

INFORMATION REQUIREMENTS FOR VALIDATION OF PLANNING APPLICATIONS

May 2013

INTRODUCTION

This document sets out Harrow Council's Planning Application Requirements. The requirements were agreed by the Council in line with changes to the regulations concerning the validation of planning applications introduced by the Government with effect from 6 April 2008. The document explains the national requirements that will be required for all applications, and sets out the local requirements that the Council proposes to ask for in some cases.

The information you need to provide will depend on the type of application you are making, the nature of your proposals and the site location. In drawing up our Planning Application Requirements we have tried to ensure that the information required is the minimum needed to determine an application. However, in certain circumstances, the Council may need additional information to be prepared in order that it can conclude that the impacts of a proposal are acceptable, having regard to the local plan policies, and any other material planning consideration.

Before submitting your application we would recommend that you [contact the relevant Development Management team](#) to confirm what the requirements for your application will be. The details of Council's pre-application service are provided below. If the Council cannot demonstrate from your submission that your proposals are acceptable, and will not give rise to unacceptable impacts on the matters addressed by the local plan (and cannot be conditioned), it will not be able to support your proposals.

THE 1 APPLICATION FORM

Since 6 April 2008 a national standard application form, known as 1APP, became the only way you can make a planning application in England.

The national form is designed to be completed on the internet, and is available either through the planning portal website: www.planningportal.gov.uk/1app or www.harrow.gov.uk.

The 1APP form is not a single document for all application types but is standardised to give consistency in headings and details. There is an application form for each application type, but an applicant may now also submit joint applications, so there are 27 application types now available through the 1APP forms. The full range is set out in **Appendix B** below.

It is essential that you complete the correct form. If you are not sure which form to complete, please contact the Planning Service.

You will probably also need building regulations approval if you want to do new building work. If you want advice on this, please contact Harrow's Building Control Service on phone (020) 8424 1846.

You may also need to contact Environmental Health if your proposal is to do with a food business or a place of public entertainment. The address is Community Safety Services (Environmental Health), FREEPOST HA4343, Civic Centre, PO Box 18, Station Road, Harrow, HA1 2BR and the phone number is (020) 8901 2600.

PRE-APPLICATION ADVICE

The Council offers a comprehensive pre-application advice service. This service has a range of competitively priced packages covering simple enquiries (for extensions to homes by householders) to much more complex projects. National Planning Guidance and the Council strongly encourages you to use this service to help ensure that the process of applying for planning permission is as smooth as possible.. The advice provided will help you to understand what information and questions are likely to be raised by your proposal, and what information will therefore be required to enable the Council to reach a favourable recommendation/decision on the eventual planning application.

For further information on the Council's pre-application advice service, please see [\[INSERT NEW WEBLINK\]](#). The Pre-application advice service is subject to a a charge (see [\[INSERT WEBLINK\]](#)). In order to make an appointment, please phone (020) 8901 2650 or send your details by email to planning.applications@harrow.gov.uk . Please provide as much information as possible in order that we can invoice you for the correct amount.

THE VALIDATION PROCESS

Whilst the Council has tried ot set out as clearly as possible what the requirements are for a "valid" planning applcaiton, it is your responsibility to ensure that you submit supporting information in accordance with the requirements below.

If you do not submit an application in accordance with the requirements set out in this document, your application will be declared invalid and a decision cannot then be made on the application – this could occur after the initial pre-application advice referred to above

If your application is invalid, we will set out the reasons in writing and specify the information required in order to make the application valid

Please note, that with the exception of the Contact Details (telephone numbers and e-mail addresses) and the ownership certificate, all the information you provide on the application form and in any accompanying documents will be made publicly available. Therefore, if you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act, which you do not wish the Council to publish, please make this clearly known to the Council.

NATIONAL AND LOCAL REQUIREMENTS FOR VALIDATION OF PLANNING APPLICATIONS

The following **National Requirements** are statutory requirements for the validation of all planning applications in England:

1. National Requirements

1) 1APP form needs to be completed in full, signed and dated

NB: The application asks for your signature in multiple places, throughout the document.

2) An Ordnance Survey site plan

- § Showing the property in relation to its surroundings
- § The boundaries of the property must be marked with a **red** line
- § Other land owned by the applicant must also be marked with a **blue** line
- § The plan must be scaled at 1:1250
- § The plan must also include a North arrow and two named roads



Scale 1:1250

3.a) Elevation plans (side views)

- § Elevation plans must show all sides of the property affected by the proposal
- § Plans should be either 1:50 or 1:100 scales with a scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres
- § Existing elevations (prior to works) and proposed elevations (the planned works) displaying site levels must be supplied
- § Each sheet must have a drawing reference number and include the site address

3.b) Floor plans

- § Floor plans must show all floors of the property affected by the proposal
- § Plans should be either 1:50 or 1:100 scales with a scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres
- § Existing floor plans (prior to works) and proposed floor plans (the planned works) must be supplied
- § Each sheet must have a drawing reference number and include the site address

3.c) Roof plans

- § Required if the proposed roof is not a flat roof
- § Plans should be either 1:50 or 1:100 scales with a scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres
- § Each sheet must have a drawing reference number and include the site address

4) Planning fee

- § This fee is a national charge and is set to £172 for a Householder application
- § If the fee is incorrect the application will be made invalid and the correct fee will be requested
- § Payment can be made via the Government planning website the Planning Portal

2. Local Requirements:

In addition to the above national requirements, the following sections set out the **Local Requirements** which the Council requires in order to validate specific types of planning applications. As stated previously, in certain circumstances, in order to successfully process an application, the Council may require additional information to be submitted. While potential additional requirements are listed under each of the development types provided, the Council reserves the right to request any other additional information as required. (a detailed explanation of each validation requirement is set out at **Appendix A**).

All Development

Required:

Your planning application will be scanned and published online. Because of the need for drawings that people can derive measurement from, and to ensure that the plans are scanned accurately, the Council therefore requires **all submitted plans and drawings to include:**

- print (paper) minimum A3 size
- the relevant metric scale at the size that the page is printed/reproduced (e.g. 1:50, 1:100)
- key dimensions in meters and centimeters or millimeters
- scale bar indicating a minimum length of 0 to 5 or 10 meters (depending upon the size of the development)
- a unique reference plan number – this will be used to “index” the document
- Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form

Potential Additional Requirements:

- **Location of watercourse** - where there is a watercourse located on the site, the submitted site plans should show its location and cross sections of the existing and proposed development need to show the bank top of the watercourse (the bank top is defined as the point at which the bank meets normal land levels) in relation to the development.

Householder Development

Required:

- **None** – the Council does not propose to introduce any universal local validation requirements on householder development

Potential Additional Requirements:

- **Daylight/sunlight assessment** – for extensions where the proposed works might affect the daylight/sunlight enjoyed by neighbouring properties or buildings
- **Design and Access Statement** - where proposed works fall within a conservation area or relate to a listed building
- **Flood Risk Assessment** - where the property is located within a designated flood plain (zones 2 and 3 a –c)
- **Tree Survey/Arboricultural Statement** – where the proposal involved building works within 5 metres of or otherwise likely to affect a tree

For further notes on householder applications, see the Council's Residential Design Guide at [INSERT NEW WEB LINK]

Listed Building Consent, Scheduled Monument Consent, Conservation Area Consent or Development in an Archaeological Priority Area

Required:

- **Design and Access Statement** – to explain and justify the proposal in a structured way
- **Heritage Statement** – to provide an understanding of the impact of the proposed works on the historic interest

Potential Additional Requirements:

- **Statement of Heritage Significance and Impact** – more detailed statement that includes a schedule of works, an analysis of the significance of the heritage asset, the principles of and justification for the proposed works and their impact on the heritage asset, and a structural survey

Other “Minor” Planning Applications

Required:

- **Design and Access Statement** – to explain and justify the proposal in a structured way
- **Statement of Community Involvement** – setting out the consultation undertaken and how this has informed the proposal

Potential Additional Requirements:

- **Air Quality Assessment** - where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could conflict with, or render unworkable, elements of Council’s air quality action plan.
- **Biodiversity Survey and Report** - where the site is located within or adjacent (within 20m of) to a designated Site of Importance for Nature Conservation (SINC).
- **Daylight/sunlight Assessment** – showing how the proposed development might affect the daylight/sunlight enjoyed by neighbouring properties or buildings, or proposed amenity areas or buildings within the site
- **Flood Risk Assessment** - where the site, or part of the site, is located within a designated flood plain (zones 2 and 3 a –c)
- **Landscaping Details** – detailing the landscaping proposals which follow from the design concept in the Design and Access Statement, including maintenance and management arrangements.
- **Land contamination assessment** – required if the site is known or suspected to be contaminated, including sites previously used for industrial processes
- **Noise Impact Assessment** – for proposals that may give rise to issues of disturbance by noise to the occupants of nearby existing buildings, and for proposals that are considered to be noise sensitive and which are close to existing sources of noise
- **Planning Obligations – draft s106 agreement** – where any of the assessments have identified impacts that require works to be undertaken to mitigate these to make the development acceptable in planning terms
- **Planning Statement** - identifying the context and need for the proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies
- **Tree Survey/Arboricultural Statement** – where the proposal involved building works within 5 metres of or otherwise likely to affect a tree
- **Ventilation/Extraction Statement** - required for applications which include commercial extraction flues

Major Development

Required:

- **Design and Access Statement** – to explain and justify the proposal in a structured way
- **Landscaping Details** – detailing the landscaping proposals which follow from the design concept in the Design and Access Statement, including maintenance and management arrangements.

- **Energy statement** - to explain the approach on energy efficiency and renewable energy measures, in accordance with London Plan Policy 4A.8
- **Foul Sewage and Utilities Assessment** – details of connection to existing networks and the capacity of these existing network to serve the proposed development
- **Planning Statement** - identifying the context and need for the proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies
- **Statement of Community Involvement** – setting out the consultation undertaken and how this has informed the proposal
- **Sustainability statement** - to explain the approach on sustainable design and construction measures, in accordance with the London Plan Policy 4B.6

Where the proposals involve residential development:

- **Affordable Housing Statement** – setting out the provision of affordable housing in accordance with both London Plan and Local Plan policy requirements

Potential Additional Requirements:

- **Air Quality Assessment** - where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could conflict with, or render unworkable, elements of Council's air quality action plan.
- **Biodiversity Survey and Report** - where the proposal may result in impacts upon wildlife and biodiversity on or off the site, in particular, designated protected species or habitats
- **Daylight/sunlight Assessment** – showing how the proposed development might affect the daylight/sunlight enjoyed by neighbouring properties or buildings, or proposed amenity areas or buildings within the site
- **Economic Statement** – setting out regeneration benefits of the proposed development, including: details of any new jobs that might be created or supported, any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal
- **Environmental Statement** - required of development falling under the categories set out in the Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293)
- **Flood Risk Assessment** - where the site area is greater than 1 hectare within Flood Zone 1, or part of the site, is located within a designated flood plain (zones 2 and 3 a –c)
- **Land Contamination Assessment** – required if the site is known or suspected to be contaminated, including sites previously used for industrial processes, or where the proposed development or activities pose a significant new risk of land contamination
- **Noise Impact Assessment** – for proposals that may give rise to issues of disturbance by noise to the occupants of nearby existing buildings, and for proposals that are considered to be noise sensitive and which are close to existing sources of noise
- **Planning Obligations – draft head(s) of terms** – where any of the assessments have identified impacts that require works to be undertaken to mitigate these to make the development acceptable in planning terms
- **Transport Assessment** – where the proposal is likely to have an impact upon the highway network that will require works to mitigate.
- **Travel Plan** – to demonstrate how any significant transport implications of the proposal will be mitigated and how opportunities for modal shift away from vehicles will be achieved
- **Tree Survey/Arboricultural Statement** – where the proposal involves building works within 5 metres of or otherwise likely to affect a tree

- **Ventilation/Extraction Statement** - required for applications which include commercial extraction flues

APPENDIX A

Details of the Individual Harrow Local Requirements

Affordable Housing Statement

Where local plan policies (London Plan Policy 3.13 and Core Strategy Policy CS1J) or Supplementary Planning Document guidance requires the provision of affordable housing the Council may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of the units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Air Quality Assessment

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or 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 local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in **Planning Policy Statement 23: Planning and Pollution Control** (November 2004).

Biodiversity Survey and Report

Where a proposed development may have possible impacts on wildlife and biodiversity, **and / or is located adjacent to a watercourse**, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.

Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. For information on the location of Harrow's SINC's consult [INSERT NEW WEBLINK]. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form

The Mayor of London and the Council have introduced a Community Infrastructure Levy that will be charged on certain types of development where these provide for 100sqm of new

floorspace or create a new residential dwelling. To determine whether a proposal is CIL liable, the Council needs to understand the existing and proposed floorspace of the development and its use. The CIL Planning Application Additional Information Requirement Form therefore needs to be completed. The form is available on the Council's website or the Planning Portal with all relevant applications [weblink].

Daylight/Sunlight Assessment

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in the Council's Residential Design SPD and in the BRE guidelines on daylight assessments.

Economic Statement

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Energy statement

Major applications are required to explain the approach on energy efficiency and renewable energy measures, in accordance with London Plan Policy 4A.8. The energy statement should:

- a) demonstrate how these issues have been considered and designed into the development
- b) how the various technologies have been assessed for their feasibility on a particular site, and
- c) highlight which technology or combination of technologies is to be integrated to generate renewable energy

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

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

Flood Risk Assessment

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. **Planning Policy Statement 25: Development and Flood Risk (March 2010)** and its associated *Practice Guide* provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Foul sewage and utilities assessment

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;

- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Land Contamination Assessment

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with **Planning Policy Statement 23: Planning and Pollution Control (November 2004)**. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Landscaping Details

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Noise Assessment

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in **Planning Policy Guidance 24: Planning and Noise (September 1994)**.

Open Space Assessment

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.

Parking Provision

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

Photomontages and 3D-Models

These provide useful to help to show how large developments can be satisfactorily integrated within the street scene [format/doc type].

Planning Obligations – S106 Agreements & Draft Head(s) of Terms

Planning obligations (or “section 106 agreements”⁶) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where proposals are unable to or are required to provide a positive obligation (such as in respect of affordable housing) in order to comply with the policy requirements of the Local Plan, applicants are encouraged to set out the details of likely planning obligation that will be required to address the shortcoming of the proposed scheme. These should take the form of a draft s106 agreement or, for major developments, a statement of the proposed Heads of Terms. Further advice on planning obligations is set out in the Council’s Planning Obligations SPD.

Planning Statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

Statement of Community Involvement

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

Statement of Heritage Significance and Impact (including Historical, archaeological features and Scheduled Ancient Monuments)

The scope and degree of detail necessary in a Statement of Heritage Significance and Impact will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the

application site including listed buildings and structures, historic parks and gardens, and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Statement of Heritage Significance and Impact.

Structural Survey

A structural survey may be required in support of an application if the proposal involves substantial demolition.

Sustainability Statement

Required on major applications to explain the approach on sustainable design and construction measures, in accordance with the London Plan Policy 4B.6 - the Mayor's Sustainable Design & Construction Supplementary Planning Guidance (May 2006) provides further guidance.

For larger scale developments a **water use assessment** should be included

Tree Survey / Arboricultural Statement

Where there are trees within 5 meters of building works on an application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist. To include details of retention and protection of trees within or up to 5m from the trees / hedge to be removed, protection plan and method statement as appropriate. Full guidance on the information that should be provided with an application is set out in the current **BS 5837 'Trees in relation to construction –Recommendations'**. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Also required for submission of applications for a Hedgerow Removal Notice

Transport Assessment

Where the Local Planning Authority considers that the proposals are likely to have an impact upon the highway network, you may be asked to prepare a transport assessment or transport statement.

Further guidance will be found in **Guidance on Transport Assessment**, (March 2007) published by the Department for Transport.

Travel Plan

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised

Ventilation/Extraction Statement

Where the proposals involve the creation, alteration or enlargement of an odour generating property (such as café/bar or restaurant, the Council will require a **Ventilation / extraction statement**. Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, winebar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

APPENDIX B

Range of 1 Application Types

Note: application types in italics indicate a multiple application type

1. Householder application for works or extension to a dwelling
2. *Householder application for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area*
3. *Householder Application for works or extension to a dwelling and Listed Building Consent*
4. Full Planning Permission
5. Outline Planning Permission with some matters reserved
6. Outline Planning Permission with all matters reserved
7. Approval of Reserved Matters following outline approval
8. *Full Planning Permission and Conservation Area Consent for demolition in a Conservation Area*
9. *Full Planning Permission and Listed Building Consent*
10. *Full Planning Permission and Advertisement Consent*
11. Conservation Area Consent for demolition in a Conservation Area
12. Listed Building Consent for alterations, extension or demolition of a Listed Building
13. Advertisement Consent
14. *Listed Building Consent for alterations, extension or demolition of a Listed Building and Advertisement Consent*
15. Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition
16. Lawful Development Certificate for a Proposed use or development
17. Removal or Variation of a Condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)
18. Approval of Details reserved by condition
19. Prior Notification of proposed development by telecommunications code system operators
20. Prior Notification of proposed demolition
21. Prior Notification of proposed agricultural or forestry development – proposed building
22. Prior Notification of proposed agricultural or forestry development – proposed road
23. Prior Notification of proposed agricultural or forestry development – proposed excavation / deposit of waste material
24. Prior Notification of proposed agricultural or forestry development – proposed fish tank or cage
25. Tree Works: Works to Trees subject to a Tree Preservation Order (TPO)
26. Notification of Proposed Works to Trees in Conservation Areas (CA)
27. Hedgerow Removal Notice