjacent to a Scheduled Ancient Monument (SAM), in or abutting a conservation area, a listed building, including full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Land Contamination Assessment**
Where the development relates to previously developed land (excluding residential curtilages) and in particular for new built development on current/former petrol filling stations, landfill sites, industrial sites and land on which waste has been stored
- **Landscaping details**
For all residential developments of 6 or more dwellings and all other major developments (more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Lighting assessment**
If floodlighting or external lighting is proposed on a site adjacent to a residential property, outside the urban boundary, adjacent or within a Conservation Area or adjacent/on a Listed Building and buildings within the town centres.
- **Noise impact assessment**
Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.

- **Open space (Recreation Provision for New Residential Developments) and Green Infrastructure**

There is a requirement for either open space and/or a commuted sum payment in relation to new residential developments more than 5 dwellings in accordance with [Interim Planning Guidance Note 3 - Recreational Provision on New Residential Developments](#). Also required in relation to development on school playing fields or public areas of open space. Should also include statement of connectivity through green infrastructure (See Appendix 1 and [IPG Note 11 – Green Infrastructure](#)).

- **Parking Provision**

Existing and proposed parking and access arrangements should be shown on the block plan.

- **Planning Obligations (S106 Agreements) - Draft Heads of Terms**

For affordable housing on sites of more than 15 dwellings and recreation provision on sites of more than 5 dwellings. An Obligation may also be required for compensatory and mitigation measures that might arise from the impacts of development, both on and off a site, that cannot be adequately controlled by condition

- **Planning Statement** (see page 83)

Provide a justification for the demolition works proposed, including a structural survey if demolition is proposed on the grounds that the building is becoming dangerous or is incapable of conversion. The statement should also include information on how the proposal accords with relevant National and Development Plan Policies, Supplementary Planning Documents, Interim Planning Guidance or Development Briefs. In particular, new shopfronts should reflect guidance in the Council's [Interim Planning Guidance Note 4 - Shopfront Design and Security](#). The statement should also include full details of all external building materials for all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace) and for developments in conservation areas.

- **Site Waste Management Plan**

For all major developments (10 or more dwellings and more than 1000 sqm of gross commercial, employment or retail floorspace), hot food takeaways and any residential, commercial, employment or retail development in the defined town centres.

- **Statement of Community Involvement**

Applications where they involve a major development, may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's [adopted statement of community involvement](#) and

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

- **Structural Survey**

For barn conversions or where substantial demolition is proposed.

- **Transport assessment**

A Transport assessment will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.

- **Travel Plan**

A Travel Plan will be required for,

- Residential developments over 80 units
- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
- Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
- Class A1 (Retail) with a gross floor area exceeding 1000m²
- Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
- Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
- Other types of development with 50 plus vehicle movements in any hour.

- **Tree survey/Arboricultural implications**

Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order or where there is significant tree coverage within the site.

- **Ventilation/Extraction statement**

Required for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption

on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for major retail, commercial, employment or leisure or other similar developments (more than 1000 sqm) where substantial ventilation or extraction equipment is proposed to be installed. An emissions survey (including mitigation measures) is required for all external vents/chimneys/ducting required in connection with an industrial process.

- **Viability**

In those cases where viability of a scheme is argued, it will be for the applicant to provide a Viability Appraisal verified by the District Valuer with any submission.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

8. Application for Planning Permission and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
 - [Design and Access Statement](#) , if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
 - The appropriate fee
 - Other Plans
- Existing and proposed full elevations (e.g. at a scale of 1:50 or 1:100)

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
 Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

LOCAL REQUIREMENTS:

- **Affordable Housing Assessment**
 Required for all residential developments with 15 or more dwellings in accordance with Council's [Interim Planning Guidance Note 7– Affordable Housing](#)
- **Air quality assessment**
 An air quality assessment is required for developments within, or adjacent to, an air quality management area (AQMA).
- **Biodiversity survey and report**
 For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, SSSI's, LNR's or SINCS and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Environmental Assessment**
 The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.
- **Flood risk assessment**

Proposals involving 1 Ha or greater in Flood Zone 1 and all applications for new development located in Flood Zones 2 and 3

- **Foul sewage and utilities assessment**
For all major developments (10 or more dwellings and more than 1000sqm gross commercial, employment or retail development floorspace).
- **Heritage Statement**
Proposals involving development adjacent to a Scheduled Ancient Monument (SAM), in or abutting a conservation area, a listed building, including full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Land Contamination Assessment**
Where the development relates to previously developed land (excluding residential curtilages) and in particular for new built development on current/former petrol filling stations, landfill sites, industrial sites and land on which waste has been stored
- **Landscaping details**
For all residential developments of 6 or more dwellings and all other major developments (more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Lighting assessment**
If floodlighting or external lighting is proposed on a site adjacent to a residential property, outside the urban boundary, adjacent or within a Conservation Area or adjacent to a Listed Building and buildings within the town centres.
- **Noise impact assessment**
Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.
- **Open space (Recreation Provision for New Residential Developments) and Green Infrastructure**
There is a requirement for either open space and/or a commuted sum payment in relation to new residential developments more than 5 dwellings in accordance with [Interim Planning Guidance Note 3 - Recreational](#)

development on school playing fields or public areas of open space. Should also include statement of connectivity through green infrastructure (See Appendix 1 and [IPG Note 11 – Green Infrastructure](#)).

- **Parking Provision**

Existing and proposed parking and access arrangements should be shown on the block plan.

Photographs

Showing the whole building and its setting and/ or the particular section of the building affected by the proposals, with street scene photomontages if substantial demolition/alterations/extensions are proposed

- **Planning Obligations (S106 Agreements) - Draft Heads of Terms**

For affordable housing on sites of more than 15 dwellings and recreation provision on sites of more than 5 dwellings. An Obligation may also be required for compensatory and mitigation measures that might arise from the impacts of development, both on and off a site, that cannot be adequately controlled by condition.

- **Planning Statement** (see page 83)

Provide a justification for the demolition works proposed, including a structural survey if demolition is proposed on the grounds that the building is becoming dangerous or is incapable of conversion. The statement should also include information on how the proposal accords with relevant National and Development Plan Policies, Supplementary Planning Documents, Interim Planning Guidance or Development Briefs. In particular, new shopfronts should reflect guidance in the Council's [Interim Planning Guidance Note 4 - Shopfront Design and Security](#). The statement should also include full details of all external building materials for all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace) and for developments in conservation areas.

- **Site Waste Management Plan**

For all major developments (10 or more dwellings and more than 1000sqm gross commercial, employment or retail development floorspace), hot food takeaways and any residential, commercial, employment or retail development in the defined town centres.

- **Structural Survey**

For barn conversions or if demolition of all or part of a listed building is proposed.

- **Transport assessment**

- A Transport assessment will be required for,
- Residential developments over 80 units
 - Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
 - Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
 - Class A1 (Retail) with a gross floor area exceeding 1000m²
 - Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
 - Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
 - Other types of development with 50 plus vehicle movements in any hour.
- **Travel Plan**
A Travel Plan will be required for,
- Residential developments over 80 units
 - Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
 - Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
 - Class A1 (Retail) with a gross floor area exceeding 1000m²
 - Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
 - Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
 - Other types of development with 50 plus vehicle movements in any hour.
- **Tree survey/Arboricultural implications**
Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order or where there is significant tree coverage within the site.
- **Ventilation/Extraction statement**
Required for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for major retail, commercial, employment or leisure or other similar developments (more than 1000 sqm) where substantial ventilation or extraction equipment is proposed to

be installed. An emissions survey (including mitigation measures) is required for all external vents/chimneys/ducting required in connection with an industrial process

- **Viability**

In those cases where viability of a scheme is argued, it will be for the applicant to provide a Viability Appraisal verified by the District Valuer with any submission.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

9. Application for Planning Permission and Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GMPO 2010 requires applicants to provide 3 copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) (3 copies unless the application is submitted electronically) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- Other Plans
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

- Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- [Design and Access Statement](#) , if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS:

- **Affordable Housing Assessment**
Required for all residential developments with 15 or more dwellings in accordance with Council's [Interim Planning Guidance Note 7– Affordable Housing](#)
- **Air quality assessment**
An air quality assessment is required for developments within, or adjacent to, an air quality management area (AQMA).
- **Biodiversity survey and report**
For barn conversions and all other developments that may have possible impacts on wildlife and biodiversity, including Greenfield sites, SSSI's, LNR's or SINC's and woodlands (see Tables 1-3 in Appendix 2 – Biological Survey Tables). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Environmental Assessment**
The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.

- **Flood risk assessment**
Proposals involving 1 Ha or greater in Flood Zone 1 and all applications for new development located in Flood Zones 2 and 3
- **Foul sewage and utilities assessment**
For all major developments (10 or more dwellings and more than 1000sqm gross commercial, employment or retail development floorspace).
- **Heritage Statement**
Proposals involving development adjacent to a Scheduled Ancient Monument (SAM), in or abutting a conservation area, a listed building, including full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Land Contamination Assessment**
Where the development relates to previously developed land (excluding residential curtilages) and in particular for new built development on current/former petrol filling stations, landfill sites, industrial sites and land on which waste has been stored
- **Landscaping details**
For all residential developments of 6 or more dwellings and all other major developments (more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Lighting assessment**
If floodlighting or external lighting is proposed on a site adjacent to a residential property, outside the urban boundary, adjacent or within a Conservation Area or adjacent to a Listed Building and buildings within the town centres.
- **Noise impact assessment**
Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.
- **Open space (Recreation Provision for New Residential Developments) and Green Infrastructure**
There is a requirement for either open space and/or a commuted sum payment in relation to new residential developments more than 5 dwellings

in accordance with [Interim Planning Guidance Note 3 - Recreational Provision on New Residential Developments](#). Also required in relation to development on school playing fields or public areas of open space. Should also include statement of connectivity through green infrastructure (See Appendix 1 and [IPG Note 11 – Green Infrastructure](#)).

- **Parking Provision**
Existing and proposed parking and access arrangements should be shown on the block plan.
- **Planning Obligations (S106 Agreements) - Draft Heads of Terms**
For affordable housing on sites of more than 15 dwellings and recreation provision on sites of more than 5 dwellings. An Obligation may also be required for compensatory and mitigation measures that might arise from the impacts of development, both on and off a site, that cannot be adequately controlled by condition.
- **Photographs**
In respect of retrospective advertisement applications.
- **Planning Statement** (see page 83)
Provide a justification for the demolition works proposed, including a structural survey if demolition is proposed on the grounds that the building is becoming dangerous or is incapable of conversion. The statement should also include information on how the proposal accords with relevant National and Development Plan Policies, Supplementary Planning Documents, Interim Planning Guidance or Development Briefs. In particular, new shopfronts should reflect guidance in the Council's [Interim Planning Guidance Note 4 - Shopfront Design and Security](#). The statement should also include full details of all external building materials for all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace) and for developments in conservation areas.
- **Site Waste Management Plan**
For all major developments (10 or more dwellings and more than 1000sqm gross commercial, employment or retail development floorspace), hot food takeaways and any residential, commercial, employment or retail development in the defined town centres.
- **Structural Survey**
- **Transport assessment**
A Transport assessment will be required for,
 - Residential developments over 80 units

- Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
 - Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
 - Class A1 (Retail) with a gross floor area exceeding 1000m²
 - Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
 - Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
 - Other types of development with 50 plus vehicle movements in any hour.
- **Travel Plan**
A Travel Plan will be required for,
 - Residential developments over 80 units
 - Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m²
 - Class B2 & B8 (General Industrial and Warehousing/Distribution) with a gross floor area exceeding 6000m²
 - Class A1 (Retail) with a gross floor area exceeding 1000m²
 - Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m²
 - Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross floor area exceeding 600m²
 - Other types of development with 50 plus vehicle movements in any hour.
- **Tree survey/Arboricultural implications**
Where the application involves works that affect any trees, within or adjoining the application site, that are covered by a Tree Preservation Order or where there is significant tree coverage within the site
- **Ventilation/Extraction statement**
Required for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for major retail, commercial, employment or leisure or other similar developments (more than 1000 sqm) where substantial ventilation or extraction equipment is proposed to be installed. An emissions survey (including mitigation measures) is

required for all external vents/chimneys/ducting required in connection with an industrial process

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

10. Conservation Area Consent for Demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The DMPO 2010 requires applicants to provide three copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (

Development Management Procedure) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

LOCAL REQUIREMENTS:

- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- **Biodiversity Survey and Report**
If demolition is proposed that may have possible impacts on wildlife and biodiversity (see Appendix 2 – Biological Survey Tables 1-3). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Heritage Statement**
The statement should give a justification for the demolition. however justification should refer to Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Photographs**
Showing the whole building and its setting and/or the particular section of the building affected by the proposals
- **Tree survey/Arboricultural implications**
Where the application involves works that affect any trees, within or adjoining the application site.
- **Planning Statement** (see page 83)
To justify the demolition works proposed, including a structural survey if demolition is proposed on the grounds that the building is becoming dangerous or is incapable of conversion

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

11. Listed Building Consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The DMPO 2010 requires applicants to provide three copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed

Other Plans

- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- [Design and Access Statement](#), if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

LOCAL REQUIREMENTS:

- **Biodiversity survey and report**
If demolition is proposed that may have possible impacts on wildlife and biodiversity (see Appendix 2 – Biological Survey Tables 1-3). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Heritage Statement**
The statement should justify the proposed works to the listed building and include full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Photographs**
Showing the whole building and its setting and/ or the particular section of the building affected by the proposals, with street scene photomontages if substantial demolition/alterations/extensions are proposed.
- **Structural Survey**

If demolition is proposed

- **Tree Survey/Arboricultural implications**

If the proposed works require the removal of trees or any development is proposed beneath the canopy of trees or where there is significant tree coverage within the site

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

12. Application for Advertisement consent

NATIONAL REQUIREMENTS

- 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). The GDPO 1995 requires applicants to provide three copies plus the original (unless submitted electronically). 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.
- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
- The appropriate fee

LOCAL REQUIREMENTS:

- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- **Photographs**
In support of retrospective applications
- **Planning Statement** (see page 83)
To include details of the justification for the proposed design, siting and materials of the advertisement(s). with particular reference to and [Saved Policy BE14 of the Mansfield District Local Plan](#)

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

13. Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- 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). The GDPO 1995 requires applicants to provide three copies plus the original (unless submitted electronically). 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.

- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

- Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- [Design and Access Statement](#) , if required (where not previously provided or at variance to a previously approved scheme). (Major applications only or if the proposal is in a conservation area, for one or more dwellings or for a building or buildings where the floor space created is 100 sqm or more).
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

LOCAL REQUIREMENTS:

- **Heritage Statement**
The statement should justify the proposed works to the listed building and include full details of all external building materials. however justification should refer to Part 12 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Photographs**
To show the whole building and its setting and/ or the particular section of the building affected by the proposals, with street scene photomontages if substantial demolition/alterations/extensions are proposed.
- **Structural Survey**
If demolition is proposed
- **Tree survey/Arboricultural implications**

If the proposed works require the removal of trees or any development is proposed beneath the canopy of trees or where there is significant tree coverage within the site.

- **Planning Statement** (see page 83)
To include details of the justification for the proposed design, siting and materials of the advertisement(s). with particular reference to and [Saved Policy BE14 of the Mansfield District Local Plan](#)

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

14. Application for a Lawful Development Certificate (LDC) for an existing use or operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided.
- A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application.
- The appropriate fee

LOCAL REQUIREMENTS:

- **Plans** (3 copies unless the application is submitted electronically with dimensions shown).
 - Existing elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- **Lawful Development Certificate supporting information**
e.g. sworn affidavit(s) from people with personal knowledge of the existing use
- **Planning Statement**
To include details of the current use of the site and all existing buildings or operations. It must be demonstrated that a use, operation, or activity in breach of a planning condition is lawful on the date of the application for one of the following reasons:
 - the use began more than ten years ago
 - the use, operation or activity in breach of a condition on a planning permission began more than ten years ago
 - the use began within the last ten years as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last ten years
 - the operations were substantially completed more than four years ago

- the use of a building as a single dwellinghouse began more than four years ago
- other reason i.e., the use, operation or activity does not involve development or benefits from planning permission granted by the Town & Country Planning Act 1990 or by the General Permitted Development Order 1995 (or other Order)

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

15. Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

- Completed form (3 copies unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies unless the application is submitted electronically)
- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS:

- **Plans** (with dimensions shown)
3 copies to be supplied unless the application is submitted electronically;

For proposed developments;

- Existing and Proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and Proposed floor plans (e.g. at a scale of 1:50 or 1:100)

For proposed uses;

- Existing and proposed block plan (e.g. at a scale of 1:200)
- Existing and proposed floor plans

- **Planning Statement** (see page 83)
To include details of the current use of the site (for proposed uses) and all existing buildings (for proposed developments)

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

16. Application for prior notification of proposed agricultural development – proposed building

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS:

- **Landscaping details**
- **Plans** (with dimensions shown)
3 copies unless the application is submitted electronically;
 - Proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- **Planning Statement** (see page 83)
To include a justification for the proposed building

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

Agricultural development should normally avoid SINC's (Sites of Importance for Nature Conservation). View the SINC sites at <http://info.nottinghamcity.gov.uk/insightmapping/>

17. Application for prior notification of proposed agricultural development – proposed road

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- Block plan of the site (e.g. at a scale capable of showing road) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS:

- **Landscaping details**
Provide details of screening landscaping to the road
- **Planning Statement** (see page 83)
To include details of the method of construction and the need for the proposed road

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

Agricultural development should normally avoid SINC (Site of Importance for Nature Conservation) sites and these sites can be viewed at <http://info.nottinghamcity.gov.uk/insightmapping/>

18. Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- Block plan of the site (e.g. at a scale of 1:200) showing the following:

- 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS:

- **Landscaping details**
Provide details of landscape screening to the area of excavation/deposit of materials
- **Planning Statement** (see page 83)
To include details of the need for the development, the proposed engineering works (including drawings) and the final condition/treatment of the site
- **Other plans**
Existing and proposed levels

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

Agricultural development should normally avoid SINC (Site of Importance for Nature Conservation) sites and these sites can be viewed at <http://info.nottinghamcity.gov.uk/insightmapping/>

19. Application for prior notification of proposed agricultural development – proposed fish tank

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- Block plan of the site (e.g. at a scale of 1:200) showing the following:

- 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- The appropriate fee

LOCAL REQUIREMENTS:

- **Planning Statement** (see page 83)
Provide a justification for the proposal together with details of the proposed engineering works (including drawings).

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1.

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

Applicants should also confirm that proposed fish tanks are not located on existing ponds or seasonally wet areas.

20. Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee
- Block plan of the site (e.g. at a scale of 1:200) showing the following:
 - 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
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed
- A plan indicating the location of the site
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

LOCAL REQUIREMENTS:

- **Supplementary Information Template**
As set out in Annex F of the [Code of Best Practice on Mobile Phone Network Development](#)

- **Any other relevant information**

This should include the following plans (with all metric dimensions shown);

- A block plan of the site (e.g. at a scale of 1:100 or 1:200) showing the site boundaries
- Proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

21. Application for Hedgerow Removal Notice

NATIONAL REQUIREMENTS

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, at a scale of 1:2500). A different scale may be used, provided that clearly shows the location and length of the hedgerow or hedgerows to be removed)
- Evidence of the date of planting

LOCAL REQUIREMENTS:

- **Arboricultural implications**
A statement in justification of the proposed works, including the arboricultural implications of such works and any mitigating measures that will be undertaken.
- **Biodiversity survey and report**
Provide information on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

22. Application for prior notification – proposed demolition of a dwelling

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- 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).
- The appropriate fee

LOCAL REQUIREMENTS:

- **Biodiversity survey and report**
If demolition is proposed that may have possible impacts on wildlife and biodiversity (see Appendix 2 – Biological Survey Tables 1-3). Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>
- **Planning Statement** (see page 83)
A statement in justification of the demolition giving details of the method statement the end condition of the site, the means of enclosure of the site, and if the building to be demolished physically abuts another building that is to be retained, details of the remediation to the exterior of the retained building should be provided.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

23. Application for Approval of Reserved Matters following outline Approval

NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

LOCAL REQUIREMENTS:

- **Planning Statement** (see page 83)
To justify the design and appearance of the development and full details of all external building materials for all major developments (10 or more dwellings and more than 1000sqm of gross commercial, employment or retail development floorspace) and for developments in conservation areas. It should also justify the way in which buildings, routes and open spaces are proposed and their relationship to buildings and spaces outside the development, together with a justification of the scale (height, width and length of each building) proposed in relation to its surroundings
- **Environmental Assessment (EIA)**
The Town and Country Planning (Environmental Impact assessment) Regulations (SI 1999/293) or as amended, set out circumstances in which an Environmental Impact Assessment (EIA) is required.

- **Landscaping**
Hard and soft landscaping details that include a full specification of planting including species, size and their position and boundary fences/walls, including tree survey/arboricultural implications if existing trees/planting are affected, for all residential developments of 6 or more dwellings and all other major developments (more than 1000sqm of gross commercial, employment or retail development floorspace).
- **Site Waste Management Plan**
For all major developments (10 or more dwellings) and any residential, development in the defined town centres.

In addition, a combination of the following requirements may also be required, depending on the development proposed and the reserved matter(s) submitted and advice should be sought from the District Council prior to the submission of the application.

- Affordable housing statement
- Air quality assessment
- Building for Life Assessment
- Biodiversity survey and report
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement
- Land Contamination assessment
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Photographs/Photomontages
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Ventilation/Extraction statement
- Viability Appraisal

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

24. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- The appropriate fee

LOCAL REQUIREMENTS:

- **Plans** (all to include (metric) dimensions).
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and any amendments/variations proposed
 - Existing and proposed elevations and floor plans (e.g. at a scale of 1:50 or 1:100) should be submitted if the condition relates to design/internal layout matters;
 - Existing and proposed plans (e.g. at a scale of 1:50 or 1:100) should be submitted if the condition relates to the siting of any building or structure, boundary treatment, site sections, finished floor levels and site levels matters.
- **Planning Statement** (see page 83)
A statement to explain/justify the proposed removal/variation

In addition, a combination of the following may also be required, depending on the nature of the condition to be removed/varied and advice should be sought from the District Council prior to the submission of the application.

- Affordable housing statement
- Air quality/emissions assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment

- Foul sewage and utilities assessment
- Heritage Statement
- Land Contamination assessment
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Site Waste Management Plan
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

If you consider that any validation requirement is unnecessary please provide written justification as to why you feel it is not.

**25. Application to extend existing planning permissions
(only relates to permissions granted before 1 October 2010)**

National Requirement

- Completed application form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Appropriate fee

Local Requirements

Plans

Site location plan

26. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you must provide the following:

- completed and dated application form, with all mandatory questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of the statement of reasons from a qualified tree surgeon.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You should therefore provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, you should indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.
- Bat and Bird Surveys
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies
Proposed tree work (felling or lopping) and/or development affecting:
old and veteran trees that are older than 100 years;
trees with obvious holes, cracks or cavities,
trees with a girth greater than 1m at chest height;

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

- [DCLG: Protected trees - A guide to tree preservation procedures](#)

27 Applications for non-material changes to planning permission.

National Requirements

- Completed application form The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) must be given and/or published in accordance with this Article
- Appropriate fee

Local Requirements

Plans

Any relevant plans/details to clearly identify the amendments being made to the approved plans/details

28. Useful Supporting Information – Application for Approval of Details Reserved by Condition

There are no national requirements for applications for the approval of details reserved by condition except that they should be made in writing.

However you may submit the following;

- Completed form (3 copies unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies unless the application is submitted electronically)

LOCAL REQUIREMENTS:

- **Planning Statement** (see page 83)
A statement that explains/justifies the submitted details.

NB. A detailed description of what each of the above local requirements should include is given at Appendix 1

Appendix 1 Local Requirements

If you consider that any validation requirement is unnecessary please provide written justification as to why.

Affordable Housing Assessment

A financial contribution is required for developments between 15 and 30 dwellings, with on-site provision (20%) where more than 30 dwellings are proposed with a tenure split between social rented and intermediate housing will be 66% and 34%, respectively, in accordance with the Council's [Interim Planning Guidance Note 7 - Affordable Housing](#). The assessment should provide details of numbers, mix of units and the Registered Social landlord acting as partner in the development (if applicable).

[Saved Policy H14](#) of the Mansfield District Local Plan refers

Air quality assessment

Provide such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area, including mitigation measures (Note that as at 1st December 2010, there were no AQMA,s in Mansfield – contact the Council's Environmental Health section for further details). Further advice is in [NPPF](#)

Biodiversity survey and report

Where a proposed development is likely to affect protected and priority species (Appendix 2, Table1), priority habitats or biodiversity features (Table 2), designated sites (Table 2), the applicant should provide applicable information on existing biodiversity interests, possible impacts on them (direct, indirect and in combination effects during construction and afterwards) and where proposals are being made for mitigation, details/drawings of compensation measures. Surveys should be undertaken at the appropriate time(s) of the year, to an approved methodology and by a suitably qualified person. Conserving and enhancing the natural and built environment, Part 11 of the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>

Where appropriate, accompanying plans should indicate any significant species, habitats and biodiversity features, and designated sites protected under the [Wildlife and Countryside Act 1981 \(England and Wales\) \(Amendment\) Regulations 2004.,](#) [Countryside and Rights of Way Act 2000](#), the Conservation of Habitats and Species Regulations 2010 and/or the Protection of Badgers Act 1992 (sensitive wildlife information can be supplied separately). For up-to-date information on relevant legislation, please go to: www.netregs.gov.uk.

In addition to assessments of impacts, applications for development that will affect habitats and biodiversity features and designated sites (Table 2) are likely to need to include proposals for long term maintenance and mitigating proposals.

Government planning policies for biodiversity are in PPS 9: Biodiversity and Geological Conservation. PPS9 is also accompanied by a Government Circular - Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (Circular 06/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice).

For relevant records on species, habitats and SINC records in Nottinghamshire, please contact the Nottinghamshire Biological and Geological Records Centre (NBGRC) on 0115 9153909/ NBGRCC@nottinghamcity.gov.uk. N.B. Species and habitat records only provided by the NBN gateway will not be accepted.

For further information on internationally and nationally protected sites, please visit: www.natureonthemap.org.uk and www.jncc.gov.uk. For more information on Sites of Importance for Nature Conservation (SINC), please visit <http://www.nottinghamcity.gov.uk/index.aspx?articleid=1047> and www.nottinghamcity.gov.uk/nomad.

Agricultural prior notifications should be accompanied by a statement regarding impacts on any SINC sites within the curtilage of the farm.

Building for Life

For all major residential developments of 10 or more dwellings. The Building for Life Statement should include information to show how the proposal accords with the [Building for Life criteria](#). It may be incorporated within the Design and Access Statement. Building for Life is a useful way to make the design commitments contained in [NPPF](#)

Daylight/Sunlight assessment

For new residential developments that would abut curtilage(s) of existing dwellings, a block plan at a scale of 1:100 or 1:200 shall demonstrate the impact (45 degree test) on the nearest window on adjacent dwellings (as applied to residential extensions in the Council's [Interim Planning Guidance Note 2 – Chapter 5 Extensions to Dwellings](#)). This plan is required regardless of whether or not the proposed dwellings(s) would be attached to any existing dwelling or whether there are any intervening structures, buildings or boundary treatments. All plans/drawings to include (metric) dimension on the plans/drawings. To reduce energy usage where new residential development are impacted upon by cliff faces, tall trees or buildings, developers will be required to undertake a full daylight/sunlight assessment on those properties affected by such features.

[NPPF](#)

Environmental Impact Assessment (EIA)

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement (ES). The information in the ES has to be taken into consideration when the Council decides whether to grant planning consent. It may be helpful for a developer to request a “screening opinion” (to determine whether an EIA is required) from the Council before submitting a planning application. In cases where a full EIA is not required, the Council may still require environmental information to be provided

<http://www.opsi.gov.uk/si/si1999/19990293.htm>

Flood risk assessment

This should identify and assess the risks of all forms of flooding that the site may be subject to and the impact that the development may have in relation to flooding and demonstrate how these flood risks will be managed (view flood risk areas, as identified on [Environment Agency's Flood Map](#)).

The extent of the flood risk assessment will need to be determined by reference to the standing advice from the Environment Agency detailed on the [Consultation Matrix](#), [NPPF](#) provides comprehensive advice regarding the undertaking of Flood Risk Assessments.

applications should refer also to the study undertaken in June 2008. The ‘Mansfield SFRA Guide to Planners’ offers a comprehensive and user-friendly approach to flooding issues in the district. Copies of the report can be viewed on-line and with Planning Policy:

<http://www.mansfield.gov.uk/index.aspx?articleid=2105>

Foul sewage/surface water and utilities assessment

The assessment should indicate how the development connects to existing utilities and infrastructure systems, how service routes have been planned to avoid as far as possible potential damage to trees, hedges and archaeological remains. A foul sewerage assessment should include a description of the adequacy of capacity to accommodate the supply/service demands or that appropriate improvements have been agreed with the service providers ie new sub-stations. Where connections need to be made across land not in the applicant’s ownership other than a public highway, notice will need to be served on the owner(s). Details of the proposed surface water drainage should be submitted and where Sustainable Urban Drainage (SUD’s) is not proposed, a justification should be given. [NPPF](#)

<http://www.environment-agency.gov.uk/research/planning/33098.aspx>

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments (SAM))

This should include a schedule of works to the building(s) (including all proposed materials) and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the character of the conservation area/listed building etc, where appropriate. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application, however the justification should refer to [NPPF](#) and also to Mansfield District Council's [conservation area appraisals](#).

Saved Policies within [Chapter 4 – Environment](#) of the Mansfield District Local Plan refers

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens. The Schedule of Ancient Monument (SAM) sites are;

- Kings Mill Viaduct, Mansfield;
- Roman Villa, off Common Lane, Mansfield Woodhouse;
- Village Cross, Mansfield Woodhouse;
- Beeston Lodge, Mansfield Woodhouse.

Land Contamination Assessment

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)

NPPF

Landscaping details

A statement, together with a detailed drawing, outlining in full the existing and proposed landscaping (including boundary treatments) for the development showing how the proposals have been arrived at as an integral part of the built form and how they are to be maintained and managed in the future. The statement will identify the species, height spacing and seeding, giving reasoning behind each selection. For the purposes of this requirement, landscaping

includes soft as well as hard landscaping e.g. surface treatments. [Saved policy BE1 Mansfield District Local Plan](#)

Lighting assessment

An assessment shall indicate levels of illumination, siting and details of any light overspill. Advice can be obtained from Communities and Local Government publication [Lighting in the Countryside: Towards Good Practice](#). This demonstrates what can be done to lessen the effects of external lighting including street lighting and security lighting. The advice is applicable in towns as well as the countryside. [NPPF](#)

Noise impact assessment

These should be undertaken by a suitably qualified acoustician and take account of those matters raised in the [NPPF](#)

Open Space Assessment and Green Infrastructure

Open Space Assessment

The assessment should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Evidence of the need for existing facilities and proposals for any replacement facilities should be provided, together with a written justification and details of any proposed mitigating measures. Mansfield District Council will seek the provision of public open space or financial contributions through a Section 106 obligation towards the upgrading of existing public open space to meet the needs of the development for major housing application. Details of recreational requirements and provision in respect of the above can be found at [Interim Planning Guidance Note 3 – Recreation Provision on New Residential Developments](#)

Green Infrastructure

[IPG Note 11: Green Infrastructure](#) requires those submitting planning applications to address green infrastructure (GI) as a material consideration in determining planning decisions. Green Infrastructure is defined as a combined network of linked natural and managed green areas and other green assets within urban, urban fringe and rural settings. It includes important linkages for both people and wildlife. GI can incorporate recreational open space but should not be limited to it. GI should also be more than visual amenity space. New and enhanced GI should be multi-functional and linked into the wider GI network and address the key GI principles outlined in the IPG. GI planning should take into account existing features and sites, as well as, identify key areas for enhancement and creation. The creation and design of new and improved GI should also aim to minimise and/or mitigate recreational impacts on sensitive biodiversity sites, most notable nightjar and woodlark habitat.

Parking Provision

Existing and proposed parking and access arrangements should be shown on a site or block plan and should be in accordance with the Council's [Draft Interim Planning Guidance Note on Parking](#).

Planning Obligations (S106 Agreements) - Draft Heads of Terms

Where applicable in all cases where a section 106 agreement is likely to be required, draft heads of terms for a Section 106 Agreement or Unilateral Agreement are required. Details of Title of land or Office Copy entries together with contact details of Solicitor likely to deal with obligation on behalf of applicant. [NPPF](#)

Planning Statement

A planning statement should identify the context and need for a proposed development and include an assessment of how the proposal accords with the relevant National and [Development Plan Policies](#), [NPPF](#) Supplementary Planning Documents, [Conservation Area Appraisals](#) and [Interim Planning Guidance or Development Briefs](#). It should also include the details of any consultation with Statutory Consultees or the community that has been undertaken prior to submission. This statement could be amalgamated with the Design and Access statement where appropriate. Details of all National Policy Guidance/Statement can be found at the Department for Community and Local Government's website.

Recreation Provision for New Residential Developments

If on-site open space is proposed, a statement justifying the need for such provision, its maintenance and what features will be located within the open space should be submitted. [Interim Planning Guidance Note 3 – Recreation Provision on New Residential Developments](#) provides additional information on recreation provision in new residential developments.

Site Waste Management Plan

Developers should provide arrangements for bin storage in new residential developments, to minimise the visual impact of wheelie bins (information on the dimensions of waste containers and recommended rates of provision for new development are available from the Council's Neighbourhood Services Division). The Council supports waste minimisation and recycling and therefore "major" applications for residential development should include proposals for community recycling schemes. Similarly, for commercial developments, the developer should include arrangements for bin storage and give details of the method of waste disposal, together with details of waste disposal will be minimised. In relation to hot food takeaways, a litter management plan is required. [Environmental Protection Act 1990](#)

Statement of Community Involvement

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's [adopted statement of community involvement](#) and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Structural Survey

A structural survey will be required in support of applications involving change of use of existing buildings **and in particular barn conversions**. This is required where the change of use is dependant on the retention and reuse of the existing structure and must establish that the building is capable of reuse for the purposes proposed. Where alteration/demolition is proposed this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey.
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>

Transport Assessment

A Transport Assessment should be undertaken by a suitably qualified traffic engineer. Information should include existing and proposed vehicular movements to and from the site. The assessment should describe and analyse existing transport conditions, how the development would affect those conditions and any measures to overcome any problems. It should also include details of measures to improve access by public transport, walking and cycling. Advice on these is given in the NPPF:

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

Travel Plan

A travel plan should outline the way in which the transport implications of the development will be managed in order to ensure the minimum environmental, social and economic impacts. In particular, a plan should achieve a reduction in car usage, an increase in the use of public transport, walking and cycling, a reduction in traffic speeds and improved road safety [NPPF](#). The outputs should be measurable and should include arrangements for monitoring progress.

Guidance is available at

http://www.nottinghamshire.gov.uk/home/traffic_and_travel/strategy-policy/travel_plans.htm

Tree survey/Arboricultural implications

Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be

provided is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Where the application involves works that affect any trees covered by a TPO, within or adjoining the application site, the species, spread, roots and position of trees should be illustrated accurately on a plan. This must indicate any trees which are to be felled or affected by the proposed development. A tree report by a suitably qualified person on the health of the trees and impact of the development should also be submitted. The information should also include details of replacement tree planting in terms of species, spacing and height. Trees are potential bat roosts and therefore it is advised that any tree survey should include an assessment of their use by bats (also see Appendix 2, Table 1). Where remedial works are proposed these should undertaken in accordance with BS3998 Recommendations for Tree Works.
[Saved policy BE1 Mansfield District Local Plan](#)
<http://www.communities.gov.uk/publications/planningandbuilding/nppf>

Ventilation/Extraction statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics and their abatement. For an emissions assessment, to provide details of the proposed emissions from the industrial process, including details of any existing emissions within the site and incorporating relevant mitigation measures.
[Environmental Protection Act 1990](#)

Viability

The viability of a development scheme has been given greater emphasis in recent years with such pressures as the unstable housing market, increasing levels of planning obligations and land decontamination having a significant impact on what a development can afford in terms of section 106 agreements.

The planning obligation

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

acknowledges that it 'may not be feasible for the proposed development to meet all the requirements set out in local and national planning policies and still be economically viable' (para B10).

In those cases where viability of a scheme is argued, it will be for the applicant to provide a Viability Appraisal verified by the District Valuer with any submission.

Please contact the Development Control Service for further information and clarification.

Appendix 2: Table 1 - Biological Survey Tables

Proposals for Development That Will Trigger a Protected Species Survey and Ecological Assessment	Species Likely To Be Affected And For Which A Survey Will Be Required														
	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dingy skipper	Harvest Mouse	Water Vole	Badger	Reptiles	Amphibians	Plants	Nightjar***	White clawed * crayfish	Woodlark***
<p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick; all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; pre-1960 detached buildings and structures within 200m of woodland and/or water; pre-1914 buildings within 400m of woodland and/or water; pre-1914 buildings with gable ends or slate roofs, regardless of location; all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; all bridge structures, aqueducts and viaducts (especially over water and wet ground). 	•	•	•												
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•	•	•										•		
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•		•				•		•			•	•		
<p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> old and veteran trees that are older than 100 years; trees with obvious holes, cracks or cavities, trees with a girth greater than 1m at chest height; 	• • •		• • •												
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	•		•			•				•					

Major proposals within 500*m of a pond or Minor proposals within 100*m of pond (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m ² floor area or more than 1 hectare)				•											
Proposals affecting or within 200*m of rivers, streams, canals, lakes, or other aquatic habitats.	•		•		•			•			•	•		•	
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			•	•		•			•	•	•				•
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
Proposals likely to increase atmospheric Nitrogen deposition and acidity in and around heathland and oak-birch woodland, such as, incinerators and waste facilities.												•	•		•
Proposals that would impact on heathland, woodland and woodland edge habitats through either direct or indirect habitat loss, noise and light disturbance and/or an increase in recreational pressures on these habitats.	•		•						•			•	•		•
<p>* Distances may be amended to suit local circumstance on the advice of the local Natural England team and/or Local Biodiversity Partnership</p> <p>** Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.</p>	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	Dingy Skipper	Harvest mouse	Water Vole	Badgers	Reptiles	Amphibians	Plants	Nightjar***	White clawed crayfish*	Woodlark***

Exceptions for When a Full Species Survey and Assessment may not be Required

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

*****Additional Guidance for Nightjar and Woodlark**

Areas within and surrounding the Sherwood Forest are currently being considered as a possible future Special Protection Area (SPA), a Natura2000 site of European importance. It is being assessed along-side a UK-wide Review Programme led by Defra. If the area is proposed

and then classified as a formal SPA, planning applications within the vicinity (including those approved but not yet commenced/implemented), would be subject to provisions under the Conservation of Habitats and Species Regulations 2010 (2010 Regulations). Although the area is currently neither a formally a full SPA designation or potential SPA designation (pSPA is also legal classification), Natural England (NE) still advises that in order to reduce future risks, Local Authorities should satisfy themselves that current planning applications contain 'sufficient objective information to ensure that all potential impacts on the breeding nightjar and woodlark populations have been adequately avoided or minimised'. In doing so, NE advises that this should be done 'using appropriate measures and safeguards', in order to 'ensure that any future need to review outstanding permissions under the 2010 Regulations is met with a robust set of measures in place' (letter dated 28 June 2010 & updated July 2011).

In addressing the above, NE advises that Local Authorities take a 'risk-based approach' to forward planning and decision making, such that, development plans and proposals are accompanied by an 'additional and robust assessment of the likely impacts arising from the proposals on any breeding Nightjar and Woodlark in the Sherwood Forest area.' In response, the a decision tree and associated appendices have been developed to address the above and thus, highlight and monitor proposals/developments which may pose a likely significant effect(s) on Nightjar and Woodlark and their habitats in the Sherwood Forest area, including direct, indirect and cumulative impacts. It has been produced in consultation with Natural England, Nottinghamshire Wildlife Trust, RSPB and Nottinghamshire County Council.

[This guidance can be found by following this link.](#) It includes the types of developments in which further information is required and maps of draft boundaries for a possible future SPA as identified by Natural England (based on letter dated July 2011).

Appendix 2: Table 2

1. DESIGNATED SITES (within and adjacent (within 500m of boundary) to Mansfield District)	
Internationally Designated Sites:	-Special Protection Area (SPA) – see guidance notes in Table 1 (above) -Special Area of Conservation (SAC) – Birklands and Bilhaugh SAC (adjacent to district boundary)
Nationally Designated Sites:	-Site of Special Scientific Interest (SSSI) – 7 SSSI sites within district & 7 within 500m of district boundary -National Nature Reserve (NNR) – Sherwood Forest NNR
Locally Designated Sites:	-Local Wildlife Sites <i>known within Nottinghamshire County as Sites of Importance for Nature Conservation (SINCs)</i> - Various -Local Nature Reserve (LNR) – 9 LNRs within District
2. PRIORITY HABITATS in Nottinghamshire (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006 with revised names as a result of 2007 UK Biodiversity Action Plan (UKBAP) update and Nottinghamshire Local Biodiversity Action Plan (LBAP) equivalent..)	
UKBAP	Nottinghamshire LBAP
Arable field margins	Farmland: Arable farmland, arable field margins and improved grassland
	Ditches
Eutrophic Standing Waters / Mesotrophic Lakes / Ponds	Eutrophic Standing Waters and Mesotrophic standing Waters
Hedgerows	Hedgerows: including ancient and/or species rich hedgerows
Lowland calcareous grassland	Lowland calcareous grassland
Lowland dry acid grassland	Lowland dry acid grassland
Lowland Fens	Fens, marshes and swamps
Lowland heathland	Lowland heathland
Lowland meadows	Lowland neutral grassland
Coastal and floodplain grazing marsh	Lowland wet grassland
Lowland mixed deciduous woodland	Mixed ash dominated woodland and Oak-birch woodland
Open mosaic habitats on previously developed land	Urban and post industrial habitats
Reedbeds	Reedbeds
Traditional orchards	Traditional orchards
Wet woodland	Wet broadleaved woodland
Wood-pasture and parkland	Wood-pasture and parkland
	Planted coniferous woodland
3. OTHER BIODIVERSITY FEATURES (as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)	
Ancient Woodland Secondary woodland and Mature/Veteran trees outside ancient woodland Caves and disused tunnels and mines (e.g. roosts for bats) Trees and scrub used for nesting by breeding birds Previously developed land with biodiversity interest Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments) Notified Road Verges (NRV) Other habitats and features identified in the Local (Nottinghamshire) Biodiversity Action Plan	

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

Appendix 2: Table 3

Local Requirements For Designated Geodiversity Sites And Features Criteria (Trigger List) for when a Survey and Assessment are Required

1. DESIGNATED SITES (as shown on the Council's Development Plan Proposals Map)	
Nationally Designated Sites:	Site of Special Scientific Interest (SSSI) National Nature Reserves (NNRs)
Regionally and Locally Designated Sites:	Regionally Important Geological Sites (RIGS) Local Nature Reserves (LNRs)
2. OTHER GEOLOGICAL CONSERVATION FEATURES (Based on the Earth Science Conservation Classification)	
Exposure or Extensive Sites	<ul style="list-style-type: none"> ▪ Active quarries and pits ▪ Disused quarries and pits ▪ Coastal cliffs and foreshore ▪ River and stream sections ▪ Inland outcrops ▪ Exposure underground mines and tunnels ▪ Extensive buried interest ▪ Road, rail and canal cuttings ▪ Static (fossil) geomorphological ▪ Active process geomorphological ▪ Caves ▪ Karst ▪ Finite mineral, fossil or other geological ▪ Mine dumps ▪ Finite underground mines and tunnels ▪ Finite buried interest

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.