

WORCESTER CITY COUNCIL VALIDATION CHECKLIST

DESIGN AND HERITAGE

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Heritage Statement	<p>National Planning Policy Framework (NPPF) 2012, paragraphs 126-141, in particular paragraph 128</p> <p>PPS5 Good Practice Guide</p> <p>Local Plan: BE12, BE14, BE16, BE18, BE21, BE24, BE26, BE39</p> <p>WCC SPD: Archaeology and the Historic Environment</p> <p>WCC SPG: Historic Buildings and Conservation Areas</p> <p>Planning (Listed Buildings and Conservation</p>	<p>Any application that affects a designated or non-designated heritage asset and/or its setting.</p> <p>Designated heritage assets in and close to Worcester comprise listed buildings, scheduled monuments, conservation areas, registered parks and gardens and registered battlefields.</p> <p>Non-designated heritage assets are often of more local significance. In Worcester these include buildings of local significance and key unlisted structures within conservation areas. Archaeological remains are very often not designated, and their significance may not be understood without investigation. NPPF paragraph 139 refers to non-designated heritage assets of archaeological interest that are of equivalent significance to scheduled monuments.</p> <p>An archaeological desk-based assessment or field evaluation may also be required where an application affects heritage assets with archaeological interest.</p>	<p>A description of the heritage assets affected and their significance (including setting), and a description of the impact of the proposed scheme.</p> <p>For a listed building, this should include:</p> <ul style="list-style-type: none"> • The results of a Historic Environment Record (HER) search for the heritage asset (consulting the HER is the minimum requirement set out in NPPF paragraph 128) • Copies of all designation descriptions (these will usually be included in an HER search) • Copies of historic Ordnance Survey and other maps (these will usually be included in an HER search) • Any other readily available information on the asset and its significance, e.g. published material, surveys, historical information on uses and past occupiers (some of this will usually be included or referenced in an HER search; other material may be found elsewhere, for instance at the Worcestershire Archive Service or library) • Relevant comparative information on similar or related assets or asset types • Enough photographs to allow an 	<p>WCC Heritage Officer: 01905 722061</p> <p>WCC Archaeological Officer: 01905 721132</p> <p>WCC Historic Environment Record Officer: 01905 721133</p> <p>PPS5 Good Practice Guide: Link</p> <p>WCC website guidance on describing the significance of a heritage asset: Link</p> <p>Worcester City Historic Environment Record: Link</p>

	<p>Areas) Act 1990 (as amended) Hedgerow Regulations</p>	<p>Where direct physical impact on a scheduled monument is proposed, this should be discussed with English Heritage before a planning application is submitted.</p> <p>Hedgerow removal may also require a Heritage Statement where it affects a hedgerow which is important for landscape or historical reasons.</p>	<p>understanding of the asset and the proposed impact</p> <ul style="list-style-type: none"> • A schedule of works affecting the building, its site and setting • A description of the impact of the proposals on the special interest, significance and character of the building, its site and setting and that of any adjacent heritage assets • A justification for the proposals, setting out the principles applied, together with any mitigation measures proposed <p>Should an Heritage Asset be proposed for demolition on economic grounds, a marketing report will be required.</p> <p>An Heritage Statement for development in or adjacent to a conservation area, registered battlefield or registered park or garden should include an assessment of the impact of the development on the character and appearance of the area.</p> <p>An Heritage Statement for development affecting the setting of a scheduled monument should include an assessment of the impact of the development on the setting.</p>	
<p>Desk-Based Assessment & Archaeological Field Evaluation</p>	<p>National Planning Policy Framework (NPPF) 2012, paragraphs 126-</p>	<p>'Where a site on which development is proposed includes or has the potential to include (designated or non-designated) heritage assets with archaeological interest, local</p>	<p>Written scheme of investigation comprising a brief and proposal or specification for investigative work.</p> <p>A report describing the methods and</p>	<p>WCC Archaeological Officer: 01905 721132</p> <p>PPS5 Good Practice</p>

	<p>141, in particular paragraph 128 PPS5 Good Practice Guide</p> <p>Local Plan: BE21, BE24</p> <p>WCC SPD: Archaeology and the Historic Environment</p>	<p>planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.’ (NPPF paragraph 128)</p> <p>Heritage assets with archaeological interest include buried archaeological remains, and also surface or upstanding archaeological features such as earthworks or ruined structures.</p> <p>Archaeological remains are very often not designated, and their significance may not be understood without investigation. NPPF paragraph 139 refers to non-designated heritage assets of archaeological interest that are of equivalent significance to scheduled monuments.</p> <p>A desk-based assessment will be required in respect of proposals involving the disturbance of ground within a recognised area of archaeological significance or potential, or in respect of major development proposals or significant infrastructure works in other areas (where archaeological remains may survive), as may be specified in pre-application advice.</p> <p>Archaeological field evaluation will only be required where:</p>	<p>results of the investigation and the predicted impact of the development on archaeological remains.</p>	<p>Guide: Link</p> <p>WCC Historic Environment Record Officer: 01905 721133</p> <p>WCC website guidance on describing the significance of a heritage asset: Link</p> <p>Worcester City Historic Environment Record: Link</p> <p>Institute for Archaeologists’ Standards and Guidance for Archaeological Desk-Based Assessment: Link</p> <p>Institute for Archaeologists’ Standards and Guidance for Archaeological Field Evaluation: Link</p>
--	---	--	--	---

		<ul style="list-style-type: none"> • desk-based assessment would provide insufficient information to allow the application to be determined; • there is a significant potential impact on archaeological remains; AND • access for evaluation work, including trenching where appropriate, can reasonably and safely be provided 		
Design & Access Statement	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Growth and Infrastructure Act 2013</p> <p>Development Management Procedure Order 2010 (or as amended)</p> <p>Article 8 of The Town and Country Planning (Development Management Procedure) (England) (Amendment)</p>	<p>Required for the following applications for planning permission:</p> <ul style="list-style-type: none"> • major development; • the provision of one or more dwellinghouses where any part of the development is in a designated area, and; • the provision of a building or buildings where the floor space created by the development is 100 square metres or more where any part of the development is in a designated area. <p>(Note: the phrase "designated area" is defined as a conservation area or a World Heritage Site).</p> <p>If an application for planning permission falls within any of the above three categories, it will not</p>	<p>The context of the development needs to be appraised and an assessment made of how the design takes account of that context. A DAS will need to explain:</p> <ul style="list-style-type: none"> • the design principles and concepts that have been applied to the development; • demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; • explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; • state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; 	<p>CABE: "Design and Access Statements: how to write, read and use them": Link</p> <p>WCC Heritage Officer: 01905 722061</p>

	<p>Order 2013</p> <p>The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2013 (SI 2013 No. 1239)</p> <p>Local Plan: BE1</p> <p>WCC SPD: Accessibility</p> <p>NPPF</p>	<p>require a DAS if the application is:</p> <p>(a) to remove or vary a condition; (b) to extend the time limit for the implementation of an extant planning permission; (c) for engineering or mining operations; (d) for a material change in use of the land or buildings, or; (e) for development which is waste development.</p> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design of the proposal.</p>	<ul style="list-style-type: none"> • explain how any specific issues which might affect access to the development have been addressed, and; • explain how climate change mitigation and adaptation measures have been considered in the design of the proposal. <p>For outline applications the statement should justify the principles of design and access and detail the use, scale parameters, indicative layout and access points.</p> <p>For reserved matters proposals a DAS is required, demonstrating how the principles of the outline stage statement have been applied and adhered to.</p> <p>For an application for listed building consent the DAS will be required to explain:</p> <ul style="list-style-type: none"> • the design principles and concepts that have been applied to the works, and; • how any specific issues which might affect access have been addressed. 	
--	--	---	--	--

<p>Visual Impact Assessment (Photographs & Photomontages)</p>	<p>NPPF Local Plan: BE1</p>	<p>Almost any form of above ground development will result in a visual impact for someone somewhere. Consideration will need to be given to the nature, type and location of a development and any Visual Impact Assessment will need to be proportionate to the proposed development. A Visual Impact Assessment will be required for:</p> <ul style="list-style-type: none"> • new built developments in Conservation Areas; • Major commercial and residential developments which will alter an existing street scene. 	<p>The assessment should identify where the proposed development can be seen from (and record this information on a map with accompanying photographs and/or photomontages. These provide useful background information and can help to show how large developments can be satisfactorily integrated into the street scene or landscape).</p> <p>Consideration should be given to seasonal changes arising from the degree of vegetative screening and filtering of views that will arise. Photomontages should show how development can be satisfactorily integrated within the street scene. If produced to an identifiable scale then this should be clearly stated.</p>	<p>WCC Development Planning & Enforcement: 01905 722233</p> <p>Visual Impact Assessment: Guidelines for Landscape and Visual Impact Assessment, 3rd edition (2013) published by the Landscape Institute and the Institute of Environmental Management and Assessment (IEMA): Link</p>
--	---------------------------------	---	---	---

GREEN ENVIRONMENT

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Tree Survey Arboricultural Assessment	NPPF Local Plan: NE5	All applications where there are semi-mature or mature trees or hedgerows within the site and/or off-site trees within 15m of the application site (including street trees) that could influence or be affected by the development, irrespective of whether the trees are to be removed or retained.	Information will be required which shows all trees with their canopies plotted accurately, a schedule of the species, size, condition and amenity importance of each tree, and clear identification of any trees to be felled, together with the reasons for removing those trees. Survey information should be provided using BS.5837:2012 - Trees in relation to design, demolition and construction. Recommendations. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. This information should be prepared by a suitably qualified and experienced arboriculturalist.	WCC Arboricultural Officer: 01905 722500 BS.5837:2012: Link
Flood Risk Assessment	NPPF NPPF Technical Guidance PPS25: Good Practice Guide Local Plan: NE21, NE22, NE23	Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 must be accompanied by an FRA, or where the LPA has identified drainage problems through the South Worcestershire SFRA or Surface Water Management Plan (SWMP) and has indicated	Flood Risk Assessments should be undertaken by a suitably qualified professional, and be proportionate to the risk and scale, nature and location of the development. They will be expected to consider the various aspects relating to flood risk. Flood Risk Assessments should also be supported by appropriate data and information, including historical information on previous flood events. The objectives of an FRA are to establish: <ul style="list-style-type: none"> whether the proposed development is likely to be affected by current or future flooding from any source 	Environment Agency 08708 506 506 Environment Agency Flood Risk Standing Advice: Link The Environment Agency Flood Map: Link Guidance on the content of a FRA is given in the Technical Guidance

		<p>that a formal FRA is required.</p>	<ul style="list-style-type: none"> • whether it will increase flood risk elsewhere • whether the measures proposed to deal with these effects and risks are appropriate • whether the development will be safe <p>Once it is established whether an FRA is required the scope of the FRA should be agreed with the Local Planning Authority (LPA) and Environment Agency (EA) and any other relevant bodies. The FRA should always be proportionate to the degree of flood risk and the scale, nature and location of the proposed development.</p> <p>The scoping of the FRA should be done as early as possible in developing the planning application as avoiding or mitigating flood risk may require important design considerations which are generally easier and more cost-effective to incorporate when developing the proposal.</p> <p>The Environment Agency also has Standing Advice which can assist in developing the scope, particularly for smaller developments, to be included in a FRA.</p>	<p>to the National Planning Policy Framework: Link</p> <p>South Worcestershire SFRA or Surface Water Management Plan (SWMP)</p>
Environmental Statement	<p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 (SI 2011 No. 1824)</p>	<p>Usually these are only required for large-scale developments as defined in Schedule 1 and/or Schedule 2 of the Environmental Impact Assessment Regulations.</p> <p>Please liaise with Development Services if you are in any doubt whether you need an EIA or submit/request an EIA screening opinion.</p>	<p>Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>Applicants are advised to consult Circular 02/99 (Annex C) as well as seeking a Screening Opinion from the Local Planning Authority to determine whether an EIA is required.</p>	<p>Circular 02/99 (Annex C): Link</p> <p>EIA: A Guide to Procedures</p> <p>WCC Development Planning & Enforcement: 01905 722233</p>

<p>Landscaping Statement</p>	<p>Local Plan: NE2, NE3, NE4, NE5, NE7, NE9, NE11 and NE12</p> <p>WCC SPD: Biodiversity and Trees</p> <p>NPPF</p>	<p>All applications (excluding householder, advertisements and change of use) and where a development affects the setting of a designated heritage asset.</p>	<p>A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed both hard and soft landscaping so that any hard surface treatments will also need to be specified. This should include details of proposed species, height at planting, spacing, densities, along with measures for the ongoing protection and maintenance of the landscaping.</p> <p>The statement will need to outline in full the landscaping proposals for the development showing how they have been arrived at as an integral element of the built form and how they have regard to the character of the wider area. The statement will identify the rationale behind the selection of species and the planting specification.</p>	<p>WCC Landscape Officer: 01905 722544</p>
<p>Open Space Assessment</p>	<p>NPPF</p>	<p>For all schemes involving sites containing existing open space or proposed new open space.</p> <p>When a proposal involves the loss of any existing open space, it will be necessary to undertake an audit of that open space, identifying its use, purpose, quality and its contribution to the community. The audit will then identify whether its loss can be sustained or whether compensatory or other mitigation measures</p>	<p>An Open Space Assessment for development on existing Public Open Space should seek to demonstrate through an independent assessment that existing Public Open Space land or buildings are surplus to local requirements.</p> <p>For development within Open Spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. This should identify how they are presently or are intended to be used, how they are to be managed in the future and how they are to be enhanced or integrated into the proposal.</p> <p>Where open space and/or associated facilities are proposed to be provided onsite or in-kind applicants must define them in the application and provide a</p>	<p>Natural England: 0845 600 3078</p> <p>Natural England: Link</p> <p>WCC Cleaner & Greener Team Leader: 01905 752971</p>

		<p>are needed. This audit will involve consultation with the community undertaken by the applicant.</p>	<p>statement to accompany the planning application setting out: -</p> <ul style="list-style-type: none"> • A maintenance specification for the works; • How the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years, and; • how the application meets Natural England's Accessible Natural Greenspace Standards (ANGST). <p>Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation.</p>	
<p>Biodiversity and Geological Conservation Survey & Report</p>	<p>Habitat Directive 92/43/EEC</p> <p>Wildlife and Countryside Act 1981.</p> <p>Natural Environment and Rural Communities Act 2006</p> <p>Protection of Badgers Act 1992.</p> <p>Habitats Regulations 2010</p>	<p>If a development is likely to have an impact on an internationally or nationally designated area (Natura 2000 site, Site of Special Scientific Interest and Areas of Outstanding Natural Beauty)</p> <p>Where a proposed development may have possible impacts on existing wildlife or biodiversity, information should be provided on existing biodiversity interests and possible impacts.</p>	<p>The application should be accompanied by a report identifying the interest features of the site that may be affected. A full assessment of the likely effects of the development, and avoidance and or mitigation measures if applicable should be included.</p> <p>Ecological surveys should take place at the appropriate time of year for the species. A study carried out at the wrong time of year; that has not been recently undertaken; or indicates that further species survey work is required, will not be accepted and will invalidate any application.</p> <p>All applications requiring a survey should be supported by a background data search from the Worcestershire Biological Records Centre to provide some ecological context to the application site biodiversity.</p>	<p>Natural England: 0845 600 3078</p> <p>Natural England - 'Nature on the Map': Link</p> <p>Natural England - Discretionary Advice Service: Link</p> <p>Natural England - Standing advice on protected species: Link</p> <p>Worcestershire Wildlife Trust: 01905 754919 Link</p>

	<p>NPPF</p> <p>Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.</p> <p>West Midlands Biodiversity Pledge</p> <p>WCC SPD : Biodiversity and Trees</p>	<p>Where a proposed development may have possible impacts on existing wildlife or biodiversity, protected or important species or habitat or a protected geological feature.</p>	<p>Furthermore:</p> <ul style="list-style-type: none"> • All planning applications with the potential to destroy, damage or adversely affect any site, habitat or earth heritage feature should be supported by an impact assessment to a nationally recognised standard with accompanying plans which indicate any significant wildlife habitats or features and the location of habitats of any protected species as defined under the Wildlife and Countryside Act 1981, Protection of Badgers Act 1992 and the Habitats Regulations 2010. • All planning applications on sites where protected or important species are present should be supported by an impact assessment to a nationally recognised standard. • All planning applications on sites where protected or important species have been recorded, reported or can reasonably be expected to be present should be supported by up to date survey work to properly demonstrate presence or absence. Where evidence of an important or protected species is found, mitigation, compensation measures and / or measures of avoidance information to support the proposals will be required. Surveys should not be more than 1 year old. <p>Where survey information is required, the application should be accompanied by:</p> <ul style="list-style-type: none"> • An initial ecological assessment of the site • Where the initial ecological assessment identifies it as necessary, a full ecological report including likely impact of the proposal and mitigation measures 	<p>Worcestershire County Council Ecology Services: 01905 766723</p> <p>Worcestershire Biodiversity Action Plan Manager 01905 766852</p> <p>Worcestershire Biodiversity Partnership: Link</p> <p>Worcestershire Biological Records Centre: Link</p>
--	---	--	---	--

			<p>Ecological/biodiversity/natural beauty assessments should be undertaken by appropriately licensed experts following best practice guidance, and include proposals for long-term maintenance and management.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Local Planning Authority at an early stage in the design process.</p>	
<p>Playing Fields Sports Facility Assessment</p>	<p>NPPF SI 2010/2184 (The Town & Country Planning (Development Management Procedure) (England) Order 2010). Annex B of DoE Circular 9/95 (as amended)</p>	<p>All planning applications for development affecting playing field land. This includes development which:</p> <ul style="list-style-type: none"> • is likely to prejudice the use, or lead to the loss of use, of land being used as a playing field; • is on land which has been: <ul style="list-style-type: none"> (a) used as a playing field at any time in the 5 years before the making of the relevant application and which remains undeveloped; (b) allocated for use as a playing field in a development plan or in proposals for such a plan or its alteration or replacement; • involves the replacement of the 	<p>The following information shall be submitted:</p> <p>Existing Site Plan to include (where appropriate):</p> <p>Existing buildings Extent of playing fields (as defined by SI 1817) iii. Location of sports facilities (summer & winter including pitches) iv. Significant features e.g. trees, slopes, sewers, paths, fences v. Siting of any alternative locations vi. Existing levels vii. Location of photographs</p> <p>Proposed site plan to include:</p> <p>i. Proposed development ii. Extent of any playing field land to be lost Revised location of any pitches or other sports facilities iv. Location of any alternative provision, buildings to be removed or land to be re-instated within the site v. Proposed levels vi. Landscaping affecting a playing field</p>	<p>Sport England 0207 2731797</p> <p>Sport England - Playing Field Development Checklist: Link</p> <p>Sport England - Planning Applications: Link</p> <p>Sport England - Consultation Guidance Checklist: Link</p>

		<p>grass surface of a playing pitch on a playing field with an artificial, man-made or composite surface;</p> <ul style="list-style-type: none"> • the loss of or loss of use for sport of any major sports facility (e.g. sports hall, swimming pool, golf course, water sports centre, athletics track or indoor tennis centre); • the creation of a site for one or more playing pitches; • the lighting of a major outdoor sports facility; • proposals which would lead to the loss of a body of water of two hectares or more currently or within the last two years in use for water sports; • the loss of use for sport of such a body of water; • the creation of a body of water of two hectares or more; • the creation of any other major sports facility; • a residential development of 300 	<p>Detailed Plans – elevations and internal layouts are only necessary for that part of the development relating to sports facilities or facilities with potential for such use.</p> <p>Supporting Statement</p> <p>The following information should be included where appropriate:</p> <ol style="list-style-type: none"> 1. Reason for development. 2. Reason for location of proposed development. 3. Alternative locations considered. 4. If applicable, a reasoned justification to state why in the applicant’s opinion development affecting a playing field should be allowed. 5. Details of the actions taken on behalf of the applicant to comply with the advice in paragraph 74 of the NPPF where development affects open space, sport and recreation. 6. Relevant Development Plan Policies and Government Guidance. 7. History of the development proposal and playing field including use of the site e.g. when and who by including any community use of an educational site. 8. Area in hectares of playing field land to be lost, if applicable. 9. Area in hectares of any replacement playing field land, if applicable. 10. Information on any assessment considered to support a view that the open space, sports and recreation facilities affected by the development are surplus to requirements. 11. With respect to developments of new housing or employment sites a statement assessing the sports 	
--	--	---	---	--

		<p>• dwellings or more; and • the working and winning of minerals</p>	<p>and recreation needs of the new development and how these are to be accommodated.</p> <p>12. Where replacement or alternative sporting provision is proposed details are needed to enable a comparison of the proposed loss of provision against the proposed replacement or alternative sporting provision. This information needs to cover the quantity and quality of provision, its accessibility to users, management arrangements, the timing of the replacement or alternative provision and how it will be secured. For alternative provision details are also needed to help understand the detriment to sport that will be caused by the loss of provision and the benefit to sport of the alternative provision. This should include reference to any relevant needs assessment and playing pitch and/or sports facility strategies. These details are required to help assess such proposals against the second or third bullet point of NPPF paragraph 74 and specific circumstances E4 or E5 of Sport England's Planning Policy Statement on Playing Fields.</p>	
--	--	---	---	--

TRANSPORTATION

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Travel Plans	NPPF Local Plan: BE1, TR23	<p>A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below).</p> <p>The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and the Highways Agency where there is a material impact on the Strategic Road Network) prior to the submission of an application.</p>	<p>A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Details of how traffic implications of development will be managed, including details of the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include measurable targets, arrangements for monitoring and enforcement and a strategy for promoting the plan to occupiers, users, visitors and residents of the site.</p> <p>In relation to proposals requiring a Travel Plan or Travel Plan Framework applicants need to ensure that this has been agreed prior to registration of the application. Unless there is agreement on the form and content of a Travel Plan then the application will not be validated.</p> <p>In some cases, for example where only Minimalist Travel Plans are required, it is possible to agree the content of the Travel Plan after the granting of consent. Unless the principle of a Minimalist Travel Plan has been agreed in writing with the County Council the application will not be validated.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Worcestershire County Council (Highways) at an early stage in the design process.</p>	<p>DFT Website: Link</p> <p>Worcestershire County Council (Highways): 01905 728589 Link</p> <p>DfT Good Practice guidelines: Delivering Travel Plans through the Planning Process: Link</p> <p>DfT Making Residential Travel Plans Work: Link</p>

<p>Transport Statement / Transport Assessment</p>	<p>NPPF Manual for Streets. Circular 02/2007 Planning and the Strategic Road Network Local Plan: BE1, TR14 WCC SPD: Contributions to Sustainable Travel</p>	<p>Indicative thresholds are provided in the Department for Transport guidance, providing advice on the level of assessment that may be required for certain forms of development. However, the need for, and the level of transport assessment required should be determined in consultation with the relevant authorities.</p> <p>Transport Assessments are usually required for all development proposals that are likely to have a significant impact on the transport network, including any planning application which may increase the level of pedestrian and/or vehicular usage at a level crossing.</p> <p>For developments that are likely to have only a relatively small impact on the transport network, it may be appropriate to provide a Transport Statement instead and in some circumstances when the transport impact is</p>	<p>The coverage and detail of the Transport Assessment should reflect the scale of development and the extent of the transport implications of the proposal. National guidance has been provided by the Department for Transport on the preparation of Transport Assessments and is supplemented by local guidance prepared by Worcestershire County Council (Highways). These guidance documents set out the methodology that should be used when undertaking a Transport Assessment and state the importance of entering into early discussions with the Local Planning Authority and other relevant authorities to agree the scope of assessment prior to its completion and submission as part of a planning application.</p> <p>When an application has transport implications, an Initial Appraisal Consultation Form should be completed and applications should only be submitted in accordance with the specified requirements.</p> <p>Where the development proposals will have an impact on the Strategic Highway Network applicants should use this form to liaise with the Highways Agency, as well as Worcestershire County Council, to provide written confirm that the scope and detail of the TA work is appropriate.</p> <p>Where development proposals require work within the Strategic Highway Network boundary an agreed Stage 1 Road Safety Audit, a Non – Motorised User Audit and confirmation from the Highways Agency should also be provided within the application submission.</p>	<p>DFT Website: Link DFT Guidance on Transport Assessments: Link Circular 02/2007 Planning and the Strategic Road Network: Link Highways Agency (West Midlands) 0121 6788284 Worcestershire County Council (Highways): 01905 728589 Worcestershire County Council guidance for Transport Assessments and Statements: Link Initial Appraisal Consultation Form: Link</p>
--	--	--	---	---

		likely to be minimal then it may not be necessary to provide any formal assessment.		
Parking & Access Statement	NPPF Manual for Streets. Local Plan: BE1, TR12, TR13, TR14, TR15	All applications (including householder) proposing built structures.	Details should be provided of the level of provision of parking (including the provision of cycles) to be provided along with the proposed access details. These should be sufficiently detailed and set out on a scaled drawing. The details should ensure that the access works required to accommodate development include all the necessary information required to support the design.	Worcestershire County Council (Highways) 01905 728589

ENVIRONMENTAL HEALTH

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
<p>Noise and Vibration Assessment</p>	<p>Noise Policy Statement for England, March 2010.</p> <p>NPPF</p> <p>Local Plan: BE1</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2005)</p> <p>Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction in England. 2005.</p> <p>Calculation of Road Traffic Noise, 1988.</p> <p>Calculation of Railway Noise, 1995.</p>	<p>All applications likely to have an impact on noise and/or vibration sensitive locations.</p> <p>All applications that introduce or expose noise and/or vibration sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Worcestershire Regulatory Services (Pollution Control Service) at an early stage in the design and planning process to establish whether a Noise and Vibration Appraisal is required to be submitted alongside the planning application.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Pollution Control Service.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>'Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast-induced vibration</i> and BS 7385-2: 1993 <i>Evaluation and measurement for vibration in buildings Part 1: Guide for measurement of vibrations and evaluation of their effects on buildings.</i></p> <p>Proposals should include details of measures designed to minimise the transmission of noise to adjacent/adjoining properties from a proposed use or development.</p>	<p>Worcestershire Regulatory Services: 01905 822799</p> <p>Link</p>

	<p>World Health Organisation Guidelines for Community Noise.</p> <p>World Health Organisation Night Noise Guidelines for Europe.</p> <p>Environmental Protection Act 1990. Clean Neighborhoods Act 2005.</p> <p>Licensing Act 2003.</p> <p>Noise Act 1996. British Standards BS4142, BS8233, BS7445.</p>			
Ventilation and Extraction Details	<p>NPPF</p> <p>Local Plan: BE1</p> <p>WCC SPD: Takeaway Food Outlets</p> <p>Noise Policy</p>	<p>All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapors, gases, odours, particulate matter or use volatile</p>	<p>Information should include:</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (where external). • Proposed external finishes and fixings. • Manufacturer's specifications including maintenance requirements. • Exhaust velocity at terminus. • Silencing arrangements. 	<p>Worcestershire Regulatory Services: 01905 822799 Link</p> <p>WCC SPD: Takeaway Food Outlets: Link</p>

	Statement for England, March 2010	chemicals.	<ul style="list-style-type: none"> • Means of vibration isolation. • Extraction fan acoustic performance (including noise • emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra). • Predicted odour and/or particulate concentrations. 	
Refuse Collection Details	NPPF Local Plan: BE1	All applications for housing and commercial developments.	Plans should include details of areas and facilities proposed to cater for commercial and domestic waste likely to arise from the development.	WCC Cleaner and Greener Guidance Notes for Developers and Landlords on the Wheelie Bin Scheme for Domestic Refuse and Recycling (Updated Jan 2012).
Lighting Assessment	NPPF Environmental Health Technical Planning Guidance: External Artificial Lighting (2008) Local Plan: BE1, BE29	All applications for the provision of external sources of lighting e.g. floodlighting, or that entail provision of external sources of lighting as part of the proposal.	<p>The assessment will need to identify existing light levels on the application site and the impact of any proposed external lighting on the site environs and the wider locality. Details of light fittings and light spillage will need to be supplied and any mitigation measures designed to minimise light spillage specified. Details shall include:</p> <ul style="list-style-type: none"> • the proposed external lighting, • the hours of use when the lighting would be switched on, a layout plan encompassing the proposed beam orientation and light spillage, and; • future maintenance. 	Worcestershire Regulatory Services: 01905 822799 Link

<p>Land Contamination Assessment</p>	<p>NPPF Local Plan: BE1</p>	<p>All applications (including Householders) where new development is proposed on land that is or may have been affected by contamination.</p>	<p>The principal planning objective is to ensure that any unacceptable risks to sensitive receptors are identified and suitably mitigated to address such risks. This is achieved by the application of a phased approach when assessing land affected by contamination, consisting of the following stages:</p> <p>The production of a preliminary risk assessment, preliminary risk assessment, comprising a desk study and site and site reconnaissance report, following the structure stipulated in DERFA and the Environment Agency's "Model Procedures for the management of Contaminated Land, CLR 11". This will facilitate the identification of potentially unacceptable risk, which requires further assessment in subsequent phases of investigation.</p> <p>A written scheme for ground investigation, assessing the nature and extent of any contamination on site, should be produced and designed in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Contaminated Land, CLR 11". This scheme should address those risks and contaminants identified in the preliminary risk assessment and site reconnaissance report. Following the submission and approval of this scheme, the investigation and risk assessment should be completed by competent persons in accordance with the approved details. The data collated and analysed in the investigation should be formalised in a report and submitted to the local planning authority for approval.</p> <p>Should the report indicate that remedial measures are required, a detailed remediation scheme to bring the site to a condition suitable for the new use should be formulated and submitted to the local</p>	<p>WCC Contaminated Land Officer: Link</p> <p>We strongly recommend that you engage in pre-application discussions with Worcester City Council Development Services prior to commissioning an investigation to assist in establishing what the council's requirements may be in relation to a specific site. This process will facilitate the avoidance of delays later in the development scheme.</p> <p>Worcestershire Regulatory Services: 01905 822799 Link</p> <p>Environment Agency: 08708 506 506 Link</p> <p>DEFRA Link</p>
---	---------------------------------	--	--	---

			<p>planning authority. The submitted scheme should include detail on works to be undertaken, proposed remediation objectives and remediation criteria, in addition to a timetable of works and site management procedures.</p> <p>It is important that the scheme will not allow the proposed development or any land it occupies/affects to be determined as Contaminated Land under Part 2A Environmental Protection Act 1990 after remedial works have been affected.</p> <p>The agreed remediation scheme should be carried out and a validation report that demonstrates the effectiveness of the remedial works submitted to and approved by the local planning authority.</p> <p>It will also be important for developers to remain vigilant to the presence of any unsuspected contamination not identified by investigative works. Should unsuspected contamination be identified, it will be necessary to suspend works in that area until such a time as the nature and impact of contaminants can be assessed by a suitably qualified individual.</p> <p>There may be developments where ongoing maintenance or monitoring is necessary to ensure the prevention of unacceptable risks from pollution in perpetuity. In such circumstances institutional measures will be necessarily in place prior to discharge of condition to ensure that land is suitable for its new use.</p>	
Air Quality Assessment	Habitat Directive 92/43/EEC	Applications that will give rise to emissions to air of pollutants for which there	Applicants are advised to seek specialist expertise and to discuss their proposals with Worcestershire Regulatory Services at an early stage in the design	Worcestershire Regulatory Services: 01905 822799

	<p>The Environment Act 1995.</p> <p>The Air Quality Standards Regulations 2010.</p> <p>NPPF Local Plan: BE1</p>	<p>is a national air quality objective, or for which there may otherwise be a significant impact upon local air quality meeting the criteria set out below, including –</p> <ul style="list-style-type: none"> • New car parking areas with more than 100 spaces outside an Air Quality Management Area or more than 50 spaces inside an Air Quality Management Area. • Proposals that will give rise to a change in traffic volumes of greater than +/- 5% in annual average daily traffic flows and/or peak daily traffic flows on roads with more than 5,000 annual average daily traffic flows. • Proposals that will give rise to a change in vehicle speed of more than +/- 10 kph on roads with more than 5,000 annual average daily traffic flows. • Proposals that will increase the number of heavy duty vehicles by 	<p>process.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable air quality assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed Air Quality Assessments will be available from Worcestershire Regulatory Services</p>	<p>Link</p> <p>Environment Agency 08708 506 506 Link</p> <p>Natural England 0300 060 0723</p> <p>DEFRA: Link</p>
--	---	--	---	--

		<p>200 or more movements per day, including in relation to construction and demolition activities.</p> <ul style="list-style-type: none">• Proposals for a bus station or goods vehicle park.• Proposal for any biomass installation or biomass-fuelled CHP plant.• CHP plant.• Incinerator plant.• Significant construction and demolition schemes.• Regular exposure of members of the public (including residential properties, schools, hospitals, care homes, playgrounds, gardens, shopping areas) at locations where annual, daily, 8 hours, 1 hour or 15 minutes air quality objective values will, or may be, breached.• Boiler and furnace plant capable of burning pulverised fuel, and/or solid matter at a rate of 45.4 hg per hour, and /or at a rate equivalent to 366.4 kW per hour		
--	--	---	--	--

		<p>any liquid or gaseous matter.</p> <ul style="list-style-type: none"> • Applications for specified industrial and commercial operations that require an Environmental Permit. <p>A separate Air Quality Assessment may not be required where it will be submitted as part of a formal EIA for a major development.</p>		
--	--	---	--	--

WIDER ENVIRONMENT

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Waste Audit and Site Waste Management Plan (SWMP)	<p>The Site Waste Management Plan Regulations 2008.</p> <p>NPPF</p> <p>Worcestershire County Council Waste Core Strategy 2012-2027</p>	<p>Waste Audit required for all major applications.</p> <p>Site Waste Management Plan (SWMP) where estimated construction costs are higher than £300,000 (for 4 or more additional dwellings or 250m² or more of new commercial floorspace).</p>	<p>Information required within a Waste Audit should include details of the following:</p> <ul style="list-style-type: none"> • Management of waste generated by the development process, i.e. construction, demolition and excavation; • Use of recycled and renewable building materials in the construction of the development; • Provision for in-house storage, recycling, treatment and disposal of waste generated by the development once in use; • Access arrangements for collection of waste or waste derived end products generated by the development; • Provision for energy recovery from waste and use of waste derived energy within the new 	<p>Worcestershire County Waste Authority: 01905 766374</p> <p>Worcestershire County Council Waste Core Strategy 2012-2027: Link</p> <p>Smart Waste: Link</p> <p>WRAP: Link</p>

			<p>development (where feasible/ appropriate).</p> <p>An application should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why copies of the SWMP(s) cannot be provided.</p> <p>Applicants are encouraged to use the waste auditing and benchmarking tools/SWMP templates developed by BRE and WRAP (examples of free templates provided in links adjacent).</p>	
<p>Foul Sewerage Assessment</p>	<p>Water Industry Act 1991.</p> <p>NPPF</p> <p>Local Plan: BE1</p>	<p>All applications for the construction of new dwellings and commercial / industrial properties.</p>	<p>A foul sewerage assessment should include:</p> <ul style="list-style-type: none"> • a description of the type, quantities and means of disposal of any trade waste or effluent. • Details of connections to foul and storm water sewers including details of the existing system to be shown on the application drawing(s). <p>NB: In most circumstances surface water is not permitted to be connected to the public foul sewers. It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.</p> <p>A foul drainage assessment should:</p> <ul style="list-style-type: none"> • a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to mains sewer is not 	<p>DETR Circular 03/99 - Planning requirements in respect of the use of non-mains sewerage incorporating septic tanks in new development: Link</p> <p>Building Regulations Approved Document Part H: Link</p> <p>BS6297: Link</p> <p>Severn Trent Water Limited: Link</p> <p>South Worcestershire Building Control Partnership: 01684 862223 Link</p>

			<p>practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be connected to the public mains sewer system and that the alternative means of disposal is satisfactory. The use of soak-a-ways will require satisfactory percolation tests to have been undertaken.</p> <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If a connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>This section should be read in conjunction with the Utilities Statement.</p>	
--	--	--	--	--

OTHER DOCUMENTS

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
<p>Planning and Sustainability Statement</p>	<p>NPPF</p>	<p>All applications (except Advertisements, Householder and Conservation Area Consent)</p>	<p>The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies, supplementary planning document or any development brief for the site. For example, it should show how the development complies with and supports the following:</p> <ul style="list-style-type: none"> • Key requirements of national policy guidance • Reference to the Key Planning Objectives set out in the supplement to the NPPF providing an assessment on how the development proposed will contribute towards meeting the objectives; and general principles/fundamental aims of the Development Plan. • How the development addresses sustainability issues particularly in respect of its location and scale. It will identify the environmental, social and economic implications of the development, making clear the benefits and disbenefits. If there are disbenefits, the statement needs to state how they can be mitigated. <p>It should also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission.</p> <p>Alternatively, a separate statement on community involvement may be appropriate.</p>	<p>WCC Regeneration and Business Engagement: 01905 721170</p>

Statement of Community Involvement	NPPF	All major applications and major change of use applications.	Statement should set 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.	WCC Regeneration and Business Engagement: 01905 721170 WCC Statement of Community Involvement Link
Retail Impact and Sequential Assessments	NPPF Local Plan: SH1	<p>A Sequential Assessment (Para. 24 of the NPPF) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan.</p> <p>An assessment addressing the impacts in paragraph 26 is required for all planning applications for retail and leisure developments over 2,500 square metres gross floorspace or any local set floorspace threshold not in an existing centre and not in accordance with an up to date development plan.</p>	<p>A Sequential Assessment should look at whether there are any sequentially preferable sites that exist and to demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further advice can be found in the Practice Guidance to the now replaced PPS4.</p> <p>Impact Assessments should assess (in summary):</p> <ol style="list-style-type: none"> 1) the impact on existing investment within centres, 2) the impact on the vitality and viability of town centres, 3) the impact on allocated sites outside town centres 4) impact of the proposal on in-centre trade/turnover and trade in the wider area, 5) current and future consumer expenditure capacity in the catchment area, 6) whether the proposal is of an appropriate scale and what impact it may have on locally important impacts. <p>NPPF - "Impact Assessment should include assessment of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in</p>	<p>Planning for Town Centres: Practice Guidance for PPS.4: Link</p> <p>WCC Regeneration and Business Engagement: 01905 721170</p>

		An impact assessment will also be required for applications in an existing centre, not in accordance with the development and which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.	the town centre and wider area, up to five years from the time the application is made. For major schemes where the impact will not be realized in five years, the impact should also be assessed up to ten years from the time the application is made”	
Planning Obligations – Draft Heads of Terms	<p>Section 106 of the Town and Country Planning Act 1990</p> <p>Part 11 of the Planning Act 2008</p> <p>Regulation 122 of the Community Infrastructure Regulations 2010</p> <p>Circular 05/2005, Planning Obligations.</p>	All major applications. However other relevant and necessary matters may be included within a Planning Obligation that cannot be secured through the normal planning process but is required in order for the development to be deemed acceptable in planning terms which would otherwise be refused.	<p>Applicants should clarify the LPA’s requirements in pre-application discussion in order to establish the scope of the agreement or undertaking and either of the following should be submitted with the application:</p> <ul style="list-style-type: none"> • draft section 106 agreement or unilateral undertaking based on the Local Planning Authority’s precedent, or; • a statement of the proposed Heads of Terms, a location plan and land registry details, solicitors details and confirmation that the Local Planning Authority’s fees in dealing with the matter will be met. <p>Unless otherwise agreed by the Local Planning Authority the agreement or undertaking shall be completed prior to the expiry date of the application, otherwise the application shall be registered as deemed refused.</p>	<p>WCC Legal & Democratic Services: 01905 722014/221</p> <p>WCC Housing Needs & Development Team Manager: 01905 722272</p> <p>WCC Cleaner & Greener Team Leader: 01905 752971</p> <p>WCC Regeneration and Business Engagement: 01905 721170</p> <p>Worcestershire County Council (Highways): 01905 728589</p>

	<p>Local Plan : BE4, TR14, CLT10, CLT34</p> <p>WCC DPD – Balanced Housing Market: Policies H7, H8, H9</p> <p>WCC SPD/SPG:</p> <ul style="list-style-type: none">• Affordable Housing• Contributions to Open Space for New Residential Development• Education Contributions• Financial Contributions to Sustainable Transport• Percent for Art			
--	---	--	--	--

<p>Affordable Housing Statement & Viability Appraisal</p>	<p>NPPF Circular 6/98 Planning and Affordable Housing Local Plan: H2, H9 WCC DPD : Balanced Housing Market: H7, H8, H9, H10 WCC SPD: Affordable Housing</p>	<p>In all cases where the size of the development is above the thresholds in the adopted Balanced Housing Markets Development Plan Document. The DPD requires the provision of affordable housing in the following circumstances:</p> <ul style="list-style-type: none"> • On sites of at least 0.5 ha in total size or is capable of accommodating 12 or more dwellings (including adjacent land if it can reasonably be expected to form part of a larger site) <p>Provision is required at a rate of 40% of the net site area, or in the case of conversions, 40% of the total number of dwellings. Financial contributions in lieu of on-site provision or alternative off site provision will not be acceptable.</p> <p>Where this is required, applications that</p>	<p>Details of:</p> <ul style="list-style-type: none"> • how locally affordable housing is to be provided and managed in line with Development Plan policy, and • the number and types of affordable units; the tenure mix of the units and their size and specification, their location within the development, how they are to be “locally affordable” and how that affordability is to be continued in perpetuity, and • any registered social landlords acting as partners in the development. The proposed affordable homes should meet the needs identified in the latest Housing Needs Assessment. <p>The following is a list of key points to note about the various details to include in the appraisal:</p> <p>Revenue:</p> <p>Market Values</p> <ul style="list-style-type: none"> • Independent research/evaluation is required to justify the values you use. • Comparable valuations are also useful to examine the local market. • Values (including build cost, income and revenue) for mixed use developments should include separately calculated values for residential and other uses (e.g. B1 use). <p>Housing Corporation Grant</p> <ul style="list-style-type: none"> • If the proposed scheme has funding, a copy of relevant correspondence confirming this should be 	<p>WCC Housing Needs and Development Team Manager: 01905 722272</p> <p>WCC Regeneration and Business Engagement: 01905 721170</p>
--	--	---	--	---

		<p>propose less than the 40% minimum proportion, must include justification. This must include an open book viability appraisal for assessment by the LPA at the applicant's cost.</p>	<p>supplied, including how much.</p> <ul style="list-style-type: none"> • If the proposed scheme does not have funding, information should be supplied explaining why not. <p>Cost Fields:</p> <p>Build Costs</p> <ul style="list-style-type: none"> • Use the defaults as a starting point. • You must provide justification from a recognised quantity surveyor for different values. <p>Exceptional development costs</p> <ul style="list-style-type: none"> • You must provide details and justification from a recognised quantity surveyor <p>Planning Obligations</p> <ul style="list-style-type: none"> • Pre-application discussions with the LPA can indicate likely Heads of Terms, however exact amounts may not be apparent until detailed assessment during the formal application. <p>Residual Fields:</p> <p>Acquisition Costs</p> <ul style="list-style-type: none"> • Evidence should be provided justifying these costs from a recognised independent valuer. • Existing and Alternative use values • Evidence and an independent valuation must be provided by a property consultant. 	
--	--	--	---	--

Public Art Statement	NPPF Local Plan: BE4 WCC SPG: Percent for Art WCC Guidance Note: Public Art (June 2012)	All major applications	A Public Art Statement should include: <ul style="list-style-type: none"> description of the relationship between the public art statement and the Local Authority’s public art guidance note; details of the appointed artist/artists contribution to the development; descriptions of what will be realised through collaboration between the appointed artist(s) / architect (s) and other design professionals. This should be detailed and evidenced against RIBA and/or Planning stages; any programmed temporary public art; timescales for the implementation of all the public art commissions; details of ownership, maintenance and decommissioning of public art, and; budget allocations relating to all of the above. 	Senior Urban Design Planning Officer 01905 722559 WCC Artists database: WCC SPG: Percent for Art: Link WCC Guidance Note: Public Art (June 2012): Link TCPA A Good Practice Guide: Improving Culture, Arts and Sporting Opportunities Through Planning (July 2013): Link
Statement of Agricultural Need	NPPF Local Plan: BE1	All new agricultural development requiring planning permission.	Details submitted should include the size of the Agricultural Holding; details of any additional rented land (and duration/details of the rental agreement); any other buildings used on the land inc. floorspace and current use; details of what the building will be used for including floor areas; number of animals kept (where relevant); and details of employees.	
Agricultural Land Appraisal	NPPF	For all development proposals on BMV (grade 1, 2 and grade 3a) agricultural land.	Justification regarding loss of BMV agricultural land, including an assessment of whether there is less quality agricultural land available for development.	

Telecommunication Supporting Information	NPPF Local Plan: BE43	All applications, including prior notifications for any form of telecommunications development.	Plans/Elevations; Area of search, and: <ul style="list-style-type: none"> • Statement of alternative sites and designs considered; • Maps showing the existing and projected coverage for the proposal and alternative proposals considered; • Certificate of compliance with the International Commission on Non-Ionizing Radiation Protection guidelines; • Distance to nearest school or educational establishment • Distance to nearest residential property; • Radio frequency assessment at nearest residential property; • Confirmation of whether beam of greatest intensity intrudes onto school or education establishment, and; • Details of pre-application consultation 	Code of Best Practice on Mobile Network Development in England: Link
Site Survey and Finished Floor Level Plans	Local Plan: BE1	Where the development involves significant remodelling of land profile or a change in site levels is proposed. With any application which could potentially impact, through varying levels, on residential amenity.	Existing and Proposed site sections and site levels (normally at a scale of 1:50 or 1:100) with levels related to a fixed datum point off site and showing an accurate relationship with neighbouring properties. Where existing site levels vary across the site or on adjacent land e.g. on a sloping site, this should be shown in a cross section.	
Agricultural / Equestrian / Rural Economy Statements	NPPF	All applications for residential accommodation (temporary or	A full financial and functional statement to demonstrate that it is essential for residential accommodation to be provided on a particular holding	

		permanent) required in connection with rural enterprises.		
Community Facilities Statement	NPPF Local Plan: CLT6, CLT15, CLT19, CLT25, CLT33	With all applications involving the loss of a community facility.	An assessment demonstrating a lack of need for a community facility within a particular area as part of any planning application which seeks to redevelop or change the use of that facility so it is no longer available to meet a community need. The statement will need to contain evidence to prove that the facility has been actively marketed for a community use for at least a period of twelve months.	
Energy Assessment	NPPF	Required with proposals for: <ul style="list-style-type: none"> • Buildings (new build or conversions) with a gross internal floorspace of 1,000 sq.m or more • Residential developments providing 10 or more residential units • Residential sites of 0.5ha or more • Any development on a site of 1ha or more. 	This statement should outline the environmental sustainability measures that have been incorporated into the proposal. The outcomes of any energy rating assessment should be accompanying this information.	BREEAM: Link Code for Sustainable Homes Technical Guidance 2010: Link
Utilities Statement	NPPF Local Plan: BE1	Required if proposal involves connection to or changes to the existing utility infrastructure systems.	The applicant should demonstrate: <ul style="list-style-type: none"> • that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; 	

			<ul style="list-style-type: none">• that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;• that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;• where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.	
--	--	--	--	--