



Dover Validation Requirements

Adopted July 2014
Amended under new legislation April 2015

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1 Introduction

The following table is a list of the possible requirements the District Council may have in order to process your application. Some of the requirements are national ones defined by Statutory Instruments and some of them are the requirements the District Council has. Each requirement is explained in detail within the accompanying Appendix – Validation Requirements – Explanatory Guidance. Should you require further information as to whether your particular proposal requires a certain document, please contact 01304 821199.

IN SUBMITTING YOUR APPLICATION YOU MUST REFER TO THE ACCOMPANYING EXPLANATORY GUIDANCE AND THEIR REQUIREMENTS.

Pre-Application Advice - In all but the most straightforward cases, the planning application process will be more efficient if applicants have sought advice about a proposed development and the information that will be expected to be submitted with an application, before making an application. Pre-application discussions are therefore an important stage in ensuring that applications are complete in terms of their information requirements. The Government recommends that LPAs and applicants should take a positive attitude towards pre-application discussions so that formal applications can be dealt with in a more certain and speedy manner and the quality of decisions can be assured. In addition to addressing the information requirements of formal applications, pre-application discussion can bring about a better mutual understanding of the planning history, policies, objectives and constraints that apply to the particular site and assist in proposals being adapted to better reflect community aspirations. They can also assist applicants by clarifying and narrowing down the information required to support a planning application. This will have an advantage of avoiding unnecessary work and expenditure and minimising delay in the handling of your application. Please visit the planning pages of our website to find out more about the pre-application service.

We would encourage you to submit your application online via the Planning Portal www.planningportal.gov.uk

If you choose to submit in hard copy, we require two copies of all documents. However, if your application falls within the 'Major' category please submit two hard copies and an electronic copy on a CD or memory stick.

Please ensure ALL submissions adhere to the following guidelines

- All drawings must include a title, a plan number, the print (paper) size, the relevant scale at that print size (e.g. 1:50 at A1 or 1:100 at A3) , a scale bar showing a length of one metre and ten metres and key dimensions
- Submit all required documents

Furthermore, please ensure that all electronic submissions, whether via the Planning Portal or by CD adhere to the following additional guidelines.

- We would prefer a maximum print size for any document or drawing of A2 or A3. Do not submit drawings that have to be printed at A0
- Maximum single attachment file size of 5MB
- All drawings to be attached as .pdf files
- Other acceptable file types for non-drawings are .jpg, .doc and .xls

All plans should include a scale bar, the scale and the paper size.

NATIONAL REQUIREMENTS

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Application Form	All application types	Completed application form and ownership and agricultural certificates	Application Forms NPPG	DMPO 2015	Note 1
Site Location Plan	All application types	Up to date map at a scale of 1:1250 or 1:2500.	NPPG	DMPO 2015	Note 2
Block Plan	All application types	A block plan at a scale of either 1:200 or 1:500.	NPPG	DMPO 2015	Note 3
Existing and Proposed Elevations	All applications that involve the creation of new or changes to the external appearance of the property (this includes change of use applications)	Drawings at a scale of 1:50 or 1:100.	NPPG	DMPO 2015	Note 4
Existing and Proposed Floor Plans	All applications that involve the creation of new or changes to the floor plans of a property	Drawings at a scale of 1:50 or 1:100.	NPPG	DMPO 2015	Note 5

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Existing and Proposed Cross/Section Drawings	Where a proposal involves a change in ground levels On sloping sites	Drawings at a scale of 1:20/1:50/1:100. The appropriate scale will depend on the level of detail that needs to be illustrated.	NPPG	DMPO 2015	Note 6
Appropriate Fee	Any application that requires a fee to be paid – please see the current fee regulations available - Fees	Full payment at the time of submission of cheque, debit or credit card.	NPPG Fee Regs 2012	DMPO 2015 Fee Regulations 2012	Note 7
Design and Access Statement	Applications listed in Note 8	Statement about the design principles and concepts that have been applied to the development, and how issues relating to access to the development have been dealt with.	NPPG	DMPO 2015	Note 8

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Environmental Impact Assessment	Please see Appendices 2 and 3 of EIA: Guide to Procedures	Please see Appendix 4 of EIA: Guide to Procedures	EIA: Guide to Procedures NPPG	EIA Regulations 2011	Note 9

LOCAL REQUIREMENTS

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Acoustic Report	Proposals likely to generate noise in excess of current background levels and/or above the levels specified in the World Health Organisations Guidelines for Community Noise	Noise survey and report prepared by a competent acoustician who shall be a member of the Institute of Acoustics or Association of Noise Consultants	Institute of Acoustics Association of Noise Consultants Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems	NPPF BS4142 BS8233 WHO - Guidelines for Community Noise	Note 10
Affordable Housing Statement	All applications that generate the need for affordable housing	The statement should explain what, if any provisions are to be made for affordable housing including details of the location, number and mix of the affordable housing	NPPG Affordable Housing SPD NPPG	Core Strategy DM5 Affordable Housing SPD	Note 11

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Air Quality Assessment	Major developments or proposals that generate high levels of air pollution such as significant industrial developments and development within or adjacent to Air Quality Management Areas	An Air Quality assessment should be carried out either as a single report or part of an EIA if appropriate	Kent and Medway Air Quality Partnership - Technical Guidance DDC's Air Quality Guidance NPPG	DEFRA LAQM TG (09) AQ NPPF	Note 12

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
<p>Biodiversity Survey and Assessment</p>	<p>Please see Note 13 for a detailed explanation</p>	<p>A protected species survey, assessment and mitigation report. The report should be undertaken by a suitably qualified person</p>	<p>Dover District Local Requirements - Biodiversity and Geological Conservation NPPG</p>	<p>Conservation of Habitats and Species Regulations 2010 Wildlife and Countryside Act 1981 Biological and Geological Conservation - Circular 06/2005</p>	<p>Note 13</p>
<p>Daylight/Sunlight Assessment</p>	<p>Applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or</p>	<p>A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document</p>	<p>BRE NPPG</p>	<p>NPPF</p>	<p>Note 14</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	<p>buildings, including associated gardens or amenity space. Applications where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development</p>				

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Economic Statement	Applications which are aimed at regeneration and/or which will result in loss of existing or potential employment land	A supporting statement explaining any regeneration /economic benefits.	Draft Marketing Guidelines NPPG	Core Strategy Policy DM2 NPPF	Note 15
Flood Risk Assessment	Development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3 (except minor domestic extensions or works where no new residential	Identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed and mitigated, taking climate change into account	Environment Agency NPPG	NPPF PPS25 Development and Flood Risk Guidance June 2008 (as amended) (updated Dec 2009)	Note 16

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Foul Sewage and Utilities Assessment	<p>dwelling unit is being created and the scheme involves no new bedroom space)</p> <p>Sites larger than 1 hectare; sites where there is known drainage or localised flooding problem; for other utility services, developments of 50 or more dwellings or 1,000 sqm of commercial development or where there is a known supply problem</p>	<p>An assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent; assessment for developments that are likely to generate significant increase in the flow of water across from the site; assessment should indicate how the development connects to other existing utility infrastructure systems.</p>	<p>Circular_03/99 NPPG</p>	<p>NPPE</p>	<p>Note 17</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
<p>Heritage Statement/Archaeological Survey</p>	<p>(a) Applications that affect any heritage assets. Heritage assets include 'designated heritage assets' such as Listed Buildings, Conservation Areas, Scheduled Monuments, protected Wreck Sites, Registered Parks and Gardens, Registered Battlefields and World Heritage Sites, and undesignated heritage assets identified by the</p>	<p>(a) A written statement which clearly identifies the heritage asset and its significance; the impact of any proposals on its significance/character, including its setting and a justification for the proposed works. (b) An archaeological desktop assessment and a field evaluation report.</p>	<p>English Heritage Statements of Significance KCC 'Historic Environment Record' DDC Interactive Maps NPPG</p>	<p>NPPF</p>	<p>Note 18</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	<p>local planning authority, such as local listing.</p> <p>(b) Applications that involve development which would lead to intrusive ground works in an area identified as being of known archaeological importance, or affecting nationally important archaeological remains, whether 'scheduled' or not</p>				

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
<p>Land Contamination Assessment</p>	<p>Land which is known to be contaminated</p> <p>Land where contamination is suspected for all or part of the site</p> <p>A proposed use that would be particularly vulnerable to the presence of contamination</p> <p>Householders may wish to contact the Environmental Protection Team to discuss issues like installation of conservatories</p>	<p>Dependent on the site and the end use and the potential for contamination to affect the development proposals, it may be a requirement that a PRA, Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application</p>	<p>Environment Agency - Land Contamination DDC</p> <p>Contaminated Land</p> <p>Guidance for the Safe Development of Housing on Land Affected by Contamination</p> <p>NPPG</p>	<p>NPPG</p>	<p>Note 19</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	or changing of garages to habitable rooms				
Landscape Character Assessment	Development that would result in harm to the character of the landscape	Intended landscape structure, cross-referenced with the design and access statement	NPPG	NPPF Core Strategy DM16	Note 20
Lighting Assessment	Development involving the provision of external lighting	Details of external lighting and proposed hours when the lighting would be switched on, including layout plan with beam orientation, schedule of the equipment in the design & lighting diagram showing the intensity of illumination	Institute of Lighting Professionals NPPG Manual for Streets Lighting in the Countryside - Towards Good Practice	NPPF DDC Local Plan Policy ER6 Core Strategy Policy CP4 The Kent Design Guide	Note 21

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
			DDC - Nuisance from Artificial Light		
Marketing Information	Applications which involve the loss of rural shops and pubs	Written statement demonstrating marketing and other economic evidence alongside environmental and social information.	Core Strategy Draft Marketing Guidelines NPPG	Core Strategy Policy DM24	Note 22
Open Space Assessment	All development on open spaces	Provide evidence that the land and buildings are surplus to local requirement	Core Strategy Land Allocations Local Plan NPPG	Core Strategy Policy DM25 Land Allocations Local Plan Policy DM27	Note 23
Parking and Access Arrangements	All applications that would result in a loss or increase in	Details of existing and proposed parking provision, including cycle parking	Core Strategy Kent Design Guide	Core Strategy Policy DM13	Note 24

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	parking provision. All major developments will require a parking and access statement.		Manual for Streets NPPG	KCC Interim Guidance Note 3 November 2008	
Photographs and Photomontages	Major Development Proposals and/or works involving the demolition of a listed building; affecting a conservation area or listed building; development affecting AONB or development affecting	Photographs should be dated, numbered and cross-referenced to a plan showing the site and its context	NPPG	N/A	N/A

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
<p>important viewpoints</p> <p>Planning Obligations/Draft Heads of Terms</p>	<p>A S106 Agreement may be required (excludes householder planning applications) in order to make a development acceptable in planning terms</p>	<p>Draft Heads of Terms to be supplied/Draft S106</p> <p>Confirmation that the applicant will meet the Council's legal costs</p>	<p>Core Strategy</p> <p>CIL Regulations (as amended)</p> <p>NPPG</p>	<p>Core Strategy</p> <p>Policy CP6 and Policy DM5</p> <p>CIL Guidance</p> <p>NPPF</p>	<p>Note 25</p>
<p>Planning Statement</p>	<p>All development (excluding householder)</p>	<p>Explain how the proposal addresses the requirements of the Development Plan and other material planning considerations including the NPPF and adopted Supplementary Planning Guidance/Documents</p>	<p>NPPG</p>	<p>All adopted documents</p>	<p>Note 26</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
Statement of Community Involvement	Major Developments and applications of importance to the local community.	Explain how you have complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrate that the views of the local community have been sought and taken into account	Statement of Community Involvement	Statement of Community Involvement	Note 27
Structural Survey	Application where part of the policy consideration in the development plan is whether or not the building(s) are capable of conversion	The report should be prepared by a suitably qualified structural engineer	NPPG	NPPF Core Strategy - Rural Buildings	Note 28

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	<p>rather than reconstruction; Any application related to a listed building where works are proposed that involve significant elements of demolition or rebuilding or affect the structural integrity of the building</p>				
<p>Code for Sustainable Homes (CFSH)/BREEAM Pre-Assessment Statements)</p>	<p>All applications (full and outline) of 1 (new build) dwelling or more All applications (full and outline) for (new build)</p>	<p>A BREEAM pre-assessment A Code for Sustainable Homes pre-assessment statement</p>	<p>BREEAM Core Strategy NPPG</p>	<p>NPPF Core Strategy Policy CP5</p>	<p>Note 29</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	non-residential development of 100sqm or more				
Telecommunications Statement	Any planning application for mast and antenna development by a mobile phone network operator	Applications should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure and technical justification and information about the proposed development.	NPPF	NPPF	Note 30
Retail Impact Assessment	Applications for retail, leisure & office development	Details of the sequential approach to main town centre uses that are not in the existing town	NPPG	NPPF	Note 31

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	<p>outside of town centres over 2,500 square metres gross floor space</p>	<p>centre and not in accordance with an up-to-date Local Plan.</p> <p>An assessment of the proposed development's impact on the existing committed and planned public and private investment in the centre or centres in the catchment area of the proposal; and impact on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area up to five years from the time the application is made. For major schemes up to ten years from the time the application is made.</p>			

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
<p>Transport Statement/Assessment/Travel Plan</p>	<p>Developments likely to have a significant impact on traffic congestion, transportation, or parking</p>	<p>See Guidance on Transport Assessment published by Department for Transport. It is important to make early pre-application contact with the Highway Authority to agree the type and scope of Transport Statement/Assessment and Travel Plan</p>	<p>Highways NPPG</p>	<p>NPPE Core Strategy DM13</p>	<p>Note 32</p>
<p>Tree Survey/and or hedgerow/Arboricultural Assessment</p>	<p>Where there are trees and/or hedgerows within the application site, or on land adjacent to it that could influence or be affected by the development</p>	<p>Tree Survey/ and or hedgerow survey Tree retention/removal plan Root Protection Areas Retained trees and root protection areas shown on proposed layout</p>	<p>BS5837:2012 Hedgerow Regulations NPPG</p>		<p>Note 33</p>

Validation Requirement	Applications that require this information	What Information is Required	Where to look for further information	Legislation/Policy Driver	Explanatory Guidance
	(including street trees)	Strategic hard and soft landscape design, including species and location of new tree planting and timing			
Ventilation/Extraction Details	Development where ventilation, extraction or air conditioning is proposed to be installed	Details of the position and design of ventilation and extraction equipment, including elevational plans of the ducting, odour abatement techniques and acoustic (noise) characteristics	Guidance on the control of odour and noise from commercial kitchen exhaust systems NPPG	NPPE	Note 34

If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant/agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

This information has been prepared having regard to the National Planning Practice Guidance and the Town and Country Planning (Development Management Order) 1995 (As Amended)

Validation Disputes

A recent amendment to government legislation allows the applicant to 'dispute' whether they consider the application to be invalid. You should refer to the Town and Country Planning Development Management Procedure Order 2015 for further advice on this procedure.



Appendix 1 Validation Requirements - Explanatory Guidance

This Appendix should be used in conjunction with the validation requirements for Dover District Council. This Appendix explains these requirements in more detail, the policy justification and requesting the documents and where assistance and more information can be found. If, once having read the document you require further assistance, please contact 01304 821199

We encourage you to submit your application electronically via The Planning Portal www.planningportal.gov.uk

VALIDATION REQUIREMENTS - NATIONAL REQUIREMENTS

Note 1 Completed Application Form

All of the relevant questions should be completed and if not relevant to the application, then the words “Not Applicable” or N/A should be inserted for clarity.

Please ensure you have completed the Ownership Certificate (A, B, C or D as applicable), the Agricultural Holdings Certificate (except for advertisement consent only applications), and the declaration. You must sign and date each of these sections otherwise your application will be deemed invalid. Please see below for further details.

For this purpose an ‘owner’ is anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known.

If Certificate B has been completed notice must be served on all of the owners of the site in question.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

In addition, all certificates **must** be accompanied by an Agricultural Holdings Certificate confirming whether or not any of the land to which the application relates is, or is part of, an agricultural building. On 6 June 2013, the planning portal merged the ownership and agricultural certificate, to provide one combined certificate. Please see the following link for further information on [forms and certificates](#).

Note 2 Site Location Plan

All applications must be accompanied by a site location plan based upon an up to date map at a scale of 1:1250 or 1:2500. The plan should include a scale bar, scale and paper size. Where possible the location should show at least two named roads and surrounding buildings. The surrounding buildings should be named or numbered to ensure that the exact location of the application is clear.

The application site must be clearly edged with a red line. It should include all of the land required to carry out the proposed development including access to the highway. Any other land within the control or ownership of the applicant that is adjacent or close to the application site should be edged with a blue line.

Site Location Plans can be obtained through the Council's website www.dover.gov.uk/planning or the Planning Portal www.planningportal.gov.uk

If you are providing an Ordnance Survey Plan this should be licensed. For further information please contact Ordnance Survey.

Note 3 Block Plan

All applications should include a block plan at a scale of either 1:200 (Householder Application) or 1:500 (Other Applications). This should accurately show:

- The direction of north
- The proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries and
- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjacent to/adjoining the site.

Note 4 Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all relevant external sides of the proposals must be shown, along with, where known, the proposed building materials and the manufacturer. Where a proposed elevation adjoins another building or is in close proximity the drawing should clearly show the relationship between the two structures and detail the positions of any openings on each property. Drawings should show the impact of any proposal on the 'street scene'. Applications (apart from householder) will be required to submit a street scene elevation the extent of which will be dependent on the scale and nature of the development proposed. In some instances it will be appropriate to submit an axonometric drawing to show a development in context. Blank elevations must also be included; if only to show that this is in fact the case. The plan should include a scale bar, scale and paper size.

Note 5 Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. They should show details of the existing buildings and those for the proposed building including each relevant floor and the roof. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building. The plan should include a scale bar, scale and paper size.

Note 6 Existing and Proposed Cross/Section Drawings

It is necessary to demonstrate how proposed development is to relate to existing site levels and neighbouring development. Section drawings should be drawn at a scale of 1:20/1:50/1:100 showing cross sections through the proposed buildings and must be submitted in the following cases:

- Where a proposal involves a change in ground levels drawings should be submitted to show both the existing and finished levels
- On sloping sites full information is required concerning alteration to levels, the way in which a proposal would sit within the site and, in particular, the relative levels between existing and proposed buildings
- Wherever possible the drawing should contain details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site and showing the proposals in relation to adjoining buildings
- Section drawings may also be requested in other cases by the planning office. The drawings may take the form of contours, spot levels or cross/long sections.

The plan should include a scale bar, scale and paper size.

Note 7 Appropriate Fee

Every application should be submitted with the appropriate fee or a letter explaining why you think a fee is not required.

Where it is necessary to pay a fee for the application this can be paid by cheque, credit/debit card over the telephone.

Further information on the correct fee payable for each development can be found at www.dover.gov.uk/planning

Note 8 Design and Access Statement (D&A Statement)

Article 8 of the Development Management Procedure Order sets out that only types of applications for planning permission that will require a D&A Statement will be:

1. Major Development;
2. The provision of one or more dwelling houses where any part of the development is in a Designated area (Note: the phrase "Designated Area" is defined as a Conservation Area or a World Heritage Site); and
3. The provision of a building or buildings where the floor space created by the development is 100 square metres or more where any part of the development is in a Designated Area.

Furthermore, Article 8 also sets out that even if an application for planning permission falls within any of the above three categories, it will NOT require a D&A Statement:

- (a) To remove or vary a condition;
- (b) To extend the time limit for the implementation of an extant planning permission;
- (c) For engineering or mining operations;
- (d) For a material change in use of the land or buildings; or
- (e) For development which is waste development.

An application shall be accompanied by a statement (D&A) that shall explain:

1. The design principles and concepts that have been applied to the development;
2. Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
3. Explain the policy adopted as to access, and how the policies relating to access in relevant local development documents have been taken into account;
4. State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultations; and
5. Explain how any specific issues which might affect access to the development have been addressed.

All applications for Listed Building Consent will require a D&A Statement and it should explain:

1. The design principles and concepts that have been applied to the works;
2. The special architectural or historic importance of the building;
3. The particular physical features of the building that justify its designation as a listed building;
4. The building's setting;
5. Explain the policy adopted as to access, including what alternative means of access have been considered, and how the policies relating to access in relevant development documents have been taken into account; and
6. Explain how specific issues which might affect access to the building have been addressed.

Note 9 Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011, set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

VALIDATION REQUIREMENTS – LOCAL REQUIREMENTS

Note 10 Acoustic Report

Proposals likely to generate noise in excess of current background levels and/or above the levels specified in the World Health Organisations Guidelines for Community Noise.

Applications for residential and commercial developments including places of entertainment and all applications where external plant and equipment is proposed should be submitted with a noise survey and report prepared by a competent acoustician who shall be a member of the Institute of Acoustics or the Association of Noise Consultants.

Any works necessary to control noise should be detailed on the planning application drawings. Where external noise attenuation equipment is proposed, such as acoustic enclosures or acoustic screens, the noise survey report should demonstrate the location, size and visual impact of such equipment on the host building and the street scene. This is especially important with regards to historical buildings or buildings situated in conservation areas. Noise measurement surveys undertaken to establish ambient and background noise levels should be undertaken in accordance with the recommendations of BS 7445-1:2003.

Noise surveys and reports will generally be required for developments including:

1. Building services and other external plant
2. Residential and noise sensitive developments
3. Subterranean developments
4. New Places of entertainment
5. Where there are increases in road traffic

However if you are unsure please seek pre-application advice from the Environmental Health Department envhealth@dover.gov.uk

Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems

Applications for residential and commercial developments including places of entertainment and all applications where external plant and equipment is proposed should be submitted with a noise survey and report prepared by a competent acoustician who shall be a member of the Institute of Acoustics or the Association of Noise Consultants.

Any works necessary to control noise should be detailed on the planning application drawings. Where external noise attenuation equipment is proposed, such as acoustic enclosures or acoustic screens, the noise survey report should demonstrate the location, size and visual impact of such equipment on the host building. This is especially important with regards to historical buildings or buildings situated in conservations areas. Noise measurement surveys undertaken to establish ambient and background noise levels should be undertaken in accordance with the recommendations of BS 7445-1:2003.

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[Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems](#)

Note 11 Affordable Housing Statement

Core Strategy Policy DM5 seeks all schemes of 5 units or more to make provision for affordable housing. Applications for residential developments of 15 or more dwellings should provide 30% of the total homes proposed as affordable homes. Affordable housing should be provided on the application site except in relation to developments of 5 to 14 units, which may provide either on-site affordable housing or a broadly equivalent financial contribution, or a combination of both. The Addendum to the Affordable Housing SPD sets out the formula for securing financial contributions for affordable housing from smaller schemes of 5 to 14 dwellings. Any application must provide an Affordable Housing Statement and be accompanied with a Site Proforma to set out the financial contribution required; if affordable housing is not to be provided on site. This applies to both new build properties and conversions. Further details together with a copy of the Site Proforma is available at [Affordable Housing Proforma](#)

Where, as confirmed in the Affordable Housing Statement, the development falls short of providing 30% affordable housing and/or the financial contribution required through the Affordable Housing SPD, the application shall also be accompanied by a Viability Assessment which shall confirm the reasons why it would not be financially viable to provide the full quota/payment for affordable housing as sought by Policy DM5 and the SPD. The Council may need to seek specialist advice in assessing the Viability Assessment and in these circumstances the applicant will be expected to meet the costs associated with obtaining this advice.

Note 12 Air Quality Assessment

An Air Quality Assessment will be required for proposals that have the potential to cause significant levels of air pollution which may affect a designated Air Quality Management Area (AQMA). The latter would include developments located both within AQMA as well as those that could generate additional vehicular traffic through this area. The assessment should provide information to enable the Council to assess the likely impact on local air quality.

In respect of proposals affecting an AQMA, it may be appropriate in some circumstances for the applicant to fund mitigating measures elsewhere inside the Area to offset any increase in local pollutant emissions resulting from the proposed development. These measures would normally be secured through planning obligations.

Assessments will be required for larger scale developments where air quality is a consideration. Whilst smaller infill development within or close to an AQMA is unlikely to require a full air quality assessment, the cumulative effects of such development do have an impact on local air quality and consideration to AQ will be necessary. Mitigation measures or contributions to any Air Quality Action Plan and/or the Pollution Management Programme may be sought proportionately.

Existing AQMAs include Townwall Street, Snargate Street and a small part of the High St/Ladywell junction in Dover. Staff in the Environmental Protection section of the Council can advise on the need for and scope of the Assessment.

The overall aim of an air quality assessment is to examine the impact of the assessment in terms of air pollution with regard to National and EU AQ Objectives and determine whether the development will have a significant impact on air quality or whether the existing air quality environment is unacceptable for the proposed development.

When Required

If the development is likely to cause deterioration in local air quality (i.e. once completed it will increase pollutant concentrations)

If the development is located in an area of poor quality (i.e. it will expose future occupiers to unacceptable pollutant concentrations)

If the demolition/construction phase will have significant impact on the local environment (e.g. through fugitive dust and exhaust emissions).

Further information can be found in:-

[Part IV of the Environment Act 1995 – Local Air Quality Management DEFRA Policy Guidance LAQM.PG\(09\), 2009 – Chapter 10: Air Quality Planning](#)

[The Air Quality Standards Regulations 2010](#)

[Kent & Medway Air Quality Partnership: Air Quality and Planning Technical Guidance July 2011 \(currently under revision\)](#)

[DDC's Air Quality Guidance](#)

Note 13 Biodiversity Survey and Assessment

A) Biodiversity & Protected Species

Applications that involve the change of use/modification/demolition (including in part) of the following buildings must provide a protected species survey, assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified person, in accordance with relevant and up-to-date good practice guidelines.

- Buildings with wooden cladding or hanging tiles within 200m of woodland or water;
- Pre-1960 buildings within 200m of woodland or water;
- Pre-1919 buildings within 400m of woodland or water;
- Tunnels, mines, kilns, ice houses, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts.

Applications that would affect the following must provide a protected species survey, assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified person, in accordance with relevant and up-to-date good practice guidelines.

- Lighting of Churches and listed buildings or flood lighting within 50m of woodland, water or hedgerows/lines of trees with an obvious connection to woodland or water;
- Works affecting woodland, or hedgerows, lines of trees with an obvious connection to woodland or water;
- Works that involve the felling or lopping of veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1m at chest height;
- Major proposals within 500m of the perimeter of a pond, or 200m of rivers, streams, canals, lakes or other aquatic habitats;
- Minor proposals within 100m of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats.

B) Designated Sites, Habitats and Geological Features

Applications that would affect any of the following must provide an ecological survey assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified person, in accordance with relevant and up-to-date good practice guidelines.

- Special Protection Area for Birds (SPA)
- Special Area of Conservation (SAC) Sites notified under the Ramsar Convention (Ramsar)
- Sites of Special Scientific Interest (SSSI)
- Local Wildlife Sites (LWS) or Site of Nature Conservation Interest (SNCI)
- Local Natures Reserves (LNR)
- National Nature Reserves (NNR)
- Ancient Woodland
- Veteran trees
- Trees and scrub used for nesting by breeding birds
- Quarries, naturally occurring cliffs and rock outcrops
- Urban greenspace (e.g. parks, allotments, flower-rich verges, embankments etc).

Applications that would affect any of the following geological features below must provide a geological survey, assessment and mitigation report, undertaken by a suitably qualified person, unless an exception applies:

- Site of Special Scientific Interest (SSSI)
- Regionally Important Geological Sites (RIGS)
- River and stream sections
- Inland outcrops
- Underground mines and tunnels
- Buried geological interest
- Road, rail and canal cuttings
- Caves
- Finite mineral, fossil or other geological features.

Details and guidance on biodiversity and geological conservation can be found at:-

[Dover District Council Local Requirements 2013 – Biodiversity and Geological Conservation](#)

C) Exceptions

A) Biodiversity and Species report may be waived if:

- Following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required
- A reasoned risk assessment, undertaken by a suitably qualified person, is submitted demonstrating that no protected species are present, or that none would be adversely affected by the proposal
- With regards to SPA, SAC or SSSI, it is confirmed in writing by Natural England that a survey/report is not required.

Note 14 Daylight/Sunlight Assessment

Applications may need to be accompanied by a daylight/sunlight assessment in circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or buildings, including associated gardens or amenity space. An assessment may also be required in situations where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development.

The assessment should be carried out in accordance with the British Research Establishment (BRE) document Site Layout Planning for Daylight and Sunlight - A guide to Good Practice. A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.

Further advice is available at [BRE](#).

Note 15 Economic Statement

Applications will need to be accompanied by a supporting statement explaining any regeneration/economic benefits from the proposed development, including details of any new jobs that might be created or supported; the relative floor space 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. In line with Core Strategy Policy DM2 a statement will also be required if the application involves the loss of existing or potential employment land to another use. This should refer to the Council's Marketing Guidelines (draft).

Note 16 Flood Risk Assessment

A Flood Risk Assessment (FRA) identifies and assesses the risks of all forms of flooding to and from the development and demonstrates how these flood risks will be managed, taking climate change into account. An FRA will be required for development proposals of one hectare or greater in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3 should be accompanied by a FRA (except for minor domestic extensions or works where no new residential dwelling unit is being created and the scheme involves no new bedroom space).

An FRA will also be required where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding, or where there are identified drainage problems. There is further guidance in the [NPPF](#), [NPPG](#) and Technical Appendix to PPS25 and can be obtained from the [Environment Agency](#).

<https://www.gov.uk/search?q=preliminary+opinion> - Pre application enquiry form

<https://www.gov.uk/flood-risk-standing-advice-frsa-for-local-planning-authorities> - Flood Risk Standing Advice

<https://www.gov.uk/search?q=sustainable+construction+guidance> - Sustainable construction

<https://www.gov.uk/planning-applications-assessing-flood-risk> - Preparing a FRA

<https://www.gov.uk/government/policies/reducing-the-threats-of-flooding-and-coastal-change>
- Sustainable Urban Drainage Systems

Guidance about the requirements of the Sequential Test can be found at the following link:-

<http://www.dover.gov.uk/Planning/Planning-Applications/PDF/Biodiversity-and-Geological-Conservation.pdf>
and NPPF technical guidance.

Note 17 Foul Sewage and Utilities Assessment

A foul sewage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm systems. 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. The use of soakaways may require satisfactory percolation tests to have been undertaken.

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. These should 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. In some cases, significant easements can potentially sterilise development sites.

Early contact should be made with Southern Water. Where non-mains sewerage systems (such as cesspools or septic tanks) are proposed, their suitability may need to be demonstrated. In particular, applicants may need to show that significant environmental or amenity problems will not arise.

Description and Scope – Surface Water

A surface water drainage assessment will be required for those developments that are likely to generate significant increase in the flow of water across and from the site. Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches,

permeable pavements, grassed swales, ponds and wetlands. SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity.

Description and Scope – Other Utilities

In some circumstances an application should indicate how the development connects to other existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply. 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 that:

- (a) 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) Proposals incorporate any utility company requirements for new water or gas mains, substations, telecommunications equipment or similar structures;
- (c) 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.

When required

- In respect of foul sewage, for sites larger than 1 hectare
- If there is a known drainage or localised flooding problem and an assurance from the developer is needed that sewer capacity and flood risk from surface water have been addressed
- For other utility services, developments of 50 or more dwellings or 1,000 sq m of commercial development or where there is a known supply problem.

Note 18 Heritage Statement/Archaeological Survey

All applications which have an impact on a heritage asset, or its setting must include a 'Heritage Statement'. This could be a 'stand alone' report, or could be part of a Design and Access Statement; however it must be clearly labelled as such.

Heritage assets are defined in the NPPF as 'A building, monument, site, place, area or landscape, identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest'.

Heritage assets include 'designated heritage assets' such as Listed Buildings, Conservation Areas, Scheduled Monuments, Protected Wreck Sites, Registered Park and Gardens, Registered Battlefield and World Heritage Sites. They also include undesignated heritage assets; these have no formal designation, but are nonetheless considered to have some heritage importance, they are normally identified by the local planning authority, such as 'local lists of historic buildings'.

The Heritage Statement must describe the significance of any heritage asset, including any contribution made by its setting. This information should then be used to inform any proposals affecting the heritage asset. Once proposals have been formulated then their impact on the significance of the heritage asset should be evaluated.

Detailed guidance on how to produce a Heritage Statement is given on the Conservation page of the DDC website.

The most common designated heritage assets to be affected by applications are listed buildings and conservation areas.

Listed Building Applications

All listed buildings applications, and planning applications affecting a listed building MUST include a Heritage Statement as described above.

This must include an evaluation of the significance of the listed building, and particularly the parts of it being affected; a schedule of the proposed works; an evaluation of the works on the significance of the building, and justification for the works.

Large scale drawings (1:50 or larger) showing existing and proposed floor plans and elevations are essential. However if only one level of a building is being altered, such as the ground floor, then only detailed plans of this level would be required. If elevational changes are proposed, then the whole of the elevation concerned should be drawn, so that the proposals can be seen in context.

Contextual and detailed photographs would always be helpful, however they would not negate the need for fully detailed scaled drawings, as described above.

Where reinstatement of lost or damaged features is proposed, historic photographs or plans showing these features should be included, if possible, to support the application.

A detailed specification of all proposed materials to be used should be included.

Conservation Areas

Applications within conservation areas for new buildings, or for altering the external appearance of existing buildings, must include a Heritage Statement.

This statement should identify the special character of the conservation area, and in particular the part of it around the application site, and then evaluate the impact of the proposals on the character of that area.

Annotated photographs and plans can be used to help describe the particular character of a conservation area. Advice on the understanding and evaluating the character of a conservation area can be found on the English Heritage website.

Note: where applications have an impact on more than one heritage asset, for example an extension to a listed building in a conservation area, then the impact of the proposal, on both of these assets must be evaluated.

Archaeological Survey

Applications that involve development which would lead to intrusive ground works in an area identified as being of known archaeological importance, or affecting nationally important archaeological remains, whether scheduled or not, must include an archaeological desk top assessment and a field evaluation report. This information will form part of any Heritage Statement.

Further advice on this can be obtained directly from the County Archaeologist at Kent County Council.

[Dover District Councils Heritage Strategy](#)

<http://www.english-heritage.org.uk/your-home/making-changes-your-property/permission/>

<http://www.building-in-context.org/>

[Dover District Council Guidance on Statements of Significance](#)

Note 19 Land Contamination Assessment

For all new development with a sensitive end use (e.g. residential, nurseries, schools) a minimum of a Preliminary Risk Assessment (PRA) will be required regardless of the history of the site, contaminated or otherwise. Also, for all new developments on land which adjoins an affected contamination site a PRA will be required as a minimum. Prior to submission of application you are required to contact envhealth@dover.gov.uk.

Also, for all new developments where contamination is known, or suspected, or the development is in the vicinity of such land, and ground works are proposed a PRA will be required as a minimum. The report should be carried out by a Competent Person (as defined by the NPPF) to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.

- A report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance to determine the likelihood of contamination.
- A preliminary conceptual site model (showing all potential pathways between contaminants and receptors – know as pollutant linkages) should be provided, together with a preliminary risk assessment of these pollutant linkages where contamination is know or suspected or the site is in the vicinity of such land <http://www.environment-agency.gov.uk/research/planning/33706.aspx>

Dependent on the site and the end use and the potential for contamination to affect the development proposals, it may be requirements that a PRA, Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application. You should check this requirement with the environmental health officer's advice.

Further information can be found:-

[BS10175 \(2001\) Code of Practice for the Investigation of Potentially Contaminated Sites](#)

[Environment Agency – Land Contamination](#)

[DDC – Contaminated Land](#)

[Guidance for the Safe Development of Housing on Land Affected by Contamination](#)

Note 20 Landscape Character Assessment

In accordance with the Core Strategy DM16, development that would harm the character of the landscape will require a landscape character assessment. There is a minimum requirement for proposals to indicate the intended landscape structure, which should be cross-referenced with the design and access statement. Existing trees and other vegetation should, where practicable, be expected to be retained in new developments and protected during the construction of the development.

Note 21 Lighting Assessment

External lighting can have significant pollution impacts affecting people's enjoyment of their homes and the countryside and obliterating the night sky. It is an inefficient use of energy resources. Where lighting is proposed, applications should include details of the number, type (e.g. wall mounted or free-standing columns), location and intensity of any lighting installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside (especially AONB) or within sensitive buildings.

As a general rule, lighting should be proposed only where it is necessary. Cut off lanterns should be used minimise pollution.

Further information can be found at:-

[Institute of Lighting Professionals](#)

[Manual for Streets](#)

[DDC – Nuisance from Artificial Light](#)

[Lighting in the Countryside](#)

Note 22 Marketing Information

In accordance with the requirements of policy DM24 of the Core Strategy and Draft Marketing Guidelines, applications which result in the loss of rural public houses and retail will need to demonstrate that their loss would not harm the economic and social viability of the community that it serves or, if such harm would occur, it has been adequately demonstrated that the use is no longer commercially viable and genuine and adequate attempts to market the premises for retail purposes or as a pub have failed.

Note 23 Open Space Assessment

Open space includes outdoor sports pitches, children's play areas and informal amenity open space. Most (but not all) open space is indicated on the proposals map and most (but not all) is publicly accessible. An applicant for planning permission within an open space will need to demonstrate, through an assessment, that the land and any buildings upon them are surplus to requirements. Any such evidence should accompany the planning application.

All applications involving new residential development above the minimum threshold specified in DM27 of the Land Allocations Local Plan will be required to provide open space to meet the additional need arising from the development. This may be in the form of new facilities, or the application may demonstrate the way in which capacity of existing facilities will be increased to meet the additional need. Alternatively a justification should be provided to explain the lack of provision.

[Core Strategy – DM25](#)

[Dover District Land Allocations Local Plan DM27](#)

Note 24 Parking and Access Arrangements

All applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision. All major development will be accompanied by a statement about how much parking is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that

vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure, e.g. by overlooking. Dimensions of parking spaces and access points should be shown.

[Core Strategy](#)

Note 25 Planning Obligations/Draft Head(s) of Terms

Planning obligations, or Section 106 Agreements are agreements negotiated between local planning authorities and persons/developers with an interest in a piece of land, and are intended to make development acceptable which would otherwise be unacceptable in planning terms.

Details of the draft head(s) of terms/S106 being proposed should be submitted with the application. It would also be helpful to confirm details of the applicant's solicitor and also proof of title regarding land subject to the planning obligations. And confirmation that the applicant will meet the Council's legal costs.

[Community Infrastructure Levy Regulations](#)

[Community Infrastructure Levy Guidance](#)

Note 26 Planning Statement

Where a planning statement is required it should identify the context and the need for a proposed development and includes an assessment of how it accords with relevant national, regional and local planning policies. It may also include details of consultations with Dover District Council and wider community/statutory consultees prior to submission.

The statement will explain how the proposal relates in policy terms to national and regional planning guidance, the development plan and adopted Supplementary Planning guidance; and as they emerge, the LDF and Supplementary Planning Documents.

Note 27 Statement of Community Involvement

A Statement of Community Involvement will normally only be required for major development applications or other applications which are of importance to the local community. It will explain how the applicant has complied with the requirements for pre-application consultation set out in the Dover District Council's adopted [Statement of Community Involvement](#) and seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

Note 28 Structural Survey

A structural survey may be required in support of an application if the proposal involves substantial demolition of a building which would otherwise be capable of conversion.

This report should be prepared by a suitably qualified structural engineer or building surveyor with a background in historic assets and should address the condition of a building and identify its defects, whether it is capable of accommodating the proposed works and any proposed remedies.

Note 29 Code for Sustainable Homes (CFSH)/BREEAM Pre-Assessment Statements

The Pre-Assessment Statement will be required for all applications (full and outline) of 1 (new build) dwelling or more and all applications for (new build) non-residential development of 100sqm or more. The Statement shall detail how the development will achieve the requirements as set out in Policy CP5 of the Core Strategy. If it is considered that Policy CP5 cannot be met, justification should be provided in the Statement based on the technical requirements of the CFSH/BREEAM.

It is strongly recommended that an accredited CFSH/BREEAM Assessor be used to produce the Pre-Assessment Statement to accompany the planning application. As the design/layout of the development will also influence the ability to comply with CFSH/BREEAM standards, advice from an Assessor (or similar) should be sought at an early stage in the design process. Involving an Assessor in this way should assist the speed/efficiency of the application assessment process.

Note 30 Telecommunications Development

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure and technical justification and information about the proposed development.

Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002) and the NPPF – Chapter 5.

[Planning Portal Good Practice Guide](#)

Note 31 Retail Impact Assessment

Applications for main town centre uses which are located outside of designated town centre will need to meet the requirements of paragraphs 24 to 27 of the NPPF.

Note 32 Transport Statement/Assessment/Travel Plan

The Council must consider the impact of proposals on travel patterns and the incorporation of sustainable transport measures should be regarded as essential for all major developments. The Transport Statement/Assessment (otherwise known as a TS or TA) should illustrate accessibility to the site by all modes and the likely modal split of journeys to and from the site. It should give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. The content should reflect best practice.

The Statement/Assessment will provide a basis for discussion on details such as the level and location of parking and the need to improve access for all modes of transport. When considering proposals to improve access to the site, relevant proposals of the Local Transport Plan should be taken into consideration. The provision of, and/or contributions towards, measures identified in these strategies may resolve the access needs for a development. A planning obligation may be required to secure the implementation of such measures (see the section headed Planning Obligation(s)/Draft Heads of Terms).

A Transport Statement/Assessment may precede and support a Travel Plan and will generally, but not exclusively, be required for larger scale developments. They may be needed if traffic affects an Air Quality Management Area, if there are specific local initiatives or targets for reduced road traffic, if there is a particular local traffic problem, if there are likely to be cumulative effects with other development or if the development is close to a sensitive or problematic part of the road network. Existing trip levels need to be provided if the developer is proposing a fall back position and applicants also need to provide evidence that the proposed fallback position is relevant.

Indicative thresholds for Transport Statements/Assessments and Travel Plans can be found at:

[Guidance on Transport Assessment published by the Department for Transport](#)

However developers should undertake pre-application discussions with the Highway Authority prior to submitting a planning application so that the specific requirements of the Transport Statement/Assessment and Travel Plan can be agreed.

Further information can be found at:-

[DFT Guidance on Travel Plan](#)

[Building Sustainable Transport into New Development](#)

Note 33 Tree Survey/Arboricultural Assessment

Layout plans should identify trees and other important vegetation such as hedgerows that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required.

An arboriculturalist with experience in the protection of trees on development sites should be appointed to carry out the survey. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance. Site layouts should take full account of the recommendations in BS 5837:2012, including marking out of root protection areas and the location and type of tree protection to be employed. Layout plans should also indicate the routes of proposed underground services. It should assess all existing trees, including those on neighbouring land that may be affected by the development, and should include at least the following information:

- Species of tree, height (in metres), diameter of the trunk (measured at 1.5m above ground level on single stem trees and immediately above the root flare on multi-stemmed trees), canopy spread in metres in relation to all four compass points (to be recorded on tree survey plan), height of crown base (i.e. clearance above ground of lowest branches; in metres), age class (young, middle age, mature, over mature, veteran), assessment of condition (physiological and structural), tree management recommendations (e.g. Remove deadwood, crown lift etc), desirability for retention in accordance with Table 1 of BS 5837:2012. Retention categories should be clearly differentiated on plans
- Arboricultural Method Statement (AMS)
- Landscaping/tree planting scheme

Note 34 Ventilation/Extraction Details

For a development likely to require ventilation or extraction, full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics should accompany the application.

Further information can be found in:-

[Defra – Guidance on the control of odour and noise from commercial kitchen exhaust systems](#)