



castlepoint

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**Castle Point Borough Council**

## **Validation Requirements**

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## **What is the purpose of this document?**

This document sets out the required documents and plans when submitting various planning application types.

Without the submission of the required documents and plans, your planning application may not be validated, and this could cause a delay to the determination of your application.

## **Where do I submit a planning application?**

Planning applications may be submitted online via the Planning Portal at [www.planningportal.co.uk/apply](http://www.planningportal.co.uk/apply). This is the most streamlined method of application.

Alternatively, electronic applications or documents to support your application may be emailed to [planning@castlepoint.gov.uk](mailto:planning@castlepoint.gov.uk). This could be useful if you encounter problems applying online (e.g. document types or file sizes).

If you do not have access to the internet, applications may be posted or delivered to:

Council Offices  
Kiln Road  
Benfleet  
Essex  
SS7 1TF

## **What are the planning fees?**

The Planning Portal contains a useful guide to planning application fees (checked 06.04.2023). ([https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)). Please note that fees do change from time to time. If you submit your application via the planning portal, the fee can be calculated during the application process, prior to submission.

Please note that the Planning Portal carries a service charge per planning application submitted via the site, which is retained by the site.

If you are unsure as to which fee applies to you, please contact the Planning Support Team at [planning@castlepoint.gov.uk](mailto:planning@castlepoint.gov.uk)

## Common mistakes

There is a wide range of reasons as to why a planning application may be made invalid which can result in delays to the process. The list below details the most common invalid reasons or mistakes. Paying attention to these common issues and avoiding them may result in your application being processed more smoothly.

The most common reasons for applications being made invalid are:

- Inaccurate or incomplete plans and information
- Block plan and elevation plan views do not correlate (e.g. doors/windows not showing on both or in contradicting locations)
- Floor and elevation plans do not correspond (e.g. doors/windows not showing on both)
- Floor plans not having room labels
- Plans submitted are not to a recognised metric scale e.g. 1:100, 1:50
- Scale is incorrect, e.g. a plan is notated at 1:200 scale, however, when a figured dimension is measured at the stated scale a different measurement is produced
- Plans do not include a scale bar at all - all plans must include a scale bar
- Confusion as to where/when to draw red and blue lines around sites or boundaries
- Location plans - no red line around the site or differing red lines between plans and documents
- Notes on plans stating not to scale from plans

## What makes it easier for us? Or What speeds up the validation process?

- Each plan being submitted as a single document, correctly oriented and scalable saves us time
- Since plans are checked electronically, individual plans for each elevation or floor plan is very time consuming; composite plans make it a lot easier to assess what is being applied for.

## General requirements for all submissions

- Descriptions should be accurate, clear and precise. They should identify the key parts of the proposal that require planning permission but not include irrelevant details or set out a justification for the proposal.
- Submitted documents shall be clear, precise, and consistent
- Plans shall be clear, legible, and easy to understand
- Plans shall not include unnecessary additions irrelevant to the planning process such as Building Control, structural or non-planning details, references to other approved application, applications to be commenced under permitted development or fallback positions, to avoid additional clutter and confusion
- If a red line is included on plans other than the location plan, or within supporting documents, it must match the red line on the location plan.

Where plans or documents do not comply with these requirements, regardless of application type, the application will be returned invalid.

## Householder Planning Application

### Required

The following are always required in order to validate a planning application:

- o One completed, signed and dated application form
- o Certificate of ownership (A, B, C or D) (end of application form), signed and dated
- o One location plan (Ordnance Survey-based) – scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- o One block plan/site layout plan – scale of 1:200 (or alternative where appropriate, for example 1:500 if the site is large) – which should show:
  - All existing buildings on the site
  - Indication of any new buildings or extensions
  - Any roads or footpaths on the site, including any public rights of way crossing or adjoining the site
  - Any parking spaces
  - Boundary treatments
  - Extent of any hard landscaping
  - Trees and significant landscaping features, including trees on neighbouring land which may have roots or canopy spread over the site area
- o One copy of plans showing the full existing elevations and full floor plans of the building the subject of the application with room labels – at a scale of not greater than 1:50 (1:100 is also acceptable)
- o One copy of plans showing the full proposed elevations and full floor plans of the building the subject of the application with room labels; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (1:100 is also acceptable)
  - o Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
- o A document containing photographs of the outside of the dwelling including the front, side and rear of the property and any other areas relevant to the development.
- o CIL form 1 and where CIL liable CIL form 2.
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

## Other documents

The following may be required in certain instances, where it would be relevant to determining the application:

- o Biodiversity checklist and report - If protected habitats and species are likely to be present on site, it is your responsibility to know what protected habitats and species are on site. NB Some survey work can only be carried out at certain times of year.
- o Planning Statement – where justification for the development is required, or where very special circumstances are being advanced for development in the Green Belt
- o Ecology Assessment or Ecology Survey – where there may be an ecological impact from the development which needs to be assessed and/or mitigated
- o Tree Assessment – where the development may have an impact of the canopy or root network of a tree
- o Daylight/Sunlight Assessment – where it is necessary to demonstrate that the development would not have a detrimental impact on neighbouring amenity through loss of light
- o Noise Impact Assessment – where the proposed development may have a noise impact which needs to be considered and/or mitigated
- o Heritage Statement – where the proposed development may have a detrimental impact on a building, structure or monument of historic significance; be that through direct impact, or impact on the setting of the historic feature
- o Flood Risk Worksheet – where the proposed development is situated in Flood Zone 2 or 3
- o In Flood Zone 3, demonstration that floor levels are either no lower than existing floor levels or 300mm above the estimated flood level.
- o Bat survey declaration where the development includes the modification, conversion, extension, demolition or removal of buildings and structures
- o Where a building is located in the Green Belt, full volume calculations of both the existing and proposed development are to be provided.

## **Lawful Development Certificates (for Proposed and Existing Development)**

Please Note: Where an application is submitted for a Lawful Development Certificate, the onus is on the applicant/agent to provide sufficient and precise information/evidence to decide the application.

### Required for applications for a Lawful Development Certificate relating to proposed development

- One completed, signed and dated application form
- One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- One copy of plans showing the full existing elevations and full floor plans of the building the subject of the application with room labels – at a scale of not greater than 1:50 (1:100 is also acceptable)
- One copy of plans showing the full proposed elevations and full floor plans of the building the subject of the application with room labels; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (1:100 is also acceptable)
- The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)
- One block plan (as required in householder application)

Note: All plans should contain:

- A plan/drawing reference
- North arrow
- Scale bar
- Existing and proposed materials
- For multi-unit schemes, each unit should be numbered

Other Documents:

- Planning Statement – where justification for the development may be required
- A document containing photographs of the outside of the building including the front, side and rear of the property and any other areas relevant to the application.
- The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

Required for applications for a Lawful Development Certificate relating to existing development

- One completed, signed and dated application form
- One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
  - One copy of plans showing the full existing elevations and full floor plans of the building the subject of the application with room labels – at a scale of not greater than 1:50 (where relevant) (1:100 is also acceptable)
  - One copy of plans showing the full proposed elevations and full floor plans of the building the subject of the application with room labels; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (where relevant) (1:100 is also acceptable)
- One copy of supporting Planning Statement (to include statement of grounds on which the certificate is sought).
- One copy of evidence to support the proposal, which may include utility bills, tenancy agreements, Council Tax bills, building materials receipts, photographs etc.
- One copy of Sworn affidavit(s) from individuals with personal knowledge of the existing use/development (where relevant)
- A document containing photographs of the outside of the building including the front, side and rear of the property and any other areas relevant to the application.
- The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

Note: All plans should contain:

- A plan/drawing reference
- North arrow
- Scale bar
- For multi-unit/building schemes, each unit should be numbered



## **Prior Approval Determinations**

Applications for a determination as to the need for the local planning authority's prior approval, where an application is being made in relation to the developments set out within the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or subsequent Acts or Orders, should contain the following as a minimum.

You should review the requirements of the Order prior to submission to ensure the information submitted clearly demonstrates that you comply with the requirements of the Order.

### **Larger Home Extension**

- o One completed, signed and dated application form
- o One location plan, showing the proposed development, with the proposed extension clearly shown
- o Three measurements of the proposed extension, which should include the height, and the depth of the extension including any other extensions which the proposal is built on/joined to (total enlargement i.e. the proposed enlargement together with the existing enlargement)
- o A document containing photographs of the outside of the dwelling including the front, side and rear of the property and any other areas relevant to the application.
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

It is requested that you provide proposed and existing floorplans, roof plans, elevations and photographs of the proposal, but these are not required by the Order.

Note: All plans should contain:

- o A plan/drawing reference
- o North arrow
- o Scale bar

### **Change of Use**

- o One completed, signed and dated application form
- o One location plan
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

It is requested that you provide proposed and existing floorplans, roof plans and elevations (where relevant), but these are not required by the Order.

You should review the requirements of the Order prior to submission to ensure the information submitted clearly demonstrates that you comply with the requirements of the Order.

It is expected that any application details meet the requirements of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or any replacement legislation. Failure to meet the submission requirements of the Order may mean that the application is incorrectly submitted and results in a delay.

### Others

You should review the requirements of the Order prior to submission to ensure the information submitted clearly demonstrates that you comply with the requirements of the Order.

It is expected that any application details meet the requirements of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or any replacement legislation. Failure to meet the submission requirements of the Order may mean that the application is incorrectly submitted and result in delay.

As a minimum, applications should always include:

- o One completed, signed and dated application form
- o One location plan
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200)

## Full Planning Application

### Required for all applications

- One completed, signed and dated application form
- One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- One block plan/site layout plan – to a scale of 1:200 or 1:500 – which should show:
  - All existing buildings on the site
  - Indication of any new buildings or extensions
  - Any roads or footpaths on the site, including any public rights of way crossing or adjoining the site
  - Any parking spaces
  - Boundary treatments
  - Extent of any hard landscaping
  - Trees and significant landscaping features, including trees on neighbouring land which may have roots or canopy spread over the site area
- One copy of plans showing the full existing elevations and full floor plans of the building the subject of the application with room labels – at a scale of not greater than 1:50 (1:100 is also acceptable)
- One copy of plans showing the full proposed elevations and full floor plans of the building the subject of the application with room labels; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (1:100 is also acceptable)
  - Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
    - For multi-unit schemes, each unit should be numbered
- Design and Access/Planning Statement – for applications consisting of one or more new dwellings or a building with a floor space of more than 100sq.m, or; development within a conservation area, or; development affecting a listed building.
- A document containing photographs of the outside of the site including the front, side and rear of the property and any other areas relevant to the application.
- CIL form 1 and where CIL liable CIL form 2.
- The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)
- Biodiversity Net Gain\*:
  - completed biodiversity metric (as an Excel-file type)
  - condition assessment (as an Excel-file type)

- site plan, drawn to an identified scale marked with the direction of north, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat
- date of assessment
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:
  - a statement to the effect that these activities have been carried out;
  - the date immediately before these activities were carried out;
  - the pre-development biodiversity value of the onsite habitat on this date;
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this

\*Where an exemption is claimed, further justification may be required.

For applications consisting of 10 or more dwellings, see 'Major Applications'

#### Other documents

The following may be required in certain instances, where it would be relevant to determining the application (not listed in order of significance):

- Biodiversity checklist and report - If protected habitats and species are likely to be present on site. It is your responsibility to know what protected habitats and species are on site. NB Some survey work can only be carried out at certain times of year. SUDs proforma available on our [website](#)
- Sustainable Drainage Plan (for flood zone 2/3)
- Sustainable Drainage Statement (for flood zone 2/3)
- Flood risk assessment (For flood zone 2/3)
- Transport Assessment – where development is likely to generate significant transport movements
- Parking Assessment – should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels in surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under- or over-provision
- Ecology Assessment or Ecology Survey – where there may be an ecological impact from the development which needs to be assessed and/or mitigated
- Tree Assessment – where the development may have an impact on the canopy or root network of a tree
- Daylight/Sunlight Assessment – where it is necessary to demonstrate that the development would not have a detrimental impact on neighbouring amenity through loss of light
- Noise Impact Assessment – where the proposed development may have a noise impact on nearby properties which needs to be considered and/or mitigated OR the proposed development is for a noise-sensitive use located near to existing noise sources e.g. main roads, service yards, air handling or refrigeration units, petrol filling stations etc.

- o Heritage Statement – where the proposed development may have an impact on a building, structure or monument of historic significance; be that through direct impact, or impact on the setting of the historic feature
- o Health Impact Assessment – Developments of 50 or more residential units or 1000sq.m of non-residential space. Report specifying how the development will mitigate against negative health impacts and demonstrate how opportunities for positive health impacts have been explored and incorporated
- o Environmental Statement
  - All developments listed under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended
  - Development listed under Schedule 2 may require Environmental assessment, the local planning authority will consider whether it is likely to have significant effects on the environment
- o Retail Assessment - Applications for any of the following:
  - Retail and leisure developments over 2500 square metres.
  - Smaller retail and leisure likely to have a significant impact on smaller centres.
  - Applications for other main town centre uses when they are
    - an edge of centre or out of centre location; and
    - not in accordance with the development plan
- o Refuse and recycling plan - A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure. Required for any proposal involving single-family dwelling houses more than 25m from the highway, flats or commercial development.
- o Where a building is located in the Green Belt, full volume calculations of both the existing and proposed development are to be provided.

### **Major Residential Development (10+ units) (Detailed element)**

#### Required for all applications

- o One completed, signed and dated application form
- o One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- o One block plan/site layout plan – to a scale of 1:500 – which should show:
  - All existing buildings on the site
  - Indication of any new buildings or extensions
  - Any roads or footpaths on the site, including any public rights of way crossing or adjoining the site
  - Any parking spaces
  - Boundary treatments

- Extent of any hard landscaping
- Trees and significant landscaping features, including trees on neighbouring land which may have roots or canopy spread over the site area
- One copy of plans showing the full existing elevations and full floor plans of the building the subject of the application with room labels – at a scale of not greater than 1:50 (1:100 is also acceptable)
- One copy of plans showing the full proposed elevations and full floor plans of the building the subject of the application with room labels; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (1:100 is also acceptable)
  - Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
    - For multi-unit schemes, each unit should be numbered
- CIL form 1 and where CIL liable CIL form 2
- Design and Access/Planning Statement – for applications consisting of one or more new dwellings or a building with a floor space of more than 100sq.m, or; development within a conservation area, or; development affecting a listed building.
- The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)
- Biodiversity Net Gain\*:
  - completed biodiversity metric (as an Excel-file type)
  - condition assessment (as an Excel-file type)
  - site plan, drawn to an identified scale marked with the direction of north, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat
  - date of assessment
  - a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:
    - a statement to the effect that these activities have been carried out;
    - the date immediately before these activities were carried out;
    - the pre-development biodiversity value of the onsite habitat on this date;
    - the completed metric calculation tool showing the calculations, and
    - any available supporting evidence of this

\*Where an exemption is claimed, further justification may be required.

## Local Requirements for Major Development

Each application for 10 or more residential units should include:

<b>Local Validation Requirement</b>	<b>What is required</b>	<b>When it is required</b>	<b>Policy Driver</b>
Essex SUDS Water Quantity and Qualify Proforma	Complete LLDA Technical Assessment Proforma Sheet	For all Major Full and Outline developments	LLFA instruction
Affordable Housing Statement	Confirmation of policy compliant provision of on-site affordable housing, details of off-site provision, or details of the 'exceptional circumstances', including high level initial viability appraisal and proposed contribution figure where financial contributions are sought to be made. This document will be made public. Where sensitive financial information is to be provided, it should be provided in a clearly marked separate document so that it can be made sensitive but remains an up-front requirement.	For all development of 10 or more net residential units	Policy HO4
<u>Viability assessment</u>	<u>A viability assessment should include gross development value, costs, land value, landowner premium, and developer return and any other relevant information. Applicants should be aware that the assessment will be made available online as part of the application documents. If there is a sensitive information within the report, the applicant is expected to provide a redacted copy of the report.</u>	For all Major Full and Outline developments	NPPF
Flood Risk Assessment	A flood risk assessment (FRA) is required, appropriate to the scale and nature of the development proposed, assessing the level of flood risk from all sources. A typical FRA will include: <ul style="list-style-type: none"> <li>- Flood risk mapping;</li> <li>- Existing drainage infrastructure/features;</li> <li>- Site history, including flooding events;</li> <li>- Topographical survey;</li> <li>- Drainage area plans and greenfield runoff rate calculations;</li> <li>- Surface water drainage strategy including hydraulic calculations;</li> <li>- Site ground conditions. Where sites are considered to be at risk of flooding, within each flood zone, surface water and other</li> </ul>	<ul style="list-style-type: none"> <li>- within flood zone 2 or 3;</li> <li>- more than 1 hectare (ha) in flood zone 1;</li> <li>- less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or;</li> </ul>	Strategic Policy CC1; CC2; CC3

	sources of flooding also need to be taken into account. The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems include Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding. Details of Sequential testing; Exception testing; and Hydraulic modelling will be required	<ul style="list-style-type: none"> <li>- within 20 metres of any watercourse;</li> <li>- Adjacent to, or including, any flood bank or other flood control structure</li> </ul>	
Biodiversity and ecology surveys and reports	<p>Ecological information should be submitted at the same time as the full or outline planning application as follows:</p> <ul style="list-style-type: none"> <li>- An Ecological Impact Assessment (EclA) should be submitted with the planning application, this should be in accordance with the EclA guidelines from CIEEM.</li> <li>- A Preliminary Ecological Appraisal (PEA) should inform or be incorporated into this EclA in accordance with PEA guidelines from CIEEM.</li> <li>- Surveys should be undertaken for protected species and priority species/habitats where identified as necessary through the PEA process. This should identify impact and propose mitigation where proposals are likely to affect: protected species (such as bats) or important habitats (such as ancient woodland); designated or locally-designated sites; or which may have other, wider impacts on biodiversity.</li> </ul>	Any development where there is a potential impact on biodiversity	Policy NE5
Parking Assessment	A parking statement should justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision	All developments	Policy TP7
Refuse and recycling Plan	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.	All developments that include single-family dwelling houses more than	Policy TP8



		25m from the highway or flats.	
Tree Survey	To include: <ul style="list-style-type: none"> <li>- Tree survey;</li> <li>- Tree Constraints Plan</li> <li>- Arboricultural Impact Assessment, and Method Statement</li> <li>- Tree Protection Plan</li> </ul>	All developments where there are trees either on or adjacent to the application site.	Policy NE6
Schedule of development	Detailed schedule of the number and types of residential units proposed	All residential developments	To allow for monitoring, and for application clarity

Other Documents that may be required:

<b>Local Validation Requirement</b>	<b>What is required</b>	<b>When it is required</b>	<b>Policy Driver</b>
Health Impact Assessment	Report specifying how the development will mitigate against negative health impacts and demonstrate how opportunities for positive health impacts have been explored and incorporated.	Sites of 50 or more dwellings	Policy HS1; HS3
Contamination Assessment	An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report: <ul style="list-style-type: none"> <li>- Site inspection scope;</li> <li>- Review of historical land use;</li> <li>- Review of environmental setting;</li> <li>- Consultation with relevant regulatory authorities;</li> <li>- Qualitative environmental risk assessment;</li> <li>- Review of existing relevant reports.</li> </ul>	Where the site is known or suspected of being or including contaminated land	Policy NE8
Noise Impact Assessment	The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a	Proposed residential uses near existing noise sources, such as roads, railways and commercial premises OR proposals for development likely to generate noise affecting existing	Policy NE7

	qualified acoustician. The report should include details of any mitigation measures required	noise-sensitive uses.	
Heritage Statement	A document that describes the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset. It should set out details of the history and development of the asset and be accompanied by a photographic record showing the site context and spaces and features which may be affected by the proposal. It should include an assessment of the archaeological, architectural, historical or other significance of the asset and should include an assessment of the impact of the proposed works on the significance of the asset and a statement of justification for those works together with details of any mitigation measures proposed.	Applications affecting, or within the setting of a conservation area, listed building or structure, or other heritage asset	Policy HE1
Archaeological Assessment	Desk-based assessment, geophysical assessment or evaluation works assessing the extent and significance of archaeological deposits within the application site.	Developments in areas within the setting of ancient monuments, or other archaeological constraints	

## Change of Use applications

### Required for all applications

- o One completed, signed and dated application form
- o One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- o 1 block plan/site layout plan – to a scale of 1:500 or 1:200 – which should show:
  - All existing buildings on the site
  - Indication of any new buildings or extensions
  - Any roads or footpaths on the site, including any public rights of way crossing or adjoining the site
  - Any parking spaces
  - Boundary treatments
  - Extent of any hard landscaping
  - Trees and significant landscaping features, including trees on neighbouring land which may have roots or canopy spread over the site area
- o CIL form 1 and where CIL liable CIL form 2

Where external building works **are not** proposed:

- o One copy of plans showing full floor plans of the building the subject of the application – to a scale of not greater than 1:50 (1:100 is also acceptable) (or two full sets of plans, one for existing and one for proposed, where internal alterations are proposed)
  - o Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
    - For multi-unit schemes, each unit should be numbered
- o Design and Access Statement
- o CIL form 1 and where CIL liable CIL form 2
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

Where external works **are** taking place:

- o One copy of plans showing the full existing elevations and full floor plans of the building the subject of the application – to a scale of not greater than 1:50 (1:100 is also acceptable)

- o One copy of plans showing the proposed full elevations and full floor plans of the building the subject of the application with room labels; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (1:100 is also acceptable)
  - o Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
    - For multi-unit schemes, each unit should be numbered
- o Planning Statement
- o Design and Access/Planning Statement – for applications consisting of one or more new dwellings or a building with a floor space of more than 100sq.m, or listed building
- o CIL form 1 and where CIL liable CIL form 2
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

Where necessary:

- o Biodiversity Net Gain\*:
  - o completed biodiversity metric (as an Excel-file type)
  - o condition assessment (as an Excel-file type)
  - o site plan, drawn to an identified scale marked with the direction of north, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat
  - o date of assessment
  - o a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:
    - a statement to the effect that these activities have been carried out;
    - the date immediately before these activities were carried out;
    - the pre-development biodiversity value of the onsite habitat on this date;
    - the completed metric calculation tool showing the calculations, and
    - any available supporting evidence of this

\*Where an exemption is claimed, further justification may be required.

## Outline Planning Applications

### Required for all applications

- o One completed, signed and dated application form
- o One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- o One block plan/site layout plan – to a scale of 1:200 or 1:500 (or alternative where necessary and appropriate) – which should show:
  - All existing buildings on the site
  - Indication of any new buildings or extensions
  - Any roads or footpaths on the site, including any public rights of way crossing or adjoining the site
  - Any parking spaces
  - Boundary treatments
  - Extend of any hard landscaping
  - Trees and significant landscaping features, including trees on neighbouring land which may have roots or canopy spread over the site area
- o One copy of any other plans, drawings, details to be considered at outline stage and which you do not wish to subject to 'reserved matters' conditions later on.
  - o Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
    - For multi-unit schemes, each unit should be numbered
- o Design and Access Statement (as required by The Town and Country Planning (Development Management Procedure) (England) Order 2015)
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)
- o Existing site photographs
- o Biodiversity Net Gain\*:
  - o completed biodiversity metric (as an Excel-file type)
  - o condition assessment (as an Excel-file type)
  - o site plan, drawn to an identified scale marked with the direction of north, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat
  - o date of assessment
  - o a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:

- a statement to the effect that these activities have been carried out;
- the date immediately before these activities were carried out;
- the pre-development biodiversity value of the onsite habitat on this date;
- the completed metric calculation tool showing the calculations, and
- any available supporting evidence of this

\*Where an exemption is claimed, further justification may be required.

## **Prior Notification**

### Required for all applications

- o One completed, signed and dated application form
- o A scaled site plan indicating the site and showing the proposed development to a scale of 1:200 or 1:500 (or, exceptionally, another appropriate recognised metric scale)
- o Details of any proposed building operations.
- o Floor plans to a scale of no greater than 1:100 where the Order requires that these are provided.

It is expected that any application details meet the requirements of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or any replacement legislation. Relevant evidence in the form of one copy of plans and reports should be submitted to demonstrate compliance with the requirements of the Order.

Failure to meet the submission requirements of the Order may mean that the notification is incorrectly submitted and result in delay.

It may be necessary to submit a site-specific flood risk assessment for sites within flood zones 2 or 3.

## Listed Building Consent

### Required

The following are always required in order to validate an application for Listed Building Consent:

- o One completed, signed and dated application form
- o Certificate of Ownership (A, B, C or D) (end of application form), signed and dated
- o One location plan (Ordnance Survey-based) – scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- o One block plan/site layout plan – scale of 1:200 or 1:500 (or other appropriate metric scale) – which should show:
  - All existing buildings on the site
  - Indication of any new buildings or extensions
  - Any roads or footpaths on the site, including any public rights of way crossing or adjoining the site
  - Any parking spaces
  - Boundary treatments
  - Extent of any hard landscaping
  - Trees and significant landscaping features, including trees on neighbouring land which may have roots or canopy spread over the site area
- o One copy of plans showing the full existing elevations and floor plans of the building the subject of the application – to a scale of not greater than 1:50 (1:100 is also acceptable)
- o One copy of plans showing the full proposed elevations and floor plans of the building the subject of the application; to include sections where suitable, and finished floor levels – to a scale of not greater than 1:50 (1:100 is also acceptable)
  - o Note: All plans should contain:
    - A plan/drawing reference
    - North arrow
    - Scale bar
- o Heritage Statement – clearly describing the impact on the building, structure or monument of historic significance; be that through direct impact, or impact on the setting of the historic feature
- o A document containing photographs of the building/site from multiple angles/locations relevant to the application.
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

**Other details**

- 1 copy of a detail at a larger scale (e.g. 1:20) to indicate how fixings/fittings will be attached to the fabric of the building



## Application for Tree works

### Required

The following are always required in order to validate an application for works to trees:

- One completed, signed and dated application form
- One location plan (Ordnance Survey-based) – scale of 1:1250 or 1:2500 – which should show:
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- One block plan/site layout plan – scale of 1:200 or 1:500 (or other appropriate scale) – which should show:
  - The location of the tree(s) subject to the application
- Full details of the proposed works.
- A document containing photographs of the outside of the tree(s) from multiple angles/locations relevant to the application.
- Where felling is proposed, an arboricultural statement identifying the relevant details of the tree(s) the subject of the application, including their species, height, the justification and diagnoses of any disease or aspects resulting in the trees posing danger, replanting information and any relevant photographic evidence undertaken by a qualified or specialist person.

The Planning Portal contains some useful guidance on projects relating to trees, which can be found here:

[https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance\\_note-works\\_to\\_trees.pdf](https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf)

## Advertisement Consent

### Required for all applications

- o One completed, signed and dated application form
- o One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500, and one block plan/site layout plan – to a scale of 1:200 or 1:500; and both should show
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- o One copy of a full elevations plan of the erection site, or building to which the advertisements are to be attached, to a scale of no less than 1:100, showing the proposed advertisements
  - Note: All plans should contain:
    - A plan/drawing reference
    - Scale bar
- o Details of the materials, colours, minimum height above ground and projection details – likely best shown as a plan.
- o Details of method of illumination, including colour, and brightness in candelas per sq m
- o A document containing photographs the location of the advertising and any other areas relevant to the application.
- o The correct fee (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)

## Telecommunications

Applications for telecommunications development (including for determination as to the need for prior approval under Part 16 of the General Permitted Development Order) should be supported by the necessary evidence to justify the proposed development. This should include:

- the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site; and
- for an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on Non-Ionising Radiation Protection (ICNIRP) guidelines; or
- for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, ICNIRP guidelines will be met.

Applications should include:

- One completed, signed and dated application form
- One location plan (Ordnance Survey-based) – to a scale of 1:1250 or 1:2500, and one block plan/site layout plan – to a scale of 1:200 or 1:500; and both should show
  - A red line clearly outlining the application site
  - A blue line clearly outlining any other land owned by the applicant
  - At least two named public roads and surrounding buildings
  - The direction of north
  - A scale bar
- One copy of an elevations plan of the erection site to a scale of no more than 1:500
  - Note: All plans should contain:
    - A plan/drawing reference
    - Scale bar
- The correct fee (if relevant) (if you submit via email, you can pay the fee over the phone on 01268 882200 and quoting the application reference number)