Local list of information requirements

What you need to submit for your planning application
Introduction

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) sets out what is required from applicants when submitting planning applications. The ‘Guidance on Information Requirements and Validation’ document published by the Department for Communities and Local Government Department (DCLG) in 2010 provides more information on the mandatory national information requirements and states that a valid planning application should, in addition to making the application using a standard application form (1APP available from the Planning Portal), include ‘information to accompany the application as specified by the local planning authority on their local list of information requirements’.

The use of local lists of information was again promoted in 2012 with the National Planning Policy Framework (NPPF paragraph 193) requiring that local lists be reviewed on a frequent basis to ensure that they remain ‘relevant, necessary and material’. The DMPO states that validation requirements imposed by local planning authorities should only be those set out on a local list which has been published within 2 years before the planning application is made to ensure information requirements are robust and justified on recent research. Finally, the Growth and Infrastructure Act 2013 makes clear that local planning authority information requirements must be reasonable having regard to the nature and scale of the proposed development and the information required must be a material consideration in the determination of the application.

East Northamptonshire Council’s local list has been reviewed with the intention of making compliance with it a pre-requisite for a planning application being validated. This list has been compiled in accordance with DCLG guidance, the regulations referenced above and the requirements of adopted Supplementary Planning Documents and the National Planning Policy Framework. Notwithstanding the published information requirements for validating planning applications, there will be occasions when further information is requested during the determination process (such as additional information that is requested by statutory consultees) to overcome planning objections. In any event, to avoid the risk of an application being refused planning permission for failure to provide sufficient relevant information, agents and applicants are advised to seek guidance at pre-application stage.

The Local List of Information Requirements will apply to all applications submitted on or after 02 September 2015. The information in the new list is up to date at the time of publication and the information and list will be reviewed not less than every two years in order to comply with the DMPO, to remain up-to-date and to take into account any new legislation or change in policies at local, regional or national level.
Using this document

These Validation Requirements are provided in 4 parts:

- Part 1 sets out the validation information requirements that are likely to be relevant for the most common types of applications that we deal with.
- Part 2 explains the mandatory national information requirements.
- Part 3 contains East Northamptonshire Council’s local information requirements. Explanations of the information requirements are then arranged in alphabetical order stating when the information might be needed, guidance on what should be included, the policy background for asking for the information and further information on the topic.
- Part 4 provides details on the necessary information to be provided for other types of planning consent such as Lawful Development Certificates, Prior Approvals and Works to Tree Preservation Orders.

Applications will be checked for all requirements prior to validation. If any mandatory requirements are not met you will be notified by email or telephone and requested to submit any outstanding information.

What can you do if your application is deemed to be invalid?

The Government has amended the Town and Country Planning (Development Management Procedure) Order 2015 in relation to applications and 'validation disputes' (a right of appeal against the non-determination of applications). This means that we must be sure when we invalidate an application that the information requested is reasonable with regard to the nature and scale of the proposed development and that the information requested will be a material consideration in the determination of the application. An applicant may challenge the request for more information by submitting a notice providing evidence to back up their reason why it is considered that the information requested is not necessary according to the requirements set out in article 34(6)(c) of the DMPO.

However, we would encourage you to see if the matter cannot be resolved either through seeking pre-application advice or in discussion with planning officers. The object of this process is to be proactive in getting the right information submitted for each planning application from the start.
Part 1: Typical planning applications and their standard requirements

Householder Planning Permission for works or extension to a dwelling
Town and Country Planning Act 1990

This type of application is used for extensions, alterations and other works to your property that require planning permission.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250),
- A site layout / block plan showing details of the development and its relationship to neighbouring sites (1:200 / 1:500),
- Existing and proposed floor plans (1:50 / 1:100),
- Existing and proposed elevation drawings (1:50 / 1:100),
- Any other relevant statements (as outlined later in this document).

Full Planning Permission
Town and Country Planning Act 1990

This type of application covers a wide range of developments including the erection of new dwellings, works to buildings that are not domestic and the change of use of land or properties.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250),
- A site layout / block plan (1:200 / 1:500),
- Existing and proposed floor plans (1:50 / 1:100),
- Existing and proposed elevation drawings (1:50 / 1:100),
- Site levels / cross-sections / finished floor levels (1:20 / 1:50),
- Any other relevant statements (as outlined in later in this document).
Listed building consent for alterations, extensions or demolition of a listed building
Planning (Listed Buildings and Conservation Areas) Act 1990

Any material internal or external works to a listed building, its boundary walls or within its curtilage will require this consent. Full planning permission may also be required in conjunction with this consent if the proposed works are not permitted development.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- A location plan (1:1250),
- A site layout / block plan (1:200 / 1:500),
- Existing and proposed floor plans (1:50 / 1:100),
- Existing and proposed elevation drawings (1:50 / 1:100),
- Proposed sections that include joinery details (1:20 / 1:50),
- A structural survey (if the proposed works affect the internal / external structure),
- A full schedule of works,
- Any other relevant statements (as outlined later in this document).

Application for planning permission for relevant demolition in a conservation area
Town and Country Planning Act 1990

The demolition of any stand-alone building over 115 cubic meters that is proposed within a conservation area, including boundary walls of over 1 meter in height, will require an application of this type.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- A location plan (1:1250),
- A site layout / block plan (1:200 / 1:500),
- Existing and proposed floor plans (1:50 / 1:100),
- Existing and proposed elevation drawings (1:50 / 1:100),
- Any other relevant statements (as outlined later in this document).
Consent to display an advertisement(s)
Town and Country Planning (Control of Advertisements) (England) Regulations 2007

If a sign, placard, board, flag, notice or any other form of advertisement is over a certain size, positioned over a certain height, features lettering over a certain size or illumination then advertisement consent may be required. For details of these restrictions please refer to the ‘Outdoor advertisements and signs: a guide for advertisers’ document, available to view at: http://www.planningportal.gov.uk/permission/commonprojects/advertssigns.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250),
- A site layout / block plan indicating the position of advert (1:200 / 1:500),
- Elevation drawings displaying proposed advertisements and including any lettering, symbols or other features (1:50 / 1:100),
- Sections to show projections (1:20 / 1:50),
- Any other relevant statements (as outlined later in this document).

Outline Planning Permission with all / some matters reserved
Town and Country Planning Act 1990

This type of application agrees the basic principal of a proposed development. An outline application with ‘all matters reserved’ withholds all of the details concerning the access, appearance, landscaping, layout and scale of the development in question for approval at a later date. An outline application with ‘some matters reserved’ can address and agree one or more of these elements of the development within the outline proposal with the other elements to be approved at a later date.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250),
- Any plans,
- Any other relevant statements (as outlined later in this document).
Approval of reserved matters following outline approval
Article 21, Town and Country Planning (General Development Procedure) Order 1995

This type of application is for the approval of the matters that were reserved in a successful outline planning application.

For this type application you will typically need 3 copies of:

- A completed application form with a signed declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250) - this must be the same or form part of the red line from the preceding outline application,
- A layout / block plan (1:200 / 1:500),
- All floor plans, elevations, levels and other plans necessary to describe the proposal,
- Any other relevant statements (as outlined later in this document).
Part 2: National requirements for planning applications

- All plans and drawings must be drawn to an appropriate metric scale and have all relevant dimensions of the key elements of the proposal clearly written. This includes the height, length, width and (if relevant) the distance from the site boundary of any proposed works. We require this so that the proposed dimensions are clear when plans are viewed online.
- Scaling should be associated with sheet size so that it is clear when documents have been enlarged or reduced. An acceptable format is for the scale to be shown as 1:100 @ A1 / 1:200 @ A3. This applies equally to paper submissions which may be forwarded electronically for consultation.
- Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings.
- Drawings should be accurate. Ambiguous statements such as "Do not scale", "Not to scale" etc. call the accuracy of the drawing into question and therefore cannot be accepted.
- Electronic documents should be of a sufficiently small file size to facilitate easy transfer and transmission (individual documents should be no larger than 5MB).
- Supporting documents should be provided in electronic format as well as hard copy. Multiple or split documents should be sequentially named e.g. 01 Introduction, 02 Site Plan, 03 Appendix A.
- We request that three copies of all drawings and documents are submitted. For larger applications further copies may be requested at pre-application stage or when the application is submitted.

Plans to identify the site (location plan)

- The application site (including access to the adopted highway) must be edged in red.
- This red line must include all land necessary to carry out the proposed development (including the land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- Any adjoining land in which the applicant has an interest should be edged in blue.
- The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an ordnance survey based map to a scale of 1:1250 or 1:2500 will be adequate.
- It should be A4 sized, or A3 for larger sites;
- It should be based on an up-to-date map;
- It should include a "North" point;
- It should show surrounding buildings; and
- It should ideally show two named roads.
Site layout / block plan

- The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200, although for particularly large sites, other scales may be more appropriate).
- All site layouts / block plans should include a “North” point.

The plan should show your proposals for:

- the new works in relation to the site boundaries and other buildings within and surrounding the site;
- new buildings should be shown in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site;
- on-site access, parking, and turning arrangements and facilities for cycle parking;
- vehicle access visibility splays at the highway boundary;
- the species, position and spread of all trees within 12 metres of any proposed building works;
- the extent and type of any hard surfacing;
- boundary treatment (including all heights and materials); and
- applications for new developments must include provision for the storage and collection of waste and recyclables.

Ownership certificates and agricultural land declarations

All applications for planning permission must include the appropriate signed certificate of ownership, which are included as part of the application form. An ownership certificate A, B, C or D must be completed stating the ownership of the land or property. For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years.

All agricultural tenants on a site must be notified prior to the submission of a planning application. This is required by Article 7 of the GDPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site.

Notices

A notice to all owners of the application site must be completed and served in accordance with Article 6 of the GDPO – 21 days prior to submission in writing. As noted above, site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired.
Fee

Planning applications incur a fee. The Planning Portal includes a fee calculator for applicants, and each local planning authority is also able to advise applicants on specific cases. For more information please consult the Planning pages at http://www.east-northamptonshire.gov.uk.

Design and access statements

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly. Statements must be proportionate to the complexity of the application but need not be long.

The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015 states that these statements are required for all major planning applications, applications for listed building consent and development in excess of 100 square metres within conservation areas. They are not required for:

- extensions to dwellings (including a flat or maisonette) outside of conservation areas,
- change of use applications not involving physical alterations,
- extensions to non-domestic properties outside of conservation areas where there is either no additional floor area to be created, or the floor area to be created is less than 100 square metres,
- the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where no part of the building or development is within a conservation area or the curtilage of a listed building,
- discharge of condition applications,
- extension of time limits to applications,
- applications to vary or remove planning conditions,
- applications for non-material amendments,
- applications for advertisement consent,
- the erection of a building or structure up to 100 cubic metres in volume, 15 metres in height and where no part of the development is within a conservation area,
- the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a conservation area, and
- engineering or mining operations.
Why are they required?

- Design and access statements are reports that explain the principle behind the design of a planning application and justify the proposal.
- They are intended to make applicants think carefully about the quality of proposals and how they will ensure accessibility.
- They are required nationally as part of the Government’s commitment to achieving high quality developments.

What format should they take?

- A written description and justification of the planning application.
- Photos, maps and drawings may be needed to illustrate points made.
- The amount of detail they contain should reflect how complex the application is.
- They should not be two separate documents. The ‘design’ and ‘access’ components should be interrelated, with each element helping to inform the other.

What information should they contain?

- They should explain the design principles behind a development proposal;
- Provide details relating to its context;
- Demonstrate the steps taken to appraise this context;
- Explain the policy adopted for access and how Local Development Document policies have been taken into account;
- State the consultation carried out regarding access and the subsequent account taken, and
- Explain how access issues have been addressed.

Applications for listed building consent

- For these applications this statement should address design principles and the concepts applied;
- It should assess how they take account of the special architectural or historic importance of the building to which the proposal relates;
- Detail the particular physical features of the building that justify its designation as a listed building;
- Provide information on the building’s setting; and
- Explain how access issues have been dealt with.

Waste audits

Proposals should have regard to waste issues associated with development and the management of waste in residential developments including bin storage and recycling facilities.
Land quality

The statement should give a comprehensive and accurate description of the current use of the application area. This should be related to the site survey to identify any areas which may give rise to contamination being present, such as tanks (including domestic heating fuel tanks), chemical storage, vehicle maintenance, filled ground, agricultural use, etc. This will enable the Local Planning Authority to decide whether or not further investigation is required to ensure the development is suitable for use.

This is more specifically aimed at the smaller developments such as extensions, barn conversions and new dwellings within garden land where the application area has been in use or occupied for many years. Previous use of these types of sites is often not documented and site history is therefore unknown to the Local Planning Authority.
Part 3: Local requirements for planning applications

Floor plans
These are required for applications altering / creating floor space or use of floor space. They should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc. They should normally be to a scale of 1:50, but for larger buildings 1:100 could be acceptable.

![Floor Plans Diagram](image)

Elevations
These are required for applications erecting or altering exteriors of buildings. These should normally be drawn to 1:100 scale, or 1:50 for small buildings. They should show all faces of the building affected by the works, including blank walls. Where the elevation adjoins or is in close proximity to another building these drawings should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading. Each elevation should be labelled to show its compass orientation.

![Elevation Diagram](image)
Site levels, site cross sections and finished floor levels

It is necessary for certain applications to demonstrate how proposed buildings and extensions relate to existing site levels and neighbouring development. Plans should therefore show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for most applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Site survey

This should show existing built features including walls, buildings, tanks and other structures. It should also show natural features on or close to the site including trees, hedges, ponds and water courses.

Any other plans that are necessary to describe the proposal will also be requested.
Air quality assessment

This report will be required for all planning and reserved matter applications that propose development inside, or adjacent to, an air quality management area (AQMA); where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a the Local Planning Authority's air quality action plan. The National Planning Policy Framework requires that planning decisions ensure that any new development in Air Quality Management Areas are consistent with the local air quality action plan. The report will need to include such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Further advice on local air quality requirements can be found in:

East Northamptonshire Council Planning Guidance - Pollution
East Northamptonshire Council Planning Guidance - Air Quality

Archaeological assessment

Where an application site includes or is considered to have the potential to include heritage assets with archaeological interest (whether designated or undesignated), Local Planning Authorities should require applicants to submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.

Applicants should make an initial assessment of whether a site is known or thought likely to contain archaeological remains at an early stage. The Historic Environment Record (as maintained by Northamptonshire County Council) should be consulted in the first instance.

Biodiversity survey and report

If your scheme includes the conversion of barns or other outbuildings in the open countryside a Biodiversity Report to explore the presence of bats and owls will be required.

For major applications a biodiversity survey and report will be required to explain how the planning proposal impacts upon existing biological and geological resources both within and in the vicinity of the site. This would include the measures to be put in place to both mitigate loss or damage and to compensate when such loss or damage cannot be avoided.

The statement will also be required to examine the scope for enhancement of the biodiversity value of the site in the context of the planning proposal, and the extent to which this might contribute to meeting both national and local Biodiversity Action Plan
targets. (The biodiversity survey and report may form one element of a broader Environmental Statement where this is deemed to be required).

For more information on Northamptonshire's Biodiversity Action Plan, please consult the following link:


For all applications not considered to be major, a statement as above will be required in respect of proposals within or adjoining or, in the opinion of the Local Planning Authority, likely to affect sites protected for their nature conservation interest. These sites will include Sites of Special Scientific Interest (SSSI), Special Protection Area (SPA), Ramsar Sites, Nature Improvement Areas (NIA), Local Nature Reserves, Local Wildlife Sites and Local Geological Sites.

Statements will also be required in respect of any sites with known ecological or geological interest, or the habitats/ potential habitats of species protected under any statutory provisions, or identified as priority species under any applicable Biodiversity Action Plan. These sites will include disused or deteriorating structures such as outbuildings/barns or agricultural buildings.

(Information in respect of Badgers should be presented in a separate report for restricted circulation).

Guidance on dealing with the impacts of development on biodiversity and geological conservation is given in Paragraph 11 of the National Planning Policy Framework.

The Association of Local Government Ecologists supports and develops the nature conservation work of local authorities. A number of their publications relate to biodiversity issues in the validation of planning applications.

Further advice regarding this requirement is available here:

http://www.naturalengland.org.uk/

Crime impact statement

A Crime Impact Statement will be required for the following types of developments:

- Housing developments of 10 or more dwellings. Smaller housing schemes will need a statement if there is the potential for an increase in crime and disorder in the locality that could affect vulnerable residents, for example the elderly
- Non-residential schemes where the floor space created is 1,000 square metres or more, or where the site area is in excess of 1 hectare. Smaller schemes in isolated locations may also require a statement.
• Development that attracts large numbers, including proposals for public houses, clubs, restaurants, sporting venues, takeaways and new community facilities
• Highway changes and proposals for parking
• ATM machines
• Security shutters
• Development affecting public buildings
• Play facilities and areas of open space
• Fences to commercial properties

It can be included within a Design and Access Statement or be submitted as a separate document. It will need to address the 7 principles of safer places, which are:

1. Access and movement – vehicular, pedestrian and cycling
2. Structure – layout, mix and tenure
3. Surveillance – lighting, permeability, active frontages
4. Ownership – public and private spaces
5. Physical protection – security features
6. Activity – need for appropriate level
7. Management and maintenance – long term crime prevention

Flood risk assessment

Flood Risk Assessments will be required for all planning applications in Flood Zones 2 or 3 or applications with a site area of one hectare or greater. The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential. More information is available here:

https://www.gov.uk/flood-risk-assessment-for-planning-applications

The flood risk assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these risks will be managed taking climate change into account.

Flood zone mapping is available on both the Environment Agency and East Northamptonshire Council websites.

If a site falls within Flood Zones 2 or 3 and the vulnerability of the development as set out in the National Planning Policy Framework is such that a sequential test is required, a developer must provide the evidence to allow the council to carry out the sequential and exception tests.

All major applications must also include sustainable drainage details within or in addition to the Flood Risk Assessment. More information is available here:

http://www.floodtoolkit.com/
Heads of terms – Section 106 agreement

Some developments generate a need for contributions towards social and community infrastructure, or site specific works, to be provided in order to make them acceptable in planning terms. These contributions, often referred to as planning obligations, are allowed by Section 106 of The Town and Country Planning Act 1990 and are thus usually known as Section 106 agreements.

The National Planning Policy Framework makes it clear when the need for planning obligations should be considered:

‘Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.’ NPPF, para. 203

Both Paragraph 204 of the National Planning Policy Framework and the Community Infrastructure Levy Regulations 2010 (regulation 122) state that planning obligations can only be sought where they meet all of the following three tests:

- necessary to make the development acceptable in planning terms
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

This council has adopted the ‘Developer Contributions’ Supplementary Planning Document that gives information including the types of contributions that will be asked for and the development thresholds for which they are sought. Further information can also be found in the adopted Open Space SPD:

http://www.east-northamptonshire.gov.uk/info/200195/supplementary_planning_documents

The pre-application discussions that you have with us regarding your development should include the necessity for planning contributions and will agree of the Heads of Terms if a Section 106 is required.

We strongly urge you to talk to all relevant bodies with regard to contributions that may be necessary during your pre application discussions with us. These bodies will include, but not limited to: the Town/Parish Council; Local Education Authority; Local Highway Authority; Natural England and the Environment Agency.

If a S106 agreement is needed for your application you will need to provide a completed Heads of Terms Planning Obligations form. In this you will need to specify the amount of monetary contribution proposed and the timescale for provision. These should be established through pre-application discussions with us. The statement should also provide solicitor details and evidence of title. This
form is included in Appendix 1 of our protocol for dealing with major applications or applications of significant interest.

The following information provides a guide to the thresholds and contributions contained within the SPD but the document should be consulted in its entirety.

10 residential units or more / 0.28 hectare or larger site area

- Education
- Affordable housing (unless site is within the six towns of Higham Ferrers, Irthlingborough, Oundle, Raunds, Rushden and Thrapston – see below where a higher threshold applies)
- Community facilities
- Libraries
- Flood risk management
- Sustainable Transport
- Healthcare
- Crime and disorder management
- Environment and amenity
- Recycling and waste management
- Greenway

15 residential units / 0.42 hectare site or larger

- Affordable housing within the 6 towns listed above
- Public open space (in addition, to the above)

Non residential development floorspace 1,000 square metres / 1 hectare

- Flood risk management
- Sustainable transport
- Environment and amenity
- Crime and disorder management
- Greenway

Non residential development floorspace 500 square metres / 1 hectare

- Crime and disorder management
Heritage impact assessment

A heritage asset is a building, monument, site, place, area or landscape which is identified as having a degree of significance which merits consideration in the planning process. A heritage asset does not have to be formally designated i.e. a listed building, scheduled monument or conservation area.

Where a heritage asset is to be affected by proposed development/works, be it directly or indirectly, we shall require the following statements:

Statement of significance

In accordance with paragraph 128 of the National Planning Policy Framework, applicants are required to provide a description of the significance of the heritage assets affected and the contribution of their setting to that significance. The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset.

The Historic Environment Practice Guide states that applicants should, as a minimum, undertake the following three steps:

1. Check the development plan, main local and national records including the relevant Historic Environment Record (as maintained by Northamptonshire County Council), statutory and local lists, the Heritage Gateway, the NMR, and other relevant sources of information that would provide an understanding of the history of the place and the value the asset holds for society.
2. Examine the asset and its setting.
3. Consider whether the nature of the affected significance requires an expert assessment to gain the necessary level of understanding.

Statement of impact

In addition to the statement of significance, local planning authorities should not validate applications where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents. We require therefore a statement which details the impact of works upon significance of the heritage asset.

Applicants might find it useful to produce a significance and impact assessment table which cross-references works item-by-item.

Additional information that may be required:

Statement of justification

If the proposed works would cause substantial harm or total loss of significance to a designated heritage asset we shall require a justification statement.

Structural Report

If significant structural alterations are proposed we shall require structural engineering information explaining the means of structural support and loss of fabric in the form of a report which is cross referenced to the application drawings.
Schedule of works

Sufficient information will be required to enable us to consider the effects of the proposed works on the fabric of the heritage asset. This includes works such as wiring, plumbing and other services. In the case of extensive alterations and/or development, a method statement may be also be required.

Historical survey

Supporting information will be required for applications involving operational development affecting historical sites.

This statement may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, scheduled ancient monuments, historic parks and gardens, and historic battle fields. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application.

Housing statement

A housing statement will be required for major residential developments of 10 or more and / or developments including affordable housing provision. It should include details on the mix of housing

The statement should take into account the findings of the North Northamptonshire Housing Market Assessment and any Village Needs Survey for affordable housing.

The statement should include:

- Details of the size and tenure of dwelling units to include any arrangements with social housing providers.
- Details of the numbers of habitable rooms and/or bedrooms and the floor space of the habitable areas of each unit will be required.
- If different levels or types of affordability or tenure are proposed, this should be clearly and fully explained in terms of the number of social rented, intermediate affordable housing and open market housing units.

Land contamination assessment

Planning applications for any development where contamination is known or is likely to exist and/or that will be of a particularly sensitive end use such as residential, nursery, school etc. should take into consideration the potential for contamination to be present that may affect the development.

We will require as a minimum a Phase I desk based study with risk assessment submitted in support of the planning application (see also requirements for the design and access statement). However, where significant contamination is suspected for example from the redevelopment of petrol stations, engineering works, landfill sites and contamination may influence the end use of the site or its layout additional information may be required.

It would be advantageous for any applicant to discuss the requirements for an environmental assessment with the relevant Environmental Protection Officer prior to the application being submitted. Rather than apply a blanket policy in this respect
Environmental Protection can advise on a site specific basis. Note that Section 120 of the National Planning Policy Framework clearly states the responsibility for securing safe development rests with the developer and / or the landowner not the Local Planning Authority. Furthermore, that adequate site information should be prepared by a competent person as per section 121 of the National Planning Policy Framework.

Further advice on local land quality requirements can be found in:

East Northamptonshire Council Planning Guidance – Pollution
East Northamptonshire Council Planning Guidance – Contaminated Land

**Landscaping details**

Applications for full or outline planning permission (apart from change of use) or approval of reserved matters shall be accompanied by a landscape strategy. Applications for reserved matters detailing landscaping should form an integral part of the design and should not normally be considered separately from layout and scale.

In cases where the development would result in the loss of existing mature landscape features contributing to the street scene household applications should be accompanied by landscape proposals. Refer to 'Tree survey and arboricultural statement' in cases where the development proposal would affect existing trees and significant planting.

Normally soft landscaping planting schemes should use native species. Soft landscaping planting schemes that involve non-native species should include a supporting reason for this choice. The level of information required will depend on the scale of the site and the proposals. However, as a minimum details of proposed species and their location, planting size and planting quantities will be required.

The Council’s Tree and Landscape SPD also provides further details of the requirements of landscape proposals.

**Lighting assessment**

These are required for all applications involving external lighting.

The assessment must detail all measures for the avoidance of light spillage onto adjoining properties or the public highway in accordance with paragraph 125 of the National Planning Policy Framework which encourages good design to limit the impact of artificial light pollution on local amenity, intrinsically dark landscapes and nature conservation. This is further enforced by Policy 13 of the North Northamptonshire Core Spatial Strategy, which states development should 'Not result in an unacceptable impact on the amenities of neighbouring properties or the wider area, by reason of noise, vibration, smell, light or other pollution, loss of light or overlooking'.

Further advice on local lighting requirements can be found in: East Northamptonshire Council Planning Guidance – Pollution East Northamptonshire Council Planning Guidance – Light
Noise assessment

All planning and reserved matters applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a noise impact assessment (which shall include details of mitigation) prepared by a suitably qualified acoustician. Paragraph 123 of the National Planning Policy Framework states that planning decisions should avoid noise giving rise to significant adverse impacts on health and quality of life as a result of new development. This is irrespective of whether new development is introduced to a noisy environment or an inherently noisy development is proposed near to existing development. Types of applications that typically require a noise impact assessment include:

- Residential near existing noisy development such as factories, industrial sites, distribution centres, near major roads, etc
- New factory, industrial or commercial near residential
- Leisure and retail facilities near residential
- Applications that require a ventilation and extraction system
- Pubs and smoking shelters
- Takeaways
- Distributions centres
- Wind turbines
- Micro-generation (see ‘Sustainability appraisal and energy statement’)

It would be advantageous for any applicant to discuss the requirements for an noise impact assessment with the relevant Environmental Protection Officer prior to the application being submitted. Further advice on local noise impact assessment requirements can be found in:

East Northamptonshire Council Planning Guidance – Pollution

East Northamptonshire Council Planning Guidance – Noise

Odour impact assessment

Required for all applications that have the potential to give rise to pollution from odours. The odour impact assessment should assess the likelihood of odour being emitted from the development and outline mitigation measures to control nuisance odours. Section 120 of the NPPF seeks to prevent unacceptable risks from pollution this includes odours.

Odour control particularly applies to extraction systems to hot food takeaways, restaurants, pubs etc which are generally situated in built up areas. Further advice on local odour impact assessment requirements can be found in:

East Northamptonshire Council Planning Guidance – Pollution

East Northamptonshire Council Planning Guidance – Odour control
Photographs

These provide useful background information. Up to date photographs should be provided if the proposal involves:

- demolition of a building in a conservation area;
- development affecting a conservation area;
- development affecting or works to a listed building; or
- development affecting the setting of undesignated heritage assets.
- development of Brownfield site
- development of land potentially affected by contamination

These should show the whole building and its setting and/or the particular section of the building or land affected by the proposals.

Photomontages

Photomontages can help to show how large developments can be satisfactorily integrated within the street scene. Applications for which photomontages are useful include proposals for:

- wind farms
- warehousing
- major residential development

Statement of community involvement

This should demonstrate that the views of the local community have been sought and taken into account for large-scale developments. These are defined as:

- proposals for residential development of 100 or more dwellings,
- a site area that is 3 hectares or greater where the number of dwellings is not known,
- development where the sum of the floor area within the proposed building is 1000 square metres, and
- proposals where the site area is one hectare or greater.

Large-scale development applications are likely to require additional community involvement beyond the guidance set out in Appendix 1 of the adopted North Northamptonshire Statement of Community Involvement if the proposal will have a significant impact on the area, or create significant public interest or controversy.
Structural survey

These are requested for the following:

- Planning applications: A structural survey will be required in respect of applications for barn conversions and replacement dwellings or buildings in the open countryside.
- Listed building consents: A structural survey will be required for works involving demolition or loss or historic fabric.

These surveys must detail the current condition of the building and indicate the level of works required to enable the development to be completed.

Supporting planning statement

For all major applications, a supporting statement will be required to explain how the development accords with the relevant national, regional and local planning policies.

Sustainability appraisal and energy statement

The Sustainable Design Supplementary Planning Document (SPD) provides guidance on policies within the North Northamptonshire Core Spatial Strategy that relate to design and sustainability. Section 62 of The Town and Country Planning Act 1990 (as amended) states that Sustainability Appraisals and Energy Statements will be requested when it is considered to be reasonable material consideration for the planning process.

These statements will most likely be required for:

- All planning and reserved matter applications involving new residential development of 1 dwelling or more,
- Commercial developments with over 1000 square metres of floorspace, and
- Applications for change of use including operational development.

The applicant is required to read the SPD and submit a completed checklist and Sustainability and Energy Efficiency Statement.

To find the finalised SPD and a printable version of the checklist that must be fully completed and included with your application please visit:


The checklist provides a framework for the completion of the Sustainability and Energy Efficiency Statement and helps applicants demonstrate that the most appropriate sustainable design solutions are selected and provides the local planning authority with a systematic method of assessing whether the proposal meets the relevant planning policies and other requirements.

This statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and
economic implications. For residential development reference should be made to the code for sustainable homes. Other developments should refer to BREEAM standards. In addition, the Core Spatial Strategy identifies the standards to be met.

The statement should show the predicted energy demand of the proposed development, the degree to which the development meets current energy efficiency standards and demonstrate the extent to which the proposal has taken account of the need to minimise the consumption energy and resources (including water) and maximise the use of sustainable or renewable resources.

The statement should defer to the MCS Planning Standards noise prediction methodologies for noise from air source heat pumps and wind turbines if they form part of the development to meet any renewable energy requirement. The MCS Planning Standards have been designed for the domestic installation of air source heat pumps and wind turbines that would be ‘permitted development’. It is considered that if noise from ‘permitted development’ is considered reasonable these criteria can be applied to permitted development as well.

The statement shall include and demonstrate that any air source heat pump or wind turbine meets the noise criteria as stated in The MCS Planning Standards and information (drawings and calculations) submitted as per this standard.

**Town centre uses**

The National Planning Policy Framework states that ‘When assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, local planning authorities should require an impact assessment if the development is over a proportionate, locally set floorspace threshold (if there is no locally set threshold, the default threshold is 2,500 square metres).’

Main town centre uses are defined as:

- Retail (including warehouse clubs and factory outlet centres),
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls),
- Offices, both commercial and those of public bodies, and
- Arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities).

Current guidance on the issues to be addressed in the assessment can be found in Paragraph 26 of the National Planning Policy Framework.
Transport assessment and statement

Transport assessments will be required for:

- All planning applications proposing new build involving 10 dwellings or more,
- Outline applications of more than 0.5 hectares for residential development or 1.0 hectares for non-residential,
- In other circumstances where developments will have significant transport implications, as may be specified in pre-application advice...

…or as guided by pre-application discussion with the Local Highway Authority who may determine that a full transport assessment is required.

The coverage and detail of the transport assessment / statement should reflect the scale of development and the extent of the transport implications of the proposal. The Local Highway Authority has discretion regarding the form of assessment / statement required.

For more major proposals, a transport assessment should include capacity assessments and look at accessibility to the site by all modes of transport, as well as the likely split of types of journey to and from the site. It should also provide details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for any parking associated with the proposal and to mitigate transport impacts. For small schemes, the transport statement generally outlines the transport aspects of the application by comparing the existing authorised use of the site in traffic terms with the potential effects of what is proposed. Annex 2 of the NPPF gives further guidance.

These assessments enable local planning and Local Highway Authorities to better assess the application and provide a basis for discussion on details of the scheme. This includes the level of parking, the siting of buildings and entrances, the need for further measures to improve access arrangements to the site and any off-site mitigation works and potential contributions to facilitate a development.

Justification will be required should the proposal exceed the LPA’s maximum parking standards. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development.

The transport assessment / statement should quantify the type and frequency of existing traffic movements associated with the existing authorised use of the site, the potential traffic movements associated with an existing use if not currently being used, and the potential traffic movements for the proposed development. This information should be based on a traffic count of existing movements and TRICS data printouts relevant to the uses involved.

Where additional traffic movements are predicted a capacity assessment of the site access and other affected junctions may be required at the discretion of the Local Highway Authority as guided by pre-application discussion with them.

The transport assessment / statement should also include an assessment of pedestrian, cycle and public transport accessibility and provision, reference to a travel
plan when appropriate and measures to mitigate the effects of the development which may include off site highway works or contributions.

Depending upon the scale of development it may be necessary to assess the impact of the development on planned growth. The Local Highway Authority will advise at pre-application stage whether a transport assessment should include a test against the North Northamptonshire Transport Model to ensure that the proposal does not adversely affect planned growth and makes a reasonable contribution towards highway improvements.

**Travel plan**

The National Planning Policy Framework defines a travel plan as a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed (Annex 2).

The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

- all major developments comprising jobs, shopping, leisure and services (using the same thresholds as set out in annex D),
- smaller developments comprising jobs, shopping, leisure and services that will generate significant amounts of travel in, or near to, air quality management areas,
- in other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. (This particularly applies to offices, industry, health and education),
- new and expanded school facilities which should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities; and
- where a travel plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.

In addition, draft residential travel plans will automatically be required for residential schemes in excess of 100 dwellings; however the cumulative impact of residential development will be taken into account and draft travel plans may be required for schemes falling below this threshold.
Tree survey / arboricultural implications

All applications involving operational development on sites that contain trees, or where they are present on an adjacent site, will be required to be accompanied by the arboricultural reports / plans detailed in the table below. All documents must be in accordance with the guidance set out in ‘BS5837:2012: Trees in relation to design, demolition and construction’ and the Council’s Trees and Landscape SPD.

<table>
<thead>
<tr>
<th>Planning stage</th>
<th>Minimum arboricultural detail required</th>
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<tbody>
<tr>
<td>Pre-application</td>
<td>Tree survey</td>
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<tr>
<td></td>
<td>Draft tree retention / removal plan</td>
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<tr>
<td>Planning Application</td>
<td>Tree survey</td>
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<td></td>
<td>Finalised tree retention/ removal plan</td>
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<tr>
<td></td>
<td>Tree protection plan</td>
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<td></td>
<td>Retained trees and root protection areas shown on proposed layout plan</td>
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<tr>
<td></td>
<td>Arboricultural impact assessment</td>
</tr>
<tr>
<td>Additional information</td>
<td>Detailed arboricultural method statement</td>
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<tr>
<td>that may be required</td>
<td>Alignment of utilities and services (including drainage), including</td>
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<tr>
<td>depending on the</td>
<td>details of installation methods where required.</td>
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<tr>
<td>complexity of the site</td>
<td>method</td>
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<tr>
<td>and/or proposals.</td>
<td>Dimensioned tree protection plan</td>
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<tr>
<td></td>
<td>Schedule of works to retained trees, e.g. access facilitation pruning</td>
</tr>
<tr>
<td></td>
<td>Detailed hard and soft landscape design</td>
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<td></td>
<td>Arboricultural site monitoring schedule</td>
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</tbody>
</table>

Utilities assessment

A utilities assessment should demonstrate:

- that 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;
- 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 known archaeological interest; and
- how the proposed development complies with Environment Agency guidance on water conservation in North Northamptonshire. Further advice at http://www.environment-agency.gov.uk/
Utilities statements will be required to accompany applications for housing developments of 10 or more dwellings, more than 1000 square metres of business, industrial, storage, retail or leisure floorspace, or developments for other uses which are of a similar scale. They are also necessary for other non-householder developments on sites containing significant tree cover or affecting an area of known archaeological interest.
Part 4: Other types of applications and their standard requirements

Tree works: works to trees subject to a preservation order (TPO) and / or notification of proposed works to trees in conservation areas

Town and Country Planning Act 1990

If you wish to remove or work on a tree that is either subject to a Tree Preservation Order (TPO) or situated within a conservation area, you are required to notify the Local Planning Authority before you start. This notification simply requires you to complete the application form and provide a sketch plan indicating the location of the trees in question.

For this type application you will typically need:

- A completed application form with a signed declaration for works relating to a TPO (for works to trees in a conservation area a letter can suffice), and
- A sketch plan showing the location of the trees in question.

Lawful development certificate for an existing / proposed use or development


These applications seek to certify that a development is immune from enforcement action because it is lawful. There are two types of application - one for development already carried out (existing) and one for proposed development. Either type can relate to uses of land and buildings, or building works or other operations. There is no equivalent provision to certify that works do not need Listed Building Consent, Conservation Area Consent or advertisement consent.

For this type application you will typically need 3 copies of:

- A completed application form with a signed declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250), and
- Any evidence required to prove that the works are lawful (typically affidavits).
**Prior notification of agricultural / forestry / telecommunications / demolition**

Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, parts 6, 16 and 11

These applications are made in order for the Local Planning Authority to determine whether or not their prior approval is required for siting, design and appearance. The types of applications that can be dealt with in this manner are detailed in the Town and Country Planning (General Permitted Development) Order 2015.

For this type application you will typically need 3 copies of:

- A completed application form with a signed declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250),
- Other plans relevant to the proposed development, and
- Any other documents required to support the application (in the case of a demolition application a Demolition Method Statement will be required).

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**Removal / variation of conditions**

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

These applications can be made to remove or vary conditions following the grant of planning permission or listed building consent. Planning conditions limit and control the way in which the planning permission may be implemented. This process allows an applicant to apply for permission to develop without complying with specific conditions previously imposed on a planning permission. The original planning permission will continue to subsist whatever the outcome of the application to vary or remove conditions.

For this type application you will typically need 3 copies of:

- A completed application form with a signed ownership certificate and declaration,
- The correct fee (see planning fees list for details), and
- Any other plans or documents relevant to the proposed change.
Approval of details reserved by condition
Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990

These applications are required if conditions attached to a planning permission or other consent require details of a specified aspect of the development which was not fully described in the original application to be approved by the Local Planning Authority. These details need to be submitted for approval before the development can begin.

For this type application you will typically need 3 copies of:

- A completed application form,
- The correct fee (see planning fees list for details), and
- Any other plans or documents relevant to the conditions for which approval is sought.

Non-material amendment following a grant of planning permission
Town and Country Planning Act 1990

These applications are for a non-material amendment (or amendments) to an existing planning permission. Following a grant of planning permission, it may be necessary to make amendments to the permission. Where these are non-material, this form can be used to apply.

Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may be non-material in one case could be material in another. There is no statutory definition of non-material, but we must be satisfied that the amendment sought is non-material in order to grant an application. In brief such alterations will be very small and have minimal impact on your agreed proposal. If you are uncertain, you may wish to seek pre-application advice.

For this type of application you will typically need 3 copies of:

- A completed application form with a signed declaration,
- The correct fee (see planning fees list for details), and
- Other plans relevant to the amendment showing all proposed changes.
**Prior approval for householders**

Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, part 1

These are applications to erect a 6 metre single storey rear extension on semi-detached or terraced dwellings or an 8 metre single storey rear extension (on a detached dwelling).

For this type of application you will typically need:

- A written description confirming how far the extension projects from the rear wall and both its eaves and ridge heights,
- A plan indicating the size and clearly showing the proposed extension, and
- Address details for all adjoining premises.

**Prior approval for change of use**

Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, part 3

These applications are made in order for the Local Planning Authority to determine whether or not their prior approval is required for change of use. The types of applications that can be dealt with in this manner are detailed in the Town and Country Planning (General Permitted Development) Order 2015.

For this type application you will typically need 3 copies of:

- A completed application form with a signed declaration,
- The correct fee (see planning fees list for details),
- A location plan (1:1250),
- Other plans relevant to the proposed development, and
- Any other documents required to support the application (as detailed within the class of the Town and Country Planning (General Permitted Development) Order 2015).