



## Development Control Committee - 22 December 2010

### Local List of Information Requirements

#### Summary

This report advises Members of the changes made to the Local List of Information Requirements document following consultation.

#### Attachment(s)

Appendix 1: Development Control Committee Report (29.09.10)

Appendix 2: Consultee Comments and Resulting Actions spreadsheet

Appendix 3: Proposed Local List of Information Requirements document (Revised)

#### 1.0 Background

- 1.1 Members will recall authorising the consultation for the new Local List of Information Requirements document at the Development Control Committee meeting on 22 September 2010.
- 1.2 A copy of the Committee Report advising Members of the new guidance for the preparation of this document is attached at Appendix 1.

#### 2.0 The Consultation Process

- 2.1 This document went out to consultation for the required two month period between 30 September and 30 November 2010.

#### 3.0 Comments

- 3.1 Only a few comments have been received from consultees. These are summarised in Appendix 2 together with detailed comments regarding the resulting actions.

#### 4.0 Changes

- 4.1 The following are the final changes proposed in relation to each local requirement following the consultation process:

Air Quality – No changes.

Archaeological Assessment - Revised in accordance with English Heritage comments.

Biodiversity Survey and Report – Some changes made to the terminology used for designated conservation sites as suggested by The Wildlife Trust, and a link provided to the Biodiversity Action Plan website for further information.

Crime Impact Statement - Added requirement as suggested by the Police.

Flood Risk Assessment - No changes.

Heads of Terms - Section 106 Agreement - No changes.

Heritage Impact and Justification Statement - Renamed and revised in accordance with English Heritage comments and PPS5 to cover a wider range of designated and undesignated heritage assets and include a Statement of Significance.

Housing Statement – No changes.

Land Contamination Assessment – No changes.

Landscaping Details - Revised to require applicants to provide a supporting reason where the choice of any non-native species is included in any landscaping scheme, as advised by the Wildlife Trust.

Lighting Assessment - No changes.

Noise Assessment - No changes.

Photographs and Photomontages - Inclusion of development affecting the setting of undesignated heritage assets in schemes that require these, as suggested by the English Heritage.

Playing Field Statement - Added requirement to include suggestions from Sport England concerning applications affecting playing fields / recreational assets.

Statement of Community Involvement - No changes.

Structural Survey - Link to PPS5 policies 9.2 and 9.4 provided in line with English Heritage comments.

Supporting Planning Statements - No changes.

Sustainability Appraisal and Energy Statement - No changes.

Town Centre Uses - No changes.

Transport Assessment - No changes.

Travel Plan - No changes.

Tree Survey / Arboricultural Implications - Revised to require inclusion of consideration of the ecological / biodiversity value of trees and planting to which works are proposed within the arboricultural report required in accordance with the Wildlife Trust comments.

Utility Assessment - No changes.

Ventilation and Extraction Statement - No changes.

## 5.0 Final document

- 5.1 A copy of the Local List of Information Requirements document incorporating these changes is attached at Appendix 3.

## 6.0 Recommendation

- 6.1 It is recommended that Members approve the revised Local List of Information Requirements document for use in the validation of planning applications.

Implications:			
Corporate Outcomes or Other Policy/Priority/Strategy			
Good Quality of Life	<input checked="" type="checkbox"/>	Good Reputation	<input checked="" type="checkbox"/>
Good Value for Money	<input checked="" type="checkbox"/>	High Quality Service Delivery	<input checked="" type="checkbox"/>

Effective Partnership Working	<input type="checkbox"/>	Strong Community Leadership	<input type="checkbox"/>
Effective Management	<input checked="" type="checkbox"/>	Knowledge of our Customers and Communities	<input type="checkbox"/>
Employees and Members with the Right Knowledge, Skills and Behaviours			<input type="checkbox"/>
<b>Other:</b>			<input type="checkbox"/>
Decision(s) would be outside the budget or policy framework and require full Council approval			<input type="checkbox"/>
<b>Financial</b>	There are no financial implications at this stage		<input checked="" type="checkbox"/>
	There will be financial implications – see paragraph		<input type="checkbox"/>
	There is provision within existing budget		<input type="checkbox"/>
	Decisions may give rise to additional expenditure at a later date		<input type="checkbox"/>
	Decisions may have potential for income generation		<input type="checkbox"/>
<b>Risk Management</b>	An assessment has been carried out and there are no material risks		<input checked="" type="checkbox"/>
	Material risks exist and these are recorded at Risk Register Reference - inherent risk score - residual risk score -		<input type="checkbox"/>
<b>Staff</b>	There are no additional staffing implications		<input checked="" type="checkbox"/>
	Additional staff will be required – see paragraph		<input type="checkbox"/>
<b>Equalities and Human Rights</b>	There will be no impact on equality (race, age, gender, disability, religion/belief, sexual orientation) or human rights implications		<input checked="" type="checkbox"/>
	There will be an impact on equality (see categories above) or human rights implications – see paragraph		<input type="checkbox"/>
<b>Legal</b>	Power:		
	Other considerations:		
<b>Background Papers:</b>			
<b>Person Originating Report:</b> Sue Wheatley Development Control Manager 01832 742227 sjwheatley@east-northamptonshire.gov.uk			
<b>Date: 12 September 2010</b>			
<b>CFO</b>		<b>MO</b>	<b>CX</b>

(Committee Report Normal Rev. 21)



## Development Control Committee - 29 September 2010

### Local List of Information Requirements

#### Summary

This report advises Members of the new guidance for the preparation of Local Lists of Information Requirements for planning applications. It then highlights the main changes that are required to the existing Local Validation Requirements and sets out the process for consulting on these changes.

#### Attachment(s)

Existing Local Validation Requirements  
Proposed Local List of Information Requirements

#### 1.0 Background

1.1 Planning Committee on 26 March 2008 adopted the existing Local Validation Requirements. This sets out the information which has to accompany a planning application. It was prepared in conjunction with the other Councils within North Northamptonshire.

1.2 In March 2010 revised national guidance was published in relation to the validation of applications. This advised that local validation requirements should be reviewed and if required amended.

#### 2.0 The revision process

2.1 The guidance sets out a 4 stage process:  
Step 1 – Review of the existing local list.  
Step 2 – Summary report of proposed changes  
Step 3 – Consultation. To be no less than 8 weeks.  
Step 4 – Finalising and publishing the revised Local List

#### 3.0 Revision Principles

3.1 The Guidance identifies 5 principles to guide the preparation and review of local lists.

Principle	Key Considerations
Necessity	All local list requirements should be based on statutory requirements, national or adopted local policy, or published guidance which explains how adopted policy should be implemented.
Precision	It should be clear what types of development require the provision of particular supporting information. Where appropriate, the LPA should identify specific areas where the information requirement arises.
Proportionality	The information required is likely to be dependent on the nature and scale of the proposal and sensitivity of the location. Where possible the LPA should identify size thresholds below

	which certain information is not required or where limited information is required.
Fitness for Purpose	It should be clear what information is required to satisfy the requirement – with a strong emphasis on a proportionate approach and succinct documents
Assistance	For each element of list it should be clear where further information or answers to queries can be obtained.

#### 4.0 The Proposed Changes

4.1 The list has been reviewed against these principles. It has not been done in conjunction with the other North Northamptonshire Districts because this Council was not convinced that the lengthy review that the other Districts were embarking on was required nor that it would be finished within the required timescales.

4.2 The main changes proposed are:

- The identification of policy drivers for each of the information requirements as these were not always made explicit previously.
- Updates to refer to new policies since the previous list, including PPS4, PPS5 and the revised Guidance to PPS25.
- The omission of information included in the previous list not relevant to this Council e.g. Kettering had previously required the inclusion of lengthy material in relation to S106 Agreements that was not relevant to the List of Local Requirements.
- Typographical changes to make the document easier to follow.
- Updating of website links.
- Clarity regarding what the national requirements are as opposed to local requirements.
- A new section setting out the requirements by application type.
- A contents section.
- Corporatized format of document.
- Inclusion of checklist for National and Local Requirements.

4.3 The following are the changes proposed in relation to each local requirement:

Air Quality – Very limited typographical changes, including the reference to the type of document that this information can be included within as all requirements can be considered within different documents.

Archaeological Assessment - New section providing reference to County Archaeologist and new PPS5.

Biodiversity Survey and Report – Very limited changes. Section just split into clearer paragraphs.

Flood Risk Assessment – minor changes including clearer paragraphs, the inclusion of the duty planner contact details and more explanation in relation to the sequential ad exception tests to accord with the revised Practice Guide, accompanying PPS25.

Heads of Terms - Section 106 Agreement - Amended to specifically address ENC requirements and omit previously included requirements for Kettering and Wellingborough, including reference to Council's Developer Contributions SPD, protocol for major applications (including link to Heads of Terms Planning Obligations form and the DCLG Circular 05/05 Planning Obligations).

Housing Statement – Very limited changes. Section just split into clearer paragraphs.

Impact and Justification / Heritage Statement – main change to include reference to new PPS5, and the requirements within this, and also to provide link to English Heritage Guidance.

Land Contamination Assessment – No changes.

Landscaping Details - Reference to PPS1 included.

Lighting Assessment - Now made a requirement for ENC (previously only applicable to Kettering).

Noise Assessment - Expanded to include list of application types that will normally require these assessments along with links to British Standards Advice and the Association of Noise Consultants.

Photographs and Photomontages - Divided into two sections and clarified types of applications for which these are usually required.

Statement of Community Involvement - Reformatted via addition of list to clarify large-scale developments that require these statements along with link to PPS1.

Structural Survey - Reformatted and provided details of Policy AG4 of the East Northamptonshire District Local Plan.

Supporting Planning Statements - No changes.

Sustainability Appraisal and Energy Statement - Modified to reflect adoption of the Sustainable Design SPD including link to said and to PPS25.

Town Centre Uses - Reformatted to include list of main town centre uses and links to PPS4 and Local Plan.

Transport Assessment - Reformatted.

Travel Plan - Reformatted and reference to PPG13 provided.

Tree Survey - No changes.

Utility Assessment - No changes.

Ventilation and Extraction Statement - Addition of references to DEFRA guidance and PPG24.

## 5.0 Consultation Process

5.1 It is proposed that the 8 week consultation period run from the first week of October to the end of November/beginning of December to enable any changes required as a result of consultation to be reported to Development Control Committee at its meeting on 22 December 2010. This should enable publication of the revised Local List of Information Requirements by the deadline of the end of December.

## 6.0 Recommendation

6.1 It is recommended that Members approve the revised Local List of Information Requirements for consultation purposes.

<b>Implications:</b>					
<b>Corporate Outcomes or Other Policy/Priority/Strategy</b>					
Good Quality of Life		<input checked="" type="checkbox"/>	Good Reputation		<input checked="" type="checkbox"/>
Good Value for Money		<input checked="" type="checkbox"/>	High Quality Service Delivery		<input checked="" type="checkbox"/>
Effective Partnership Working		<input type="checkbox"/>	Strong Community Leadership		<input type="checkbox"/>
Effective Management		<input checked="" type="checkbox"/>	Knowledge of our Customers and Communities		<input type="checkbox"/>
Employees and Members with the Right Knowledge, Skills and Behaviours					<input type="checkbox"/>
<b>Other:</b>					
Decision(s) would be outside the budget or policy framework and require full Council approval					<input type="checkbox"/>
<b>Financial</b>	There are no financial implications at this stage				<input checked="" type="checkbox"/>
	There will be financial implications – see paragraph				<input type="checkbox"/>
	There is provision within existing budget				<input type="checkbox"/>
	Decisions may give rise to additional expenditure at a later date				<input type="checkbox"/>
	Decisions may have potential for income generation				<input type="checkbox"/>
<b>Risk Management</b>	An assessment has been carried out and there are no material risks				<input checked="" type="checkbox"/>
	Material risks exist and these are recorded at Risk Register Reference - inherent risk score - residual risk score -				<input type="checkbox"/>
<b>Staff</b>	There are no additional staffing implications				<input checked="" type="checkbox"/>
	Additional staff will be required – see paragraph				<input type="checkbox"/>
<b>Equalities and Human Rights</b>	There will be no impact on equality (race, age, gender, disability, religion/belief, sexual orientation) or human rights implications				<input checked="" type="checkbox"/>
	There will be an impact on equality (see categories above) or human rights implications – see paragraph				<input type="checkbox"/>
<b>Legal</b>	Power:				
	Other considerations:				
<b>Background Papers:</b>					
<b>Person Originating Report:</b> Sue Wheatley Development Control Manager 01832 742227 sjwheatley@east-northamptonshire.gov.uk					
<b>Date: 12 Septembwe 2010</b>					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	

(Committee Report Normal Rev. 21)

## Consultee Comments and Resulting Actions

22.11.10

Number	Name	Comment	Action
1	Dale Dishon - English Heritage	<p><b>I &amp; J</b> - Extend this to include a wider range of designated and undesignated assets and conservation areas, to reflect the holistic approach to the historic environment in PPS5. Consider renaming 'Heritage Impact and Justification Statement' and refer to policies HE 7.1, HE 7.2, HE 9.2, HE 9.4 and HE 10.2. Possibility of also requiring a 'Statement of Significance' of heritage assets as part of the assessment of existing information to reflect the importance of establishing an understanding of significance.</p> <p><b>Archaeological Assessment</b> - It may be useful to require the developer to submit a proposed Written Scheme of Investigation. Refer developers to the PPS5 Practice Guide, in particular paragraphs 130-138, for help with setting out the content of a WSI.</p> <p><b>Structural Survey</b> - Refer to PPS5 Policies HE 9.2 and 9.4 to justify this requirement.</p> <p><b>Photographs and Photomontages</b> - Extend this to include development within or affecting the setting of designated or undesignated heritage assets. Refer to PPS5 Policy HE 7.1 to justify this requirement, and consider the benefits of requiring Landscape and Visual Assessment (LVIA) or Landscape Plans to take into account Landscape Character Assessments for large-scale developments (e.g. wind farms) in sensitive locations that have the potential to impact on historic assets both designated and undesignated. This could be justified through PPS5 Policies HE9.4 and 10.2.</p>	The document has been amended to include these comments.

2	Steve Beard - Sport England	<p><b>Existing site plans</b> should be current and should include existing buildings, the extent of playing fields, the location of summer and winter sports facilities( including pitches) and existing levels and location of photographs.</p>	<p>A 'Playing Field Statement' has been added to the Local List, which is required for developments involving the loss or gain of a playing field or pitch. This additional requirement is in place of inserting these lengthy comments into the suggested sections which, it was felt, would make the document less clear and easy-to-read. The statement incorporates the relevant elements of these comments and a link to the Sport England website is also provided for further information. There is no justification under planning policy to seek provision for sport and recreation facilities for employment proposals.</p>
		<p><b>Proposed site plans</b> to include extent of any playing field land to be lost, revised location of any pitches or other sports facilities. The location of any alternative provision, of buildings to be removed, of land to be re-instated within the site and proposed levels and landscaping affecting a playing field.</p> <p><b>Design and Access Statements</b> - 'On large schemes it may be appropriate to provide us with an extract or to highlight those parts of the statement considered relevant to our consideration of the application'.</p>	

**Supporting Planning Statements** to include the following information where appropriate - A reasoned justification under PPG 17 para 15 to state why in the applicant's opinion development affecting a playing field should be allowed, details of the actions taken on behalf of the applicant to comply with the advice in para 10 of PPG 17 where development affects open space / sport and recreation facilities, a history of development proposal and playing field including use of the site, area in hectares of playing field land to be lost, 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, a statement assessing the sports and recreation needs of the new development and how these are to be accommodated with respect to new housing or employment development sites, details to compare the quality, accessibility to users and management arrangements with regard to cases made for 'like for like' replacement, how the development fits with the Authority's Asset Management P

**Planning Obligations** - "Playing field" means the whole of a site, which encompasses at least one playing pitch - this could include hard surfaces such as tennis courts etc if adjacent to the field. "Playing pitch" means a delineated area which, together with any run-off, is of 0.2 ha or more and used for football etc etc.

- |   |                                       |  |   |
|---|---------------------------------------|--|---|
| 3 | Paul Bullen - Northamptonshire Police | Consider introducing the requirement for <b>Crime Impact Statements</b> for planning applications. The Police are offering to advise applicants on the submission of these statements but have provided no threshold as to when one would be required / which applications they would apply (although the list of applications on which the Police are consulted should be used as a guide). A summary of format has also been provided with this consultation response. | Crime Impact Statement requirement has been added to the Local List document. The comments from the Police have been summarised to provide clear guidelines for which types of development will require these statements and providing the policy justification for requiring them in PPS1. |
|---|---------------------------------------|--|---|

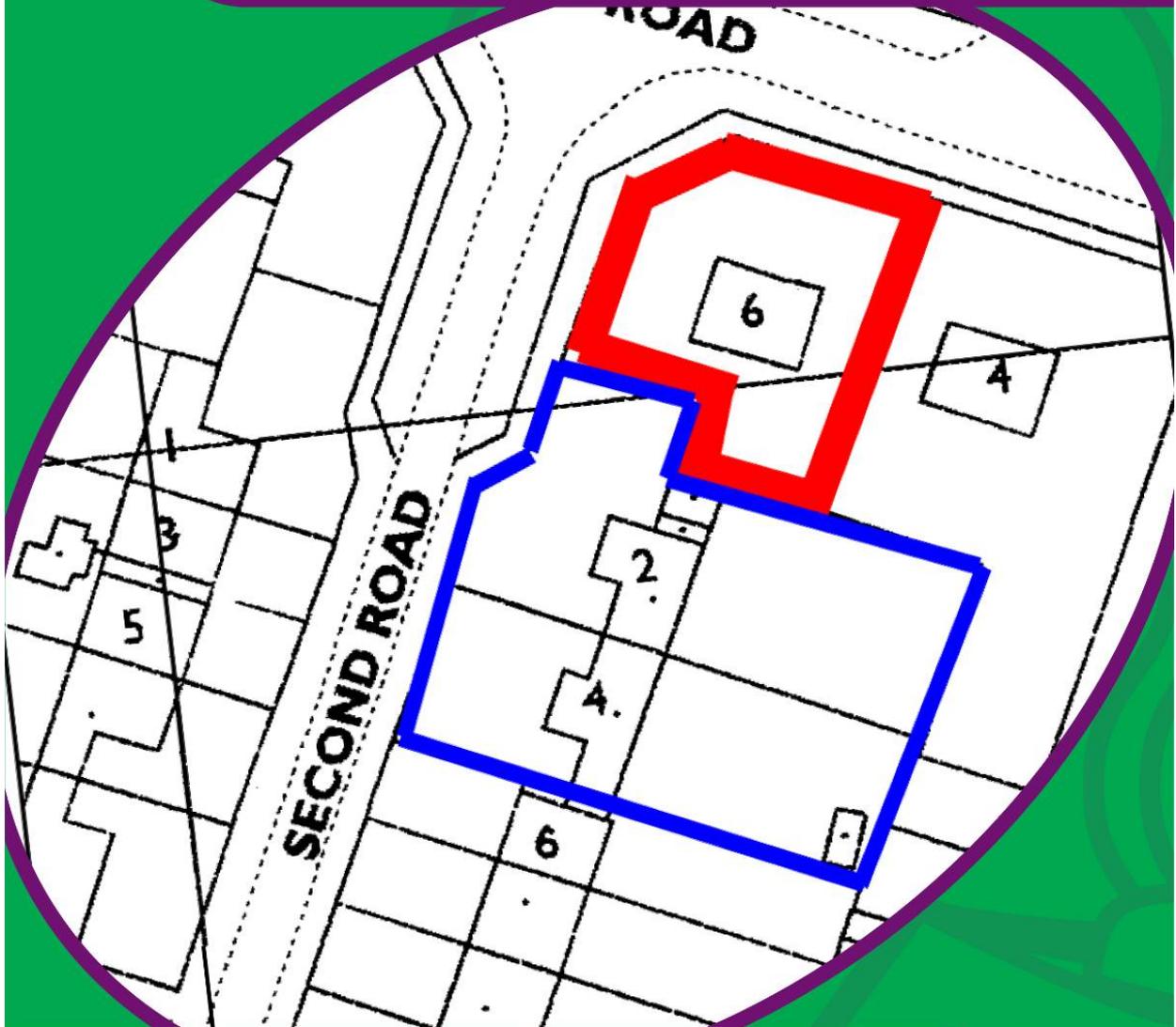
4	Theresa Nicholl - Planning and Transportation Services, Peterborough	Very much like the matrix-style checklist that enables applicants and agents to check the documentation and plans required against their application type.	The matrix is to be updated to include new application types / requirements etc.
5	Clare Yorke - Planning Technician	Typo spotted on page 15 of the document - 'Examples of non-material changes include volume, siting or very small changes'. Also CABE is soon to be no more so the <b>Design and Access Statements</b> section will need amending.	Amended as appropriate.
6	R F Kilsby - The W.R. Davidge Planning Practice	No comment.	n/a
7	Ryan Bavin - Natural England	On page 27 a link is provided to Natural England standing advice. This will be subject to change in the near future.	Link changed to the general Natural England homepage.
8	Rose Freeman - The Theatres Trust	Expect to see justification for change of use within the Planning Statement e.g. from sui generis (theatre) to D2 (Assembly and Leisure) or from a place of worship (D1 Church) to a theatre (sui generis). Whilst the proposals may not require any physical changes to the building, they would almost certainly have an effect on the environment.	No action
9	Alan J. G. Smith - The Wildlife Trust	Some changes to the terminology used for designated conservation sites suggested, along with some further requirements for landscaping assessments and arboricultural reports.	Changes to terminology made and further requirements for landscaping assessments and arboricultural reports included as suggested. With regard to the inclusion of 'Green Infrastructure Delivery' and 'Provision for Climate Change Adaptations', a link to the Biodiversity Action Plan website is now provided in the Biodiversity Survey and Report section of the Local List document.
		Suggesting the inclusion of 'Green Infrastructure Delivery' and 'Provision for Climate Change Adaptations' in Biodiversity and Heads of Terms sections.	



East  
Northamptonshire  
Council

Appendix 3

## Local list of information requirements



What you need to submit for your  
planning application

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## **Introduction**

When making an application for planning permission, or any other type of consent, there is a variety of information that may be required to support your application. It is important that you refer to this guide before submitting your application so that you understand everything that needs to be included, which will enable you to make a valid planning application.

There are both mandatory national requirements and information requirements specified in our local list. By following this guide, you will be fully aware of the requirements for the different types of planning applications.

Part 1: Typical Planning Applications and Consents:  
Standard Requirements

# 1. Householder Application for 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 4 copies of:

- A completed application form with a signed Ownership Certificate, Agricultural Holdings Certificate and declaration
- The correct fee (see planning fees list for details)
- A location plan with a single, unbroken red line indicating both the site boundary of the proposed development and the access drawn to the adopted highway and a blue line indicating any land in which the applicant has an interest (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 elevational drawings (1:50 / 1:100)
- Any other relevant statements (as outlined in the Local List of Information Requirements)

\*You will only require a Design and Access Statement to support your Householder Application **if it is situated in a Conservation Area\***

## Types of householder development

- Extensions
- Conservatories
- Porches
- Dormer windows
- Minor alterations – new windows/doors, cladding, solar panels, chimneys, microwave aerials, wind turbines, driveways, patios and similar
- Out-buildings – garages, summerhouses, sheds, workshops
- Fences/walls/enclosures
- New or altered access to the highway

To make a householder application please choose the appropriate form from the list below:

- Householder Application for Planning Permission for works or extension to a dwelling
- Householder Application for Planning Permission for works or extension to a dwelling and listed building consent
- Householder Application for Planning Permission for works or extension to a dwelling and conservation area consent

## 2. Application for 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 4 copies of:

- A completed application form with a signed Ownership Certificate, Agricultural Holdings Certificate and declaration
- The correct fee (see planning fees list for details)
- A location plan with a single, unbroken red line indicating both the site boundary of the proposed development and the access drawn to the adopted highway and a blue line indicating any land in which the applicant has an interest (1:1250)
- A site layout / block plan (1:200 / 1:500)
- Existing and proposed floor plans (1:50 / 1:100)
- Existing and proposed elevational drawings (1:50 / 1:100)
- Site levels / cross-sections / finished floor levels (1:20 / 1:50)
- A Design and Access Statement
- Any other relevant statements (as outlined in the Local List of Information Requirements)

To make a full application please choose the appropriate form from the list below:

- Application for Planning Permission
- Application for Planning Permission and conservation area consent for demolition in a conservation area
- Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building

### 3. Application for 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, to its' boundary walls and / 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 4 copies of:

- A completed application form with a signed Ownership Certificate and declaration
- A location plan with a single, unbroken red line indicating both the site boundary of the proposed development and the access drawn to the adopted highway and a blue line indicating any land in which the applicant has an interest (1:1250)
- A site layout / block plan (1:200 / 1:500)
- Existing and proposed floor plans (1:50 / 1:100)
- Existing and proposed elevational drawings (1:50 / 1:100)
- Proposed sections that include joinery details (1:20 / 1:50)
- A Design and Access Statement
- An Impact and Justification Statement
- A Structural Survey (if the proposed works affect the internal / external structure)
- A full Schedule of Works
- Any other relevant statements (as outlined in the Local List of Information Requirements)

To make an application for Listed Building Consent please choose the appropriate form from the list below:

- Application for listed building consent for alterations, extensions or demolition of a listed building
- Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building (if planning permission is also needed)
- Application for listed building consent for alterations, extensions or demolition of a listed building and consent to display an advertisement(s) (if signage is part of the proposal)

#### 4. Application for conservation area consent for demolition in a conservation area

Planning (Listed Buildings and Conservation Areas) Act 1990

**\*Please note that this type of application is ONLY required  
for demolition works within a conservation area\***

Any demolition proposed within a Conservation Area over 115 cubic metres, including boundary walls, will require Conservation Area 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 4 copies of:

- A completed application form with a signed Ownership Certificate and declaration
- A location plan with a single, unbroken red line indicating both the site boundary of the proposed development and the access drawn to the adopted highway and a blue line indicating any land in which the applicant has an interest (1:1250)
- A site layout / block plan (1:200 / 1:500)
- Existing and proposed floor plans (1:50 / 1:100)
- Existing and proposed elevational drawings (1:50 / 1:100)
- A Design and Access Statement
- An Impact and Justification Statement
- A Structural Survey (if the proposed works affect the internal / external structure)
- Any other relevant statements (as outlined in the Local List of Information Requirements)

To make an application for Conservation Area Consent please choose the appropriate form from the list below:

- Application for conservation area consent for demolition in a conservation area
- Application for Planning Permission and conservation area consent for demolition in a conservation area (if planning permission is also required)

## 5. Application for 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 guidelines on these restrictions please refer to the 'Outdoor advertisements and signs: a guide for advertisers' document which is available to view at the planning helpdesk, or by visiting [www.communities.gov.uk](http://www.communities.gov.uk).

For this type application you will typically need 4 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 with a single, unbroken red line indicating the site boundary of the proposed development and a blue line indicating any land in which the applicant has an interest (1:1250)
- A site layout / block plan indicating location of advert (1:200 / 1:500)
- Elevational 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 in the Local List of Information Requirements)

## 6. Application for 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.
- A sketch plan showing the location of the trees in question

## 7. Application for 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 4 copies of:

- A completed application form with a signed Ownership Certificate, Agricultural Holdings Certificate and declaration
- The correct fee (see planning fees list for details)
- A location plan with a single, unbroken red line indicating both the site boundary of the proposed development and the access drawn to the adopted highway and a blue line indicating any land in which the applicant has an interest (1:1250)
- An indicative site layout / block plan (1:200 / 1:500)
- A Design and Access Statement
- Any other relevant statements (as outlined in the Local List of Information Requirements) - this is dependent upon which matters are reserved.

## 8. Application for 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 4 copies of:

- A completed application form with a signed declaration
- The correct fee (see planning fees list for details)
- A finalised location plan with a single, unbroken red line indicating the site boundary of the proposed development and the access drawn to the adopted highway and a blue line indicating any land in which the applicant has an interest (1:1250) - this must be the same or form part of the red line from the preceding outline application
- A finalised 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 in the Local List of Information Requirements)

## 9. Application for a Lawful Development Certificate for an existing / proposed use or development

### Town and Country (General Development Procedure) Order 1995

These are a special type of application that 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 4 copies of:

- A completed application form with a signed declaration
- The correct fee (see planning fees list for details)
- A location plan with a single, unbroken red line indicating the site boundary of the proposed development and a blue line indicating any land in which the applicant has an interest (1:1250)
- Any evidence required to prove that the works are lawful

## 10. Application for Prior Notification of Agricultural or Forestry Development

These are special types of applications 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 & Country Planning (General Permitted Development) Order 1995.

For this type application you will typically need 4 copies of:

- A completed application form with a signed declaration
- The correct fee (see planning fees list for details)
- A location plan with a single, unbroken red line indicating the site boundary of the proposed development and a blue line indicating any land in which the applicant has an interest (1:1250)
- Other plans relevant to the proposed development

**11. Application for a new planning permission to  
replace an extant planning permission, in order  
to extend the time limit for implementation**  
**Application for replacement of associated listed building  
and/or conservation area consents in order to extend the  
time limit for implementation**  
**Town and Country Planning Act 1990 / Planning  
(Listed Buildings and Conservation Areas) Act 1990**

When a planning application is permitted there will be a condition imposing a time limit within which the works must begin (usually 3 years). These applications are to replace an extant (existing) planning permission where the applicant is seeking to extend the time limit on starting works. It should also be used where an extant listed building consent or conservation area consent is associated with the planning permission, and the applicant wishes to extend the time limit for commencement for that consent also. It cannot be used for LBC and CAC unless the consent is linked to an application for planning permission that is also being replaced.

For this type application you will typically need 4 copies of:

- A completed application form with a signed declaration
- The correct fee (see planning fees list for details)

**N.B: For applications to replace Listed Building and Conservation area consents, the following will also be required:**

- A location plan with a single, unbroken red line indicating the site boundary of the proposed development (1:1250)
- Other plans relevant to the proposed development

## 12. Application for a non-material amendment following a grant of planning permission Town and Country Planning Act 1990

This form should be used to make an application 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 application you will typically need 4 copies of:

- A completed application form with a signed declaration
- The correct fee (see planning fees list for details)
- Other plans relevant to the development showing all proposed changes

## Part 2: National Requirements for Planning Applications

## National Requirements for Planning Applications

For further information please refer to the 'Guidance on Information Requirements and Validation' document which can be found by following this link:

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

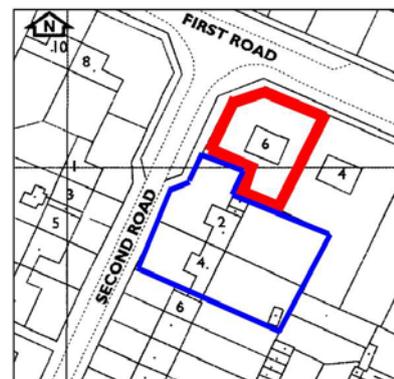
**NB:** Any measurements must be provided in **metric**.  
Please **remove any 'Do Not Scale' notes** from all plans.

- All plans and drawings must be drawn to an appropriate metric scale.
- 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.
- Dimensions shown on key elements of the proposal avoid the need for reliance on scaling.
- Drawings should be accurate. Ambiguous statements such as "Do not scale", "Not to scale" or similar call into question the accuracy of the drawing and therefore cannot be accepted.
- Electronic documents submitted on CD should be of a sufficiently small file size to facilitate easy transfer and transmission (individual documents should be no larger than 5MB). This is difficult to achieve with colour drawings.
- Supporting documents should be provided in electronic format (CD or emailed) as well as hard copy. Please ensure they are complete e.g. word document with plans and appendices. Multiple or split documents should be sequentially named e.g. 01 Introduction, 02 Site Plan, 03 Appendix A.
- Printed paper documents will be scanned in black and white and transmitted electronically. Please bear this in mind when shading or colouring.

We request that for paper submissions, **one** original and **three** copies of all documentation are submitted. For larger applications further copies may be requested at pre-application stage or when the application is submitted.

### 1. Plans to identify the site (location plan)

- The application site (including access to the adopted highway) must be shown by **red** edging and 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 that you have an interest in should be edged in **blue**.



Scale 1:1250

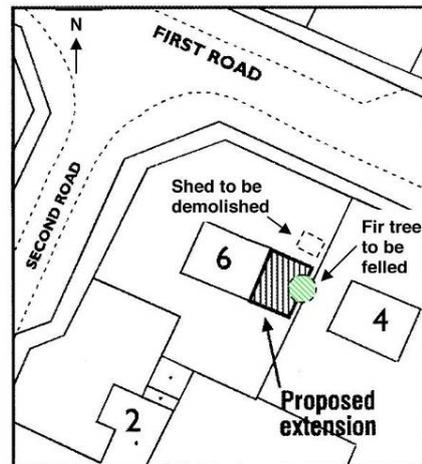
- The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an ordnance survey based map to a scale of 1:1250 or 1:2500 will be adequate.
- Should normally be A4 sized, or A3 for larger sites;
- Be based on an up-to-date map;
- Include a "North" point;
- Show surrounding buildings; and
- Ideally show two named roads

## 2. 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). If in doubt, check with us.
- All site layout / block plan to 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 recyclable



Scale 1:500

**THE FOLLOWING ARE NOT INCLUDED IN THE NATIONAL REQUIREMENTS  
BUT WILL BE REQUIRED UNDER THE LOCAL PLANNING AUTHORITY:  
LOCAL LIST**

- Floor Plans
- Elevations
- Site levels / Cross Sections / Finished Floor Levels
- Site Survey
- ...and any other plans necessary to describe the proposals.

Please refer to Page 25 of **Part 3: Local Requirements for Planning Applications**

**3. Ownership Certificates**

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. Ownership certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.

**4. Notices**

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

**5. Agricultural Land Declaration**

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. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

## 6. 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 contact the Planning Helpdesk on 01832 742225.

## 7. Design & Access Statements

In accordance with Section 42 of the Planning & Compulsory Purchase Act 2004 that came into force on 10th August 2006 it is required that Design and Access Statements accompany most types of planning applications. Your application will not be validated until a suitable statement has been submitted.

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.**

Further information can also be found in section 6 of the Guidance on Information Requirements and Validation document available to view here:

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

For what type of planning applications are they required?

- All outline applications and most types of full applications.
- Listed building applications

For what type of applications are they not required?

- Householder applications (unless situated in a Conservation Area)
- Change of use of land or buildings (not involving operational development i.e. **any** building or engineering works)
- Applications for the removal or variation of conditions on existing permissions
- Engineering or mining operations
- Advertisement consent applications
- Tree preservation orders
- Storage of hazardous substances.
- Prior notification applications (e.g. Telecommunications, agricultural developments)

### What are they and 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. This is to make you think carefully about the quality of your proposal and how you will ensure accessibility within your scheme.
- As part of the Government's commitment to achieving high quality developments.

### What format should they be?

- 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.
- A design and access statement should not be two separate documents. The design and access components should be interrelated, with each element helping to inform the other.
- Description and justification relating to the following headings:

#### The design component

##### a) Amount

How much development is proposed i.e. number of residential units, or proposed floor space for all other uses.

##### b) Layout

How buildings, routes and open spaces are to be arranged on the site, and the relationship between the new development and the buildings and spaces surrounding it. It should show how the development will create safe and vibrant places and how crime prevention measures are incorporated.

##### c) Scale

Details of the height, width and length of the building(s), and explain and justify the scale of the buildings proposed, including in relation to the surroundings and skyline.

##### d) Landscaping

The treatment of private and public spaces. How the landscaping will be maintained and the relationship of the landscaping with the surrounding area. Where possible a schedule of planting and hard landscaping materials to be used should be provided.

##### e) Appearance

What the building(s) and spaces will look like, including building materials, architectural details and lighting. Explain and justify the appearance of the scheme, how it will relate to the character of its surroundings and how its appearance will have an impact upon the development's accessibility.

The statement should demonstrate how local context has influenced the design and layout of the scheme and the use(s) proposed. You should therefore carry out a full assessment of the site's immediate and wider context and consult community members and professionals prior to evaluating and designing your scheme.

#### The access component

- The statement should explain the policy adopted in relation to access, how relevant policies in local development documents have been taken into account and details of any consultation undertaken should be provided.
- The statement should explain why access points and routes have been chosen, how the site responds to road layout and public transport provision, and how everyone can get to and move through the place on equal terms.
- The statement should explain how access for people with disabilities has been taken into account in the development, if there are any inaccessible areas, and if so why.
- Access for the emergency services should be explained where relevant.

#### Applications for listed building consent

- The statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal, but not amount, use and landscaping.
- The statement should explain how the design has taken account of the historic and special architectural importance of the building, the physical features of the building that justify its designation and the buildings setting, and the approach to ensuring the scheme preserves or enhances the buildings special historic and architectural importance.
- It should be made clear how the scheme has balanced the duties imposed by the Disability Discrimination Act, and any access issues which arose and options considered in view of the buildings listing.

#### Planning Policy Statement 22: Renewable Energy

- This statement indicates that, where possible, planning authorities should use Design and Access Statements to check the necessary information showing how a proposal will contribute to the key objectives of planning and renewable energy.

<http://www.communities.gov.uk/publications/planningandbuilding/pps22>

#### Designing out Crime

- Design and Access Statements should demonstrate how guidance in Safer Places: The Planning System and Crime Prevention has been taken into account plus the Council's supplementary planning guidance: Planning out Crime in Northamptonshire (2004).

<http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/SPG/Pages/PlanningOutCrime.aspx>

### Waste Audits

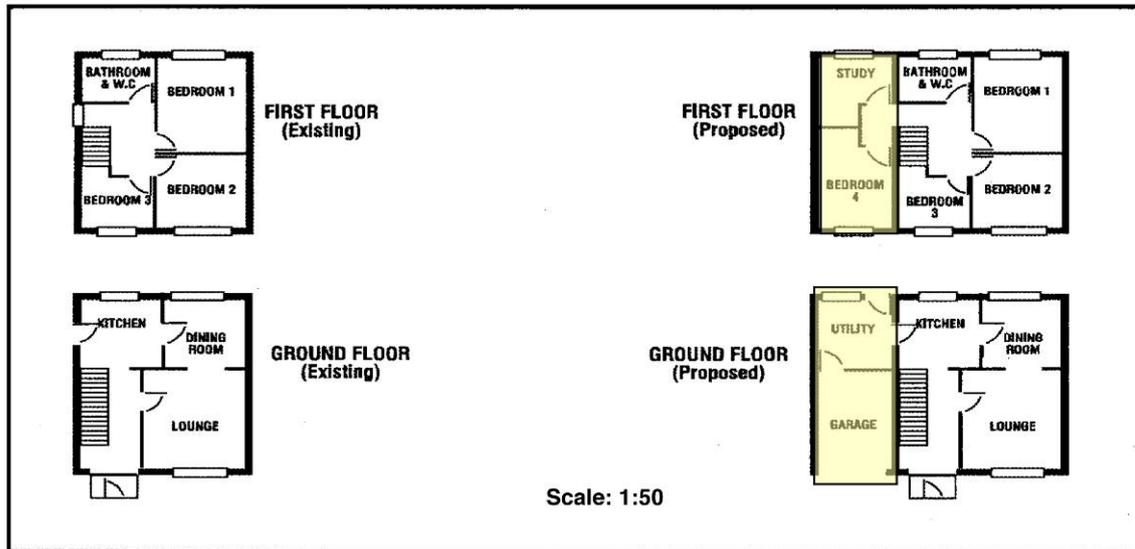
- Proposals should have regard to waste issues associated with development and the management of waste in residential developments including bin storage and recycling facilities.

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/mineralsandwaste/wastemanagement/pps10/>

## Part 3: Local Requirements for Planning Applications

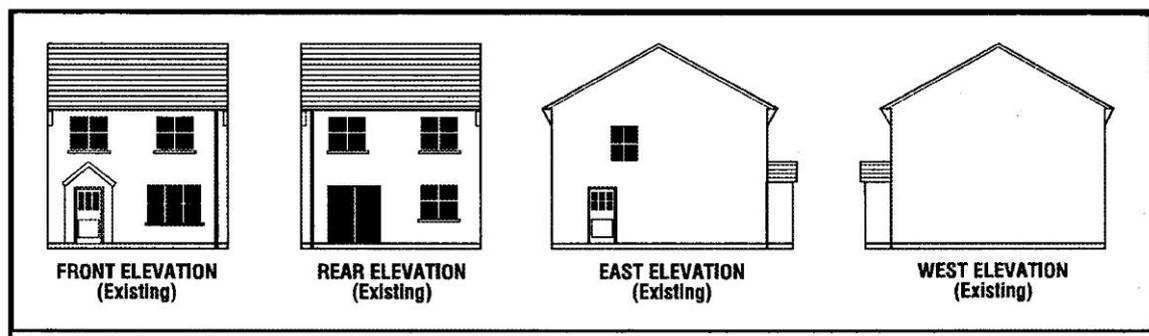
**1. Floor plans** - for applications altering / creating floor space or use of floor space.

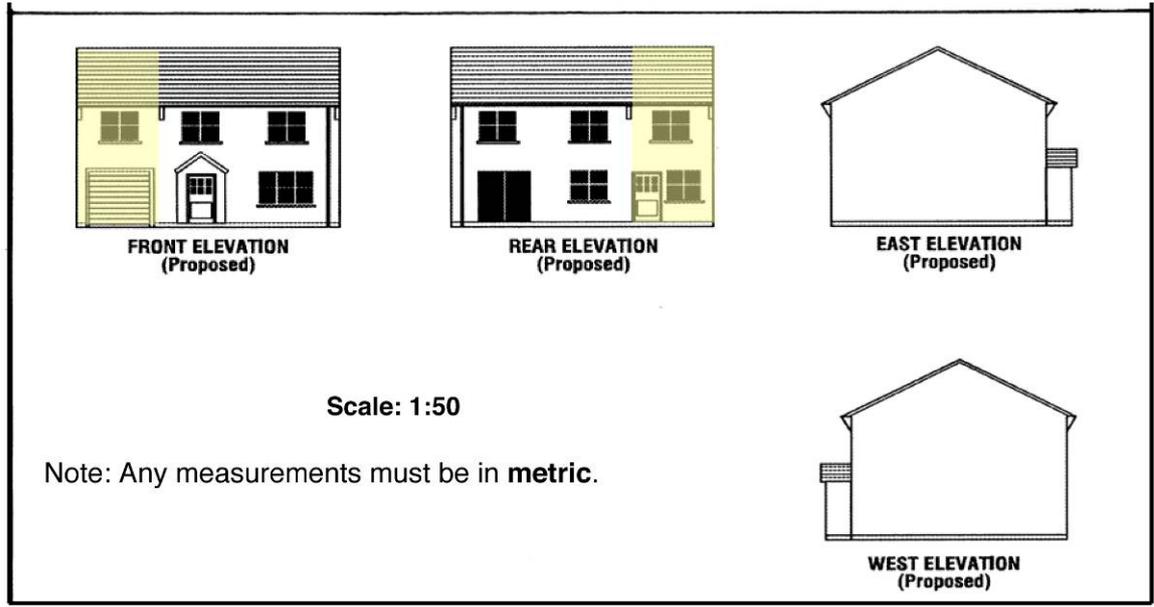
These should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc. They should normally be to a scale of 1:50, but for larger buildings 1:100 could be acceptable.



**2. Elevations** - for applications erecting or altering exteriors of buildings.

These should normally be drawn to 1:100 scale, or 1:50 for small buildings. These 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. 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 etc. Each elevation should be labelled to show its compass orientation.





**3. Site Levels and Site Cross Sections and Finished Floor Levels** - for all applications except those solely involving advertisements on existing buildings, prior notifications, tree works and solely involving change of use.

It is necessary for 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 all 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.

**4. Site survey**

This should show existing:

- Built features including walls, buildings and other structures
- Natural features on or close to the site including trees, hedges, ponds and water courses

**...AND ANY OTHER PLANS NECESSARY TO DESCRIBE THE PROPOSALS**

## 5. 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 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 is available in **Planning Policy Statement 23: Planning and Pollution Control**, which can be viewed here:

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/>

## 6. Archaeological Assessment

Planning Policy Statement 5: Planning for the Historic Environment advises that 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.

Further guidance can be found in the Historic Environment Practice Guide which supports Planning Policy Statement 5: Planning for the Historic Environment. The documents can be viewed at:

<http://www.communities.gov.uk/publications/planningandbuilding/pps5>

## 7. Biodiversity Survey & Report

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:

<http://www.northamptonshirebiodiversity.org>

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, 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.

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

Detailed guidance on dealing with the impacts of development on biodiversity and geological conservation is given in **Planning Policy Statement 9: Biodiversity and Geological Conservation** and its accompanying Government Circular and Good Practice Guide, available to view here:

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/historicenvironment/pps9/>

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 and are available to view here:

<http://www.alge.org.uk/publications/index.php>

Further advice regarding this requirement is available here:

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

## 8. Crime Impact Statements

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 floorspace 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 as outlined in the companion guide to PPS1, which can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement1>

These 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

## 9. 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. The Environment Agency has produced a flood zone matrix which is available at <http://www.pipernetworking.com/floodrisk/matrix.html>.

Contact the Local Planning Authority to establish which flood zone is applicable and therefore the need for a flood risk assessment: call the Duty Planner on 01832 742225.

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.

Maps of flood zones are available from the Environment Agency or by using their website <http://www.environment-agency.gov.uk/>

In addition **Planning Policy Statement 25: Development and Flood Risk** provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

PPS25 can be viewed at:

<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

If a site falls within Flood Zones 2 or 3 and the vulnerability of the development as set out in Annexe D, Table D.1 of PPS25 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. For further guidance please consult:

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

## **10. Heads of Terms – Section 106 Agreements**

Some development generates a need for contributions towards social and community infrastructure. The requirements, including the types of contributions and the thresholds for when they are sought, are set out in the Council's SPD Developer Contributions

<http://www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?id=1765>

The following provides a guide but the SPD should be consulted and you are strongly urged to enter into pre-application discussions to agree Heads of Terms.

### 10 residential units or more/0.28 Ha 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 Ha or larger

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

### Non residential development floorspace 1,000 sq m/ 1Ha

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

## Non residential development floorspace 500 sq m/ 1Ha

- Crime and disorder management

You will need to provide a completed Heads of Terms Planning Obligations form, which is included in Appendix 1 of the Council's Protocol for dealing with major applications or applications of significant interest. This can be found here:

[http://www.east-northamptonshire.gov.uk/site/scripts/download\\_info.aspx?downloadID=555&fileID=2156](http://www.east-northamptonshire.gov.uk/site/scripts/download_info.aspx?downloadID=555&fileID=2156)

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. The statement should also provide solicitor details and evidence of title.

Further advice/guidance on planning obligations is available in DCLG Circular 05/05 Planning Obligations:

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

### **11. Heritage Impact and Justification Statements**

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 (its setting), we shall require the following statements:

#### Statement of Significance

In accordance with policy HE6 of Planning Policy Statement 5: Planning for the Historic Environment (PPS5), 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 (supporting PPS5) 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, policy HE6 of Planning Policy Statement 5: Planning for the Historic Environment directs local planning authorities not to 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.

If you would like some further detailed guidance please consult:

[http://www.historictownsforum.org/files/documents/free\\_download\\_publications/57\\_mblbc.pdf](http://www.historictownsforum.org/files/documents/free_download_publications/57_mblbc.pdf)

### Additional information that may be required:

#### Justification Statement

If the proposed works would cause substantial harm or total loss of significance to a designated heritage asset we shall require a justification statement in line with paragraph HE9.2 of PPS5.

#### 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.

In accordance with **Planning Policy Statement 5: Planning for the Historic Environment Policy HE6**: 'Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.'

## 12. Housing Statement

A Housing Statement will be required for major residential developments of 10 or more and / or developments including affordable housing provision.

The housing statement should include details of the mix of housing in order to meet the requirements in paragraphs 23 / 24 of **Planning Policy Statement 3: Housing and the Provision of Affordable Housing**, which can be viewed for further advice here:

<http://www.communities.gov.uk/publications/planningandbuilding/pps3housing>

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.

The driver for this is Policy H4 in the East Northamptonshire District Local Plan which requires a mix of houses and the Council's SPD on Developer contributions.

## 13. Land Contamination Assessment

Planning applications for any development where contamination is known or is likely to exist (including undeveloped land where there would be a presence of naturally occurring arsenic) will require a Part 1 risk assessment comprising:

- Desk study (identifying all previous uses and potential contaminants associated with those uses)
- Walk over site reconnaissance

- Conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

Applications may also need to include an extended Land Contamination Assessment in line with **Planning Policy Statement 23: Planning and Pollution Control** focussed on local circumstances, which can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement23>

Further information on land contamination can be viewed here:

<http://www.east-northamptonshire.gov.uk/ppimageupload/Image8204.PDF>

## 14. 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 Householder 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.

All soft landscaping planting schemes should preference the use of native species only as choices of plant, shrub and tree where at all possible. Therefore, soft landscaping planting schemes that involve a choice of non-native species should also include a supporting reason for this choice.

Further information can be found in **Planning Policy Statement 1: Delivering Sustainable Development**, which can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement1>

## 15. Lighting Assessment

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 Policy 13 of the North Northamptonshire Core Spatial Strategy, 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'.

## 16. 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. Types of applications that typically require a Noise Impact Assessment include:

- Residential near factory / industrial sites, near major roads, flat developments, mixed use (including residential)
- New factory / industrial near residential
- Leisure / retail facilities near residential
- Applications that require a ventilation and extraction system
- Pubs / smoking shelters
- Takeaways
- Proposals that involve deliveries

Further guidance is provided in **Planning Policy Guidance 24: Planning and Noise**:

<http://www.communities.gov.uk/publications/planningandbuilding/ppg24>

Additional information regarding Noise Impact Assessments can be found at:

[http://www.association-of-noise-consultants.co.uk/index.php?\\*p=home](http://www.association-of-noise-consultants.co.uk/index.php?*p=home)

The British Standards advice can be viewed here:

[http://www.hrsservices.co.uk/pages/acoustic/british\\_standard\\_8233.htm](http://www.hrsservices.co.uk/pages/acoustic/british_standard_8233.htm)

## 17. 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.

These should show the whole building and its setting and/or the particular section of the building 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

## 18. Playing Field Statement

If a proposal involves the loss or gain of a playing field or pitch, a playing field statement will be required.

The following plans will need to be included:

**Existing site plans** should be current and should include existing buildings, the extent of playing fields and the location of both summer and winter sports facilities (including pitches). Existing levels and the location points of accompanying photographs should be marked.

**Proposed site plans** should include the extent of any playing field land to be lost and of buildings to be removed. We will also require an indication of proposed levels, the revised location of any pitches, buildings to be reinstated or any other alternate sports facilities.

**The Playing Field Statement** (which can be included in a Planning Statement), should include a reasoned justification under PPG 17: paragraph 15 stating why the applicant believes that development affecting an existing playing field should be allowed. An assessment to support the applicant's view that the sports land is surplus to requirement and proof of consultation with the local community will be required. Statements should include the area in hectares of playing field to be lost and gained.

Where there is a loss of sporting facility, an assessment examining the provision of like for like replacement in terms of quantity and quality in an appropriate location should be included.

Further advice can be obtained from Sport England:

<http://www.sportengland.org>

PPG17 can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance17>

With respect to proposals for new housing development of 15 units or more, a statement will be required to assess how the sports and recreational needs of the new development will be accommodated.

### Definitions:

“Playing Field” means the whole of a site which encompasses at least one playing pitch (this could include hard surfaces such as tennis courts if they are adjacent to the field).

“Playing Pitch” means a delineated area which, together with any run-off, is of 0.2 ha or more and used for football, rugby, cricket, hockey, rounders or similar sport.

## 19. 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 1000m<sup>2</sup>
- proposals where the site area is one hectare or greater

For further information, please refer to **Planning Policy Statement 1: Delivering Sustainable Development**, which can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement1>

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.

A full copy of the adopted North Northamptonshire Statement of Community Involvement can be found at

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/148187.pdf>

## 20. 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. In accordance with **Policy AG4 of the East Northamptonshire District Local Plan**: 'Structural Surveys will be required for proposals relating to buildings which are unoccupied and show evidence of some dereliction'.
- Listed Building Consents: A structural survey will be required for works involving demolition or loss of historic fabric.
- Conservation Area Consents: A structural survey will be required to accompany **all applications** of this type.

These surveys must detail the current condition of the building and indicate the level of works required to enable the development to be completed. Further information regarding this requirement can be found in **PPS5 Policies HE 9.2 and 9.4**, which can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/pps5>

## 21. Supporting Planning Statements

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.

## 22. 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.

### When is it required?

- All planning and reserved matter applications involving new residential development of 1 dwelling or more
- Commercial developments of over 1000sqm floorspace
- 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 <http://www.nnjpu.org.uk/publications/docdetail.asp?docid=1072>

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 outline the use to be made of Sustainable Drainage Systems (SuDS). Further advice regarding these statements is available in **Planning Policy Statement 22: Renewable Energy:**

<http://www.communities.gov.uk/publications/planningandbuilding/pps22>

...and in **Planning Policy Statement 25: Development and Flood Risk:**

<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

## 23. Town Centre Uses

A town centre impact assessment must be undertaken for any 'main town centre use' proposed outside the town centre as defined on the Local Plan Proposals Map that is not in accordance with the development plan.

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
- Arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities)
- Takeaways within the defined shopping area

Current guidance on the issues to be addressed in the assessment can be found in **Planning Policy Statement 4: Planning for Sustainable Economic Growth**, which can be viewed here:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement4>

To view the Local Plan please consult:

<http://www2.east-northamptonshire.gov.uk/pp/gold/viewGold.asp?IDType=Page&ID=4239>

## 24. Transport Assessment

Transport Statements will be required for:

- All planning applications proposing new build involving 10 dwellings or more
- Outline applications of more than 0.5ha for residential development or 1.0ha 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 Statement / Assessment should reflect the scale of development and the extent of the transport implications of the proposal. The Department for Transport's "Guidance on Transport Assessment" can be found at [www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta](http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta) and clarifies the content of Transport Statements and Transport Assessments. The Local Highway Authority has discretion regarding the form of statement /

assessment required. Thresholds within the Guidance are not therefore to be taken as definitive.

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. 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.

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. Further guidance is available in **Planning Policy Guidance 13: Transport**, which can be viewed here:

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634.pdf>

The Transport Statement / Assessment 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 Statement / Assessment 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.

## 25. Travel Plan

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.

Further guidance is available in **Planning Policy Guidance 13: Transport**, which can be viewed here:

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634.pdf>

**NB:** 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.

## 26. Tree Survey / Arboricultural Implications

All applications involving operational development on sites containing trees / significant planting or where trees are situated on or overhang the site boundary will be required to be accompanied by an arboricultural report incorporating the recommendations set out in **BS5837:2005 - Trees in Relation to Construction**. This report must include a consideration of the ecological value and potential of the trees / planting in question.

## 27. Utility 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 1000sqm 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.

## **28. Ventilation & Extraction Statement**

Details of ventilation and extraction equipment including location and specification will be required to accompany all applications involving the use of premises for purposes within Use Classes A3, A4 and A5, and are also necessary for significant retail, business, industrial or leisure or other similar developments where ventilation / extraction equipment is proposed to be installed. Further information can be found here:

<http://www.defra.gov.uk/environment/quality/noise/research/kitchenexhaust/documents/kitchenreport.pdf>

Further guidance is also provided in **Planning Policy Guidance 24: Planning and Noise**:

<http://www.communities.gov.uk/publications/planningandbuilding/ppg24>

<b><u>NATIONAL REQUIREMENTS CHECKLIST</u></b>	<b>Required</b>	<b>Y</b>	<b>N</b>	<b>Provided</b>	<b>Y</b>	<b>N</b>
Plans to Identify Site (Location Plan)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Site Layout / Block Plan		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Ownership Certificates		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Notices		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Land Declaration		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Fee		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Design and Access Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b><u>LOCAL REQUIREMENTS CHECKLIST</u></b>						
Floor Plans		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Elevations		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Site Levels / Cross Sections / Finished Floor Levels		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Site Survey		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Air Quality Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Biodiversity Survey and Report		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Crime Impact Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Flood Risk Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Heads of Terms - Section 106 Agreements		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Housing Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact and Justification Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Land Contamination Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Details		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Lighting Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Noise Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Photographs and Photomontages		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Playing Field Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Statement of Community Involvement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Structural Survey		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Supporting Planning Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sustainability Appraisal and Energy Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Town Centre Uses		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transport Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Travel Plan		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey / Arboricultural Implications		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Utility Assessment		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Ventilation and Extraction Statement		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
EIA		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>