

# Leicester City Council - Planning Validation Requirements **applying from xx xxxxxx xxxx**

Proposed 2021 amendments

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~~[National biodiversity legislation and guidance is being reviewed and guidance will be given as required](#)~~

## Introduction

The purpose of validation requirements is to achieve consistency in the decision making process and to make the process of applying for planning permission more straight forward for developers by providing greater clarity as to the information that needs to be submitted with an application.

The validation of a planning application is essentially a checking process to ensure that the information required to assess a planning application has been submitted at the start of the process. Without the necessary information consideration of the application would be subject to unnecessary delay or refusal on the grounds of insufficient information. ~~The adoption of validation requirements enables the Council to invalidate an application which does not fulfil the criteria set out in their local list.~~

~~This document is intended to provide a useable manual to assist developers in preparing applications for planning permission and other planning consents, by providing clear information as to what should be submitted with each application type. In order to do this, the document is broken down by application type for quick reference to relevant guidance.~~

This document provides a number of checklists outlining requirements for each application type ~~followed by with a link to~~ guidance setting out the type and specific requirements of documents which may need to be submitted in support of any application to the planning authority. Additionally, appendices provide further information. The requirements are listed as Essential or Criteria Based. Essential requirements must accompany **all** applications of that type while Criteria Based requirements are ~~subject to site specific constraints (criteria details are italicised beside the requirement) and some of these can be viewed using this linkset~~ out in the guidance. <https://www.leicester.gov.uk/planning-and-building/conservation/heritage-conservation/conservation-areas/>

Applications should be made electronically through the Planning Portal ([www.planningportal.co.uk](http://www.planningportal.co.uk)) where the appropriate form is available. ~~In instances where applications are made in hard copy, we only require one full copy of the application.~~

[Commentary](#)

[Introduction more concise](#)

[We do not encourage hard copies](#)

**Commented [SB1]:** We no longer encourage hard copy submissions.

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# 1. Householder Checklists

## a. Householder - Extensions

| Essential |   |
|-----------|---|
|           | <a href="#">A completed application form appropriate to the type of application</a>                   |
|           | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|           | <a href="#">The relevant fee</a>  |
|           | <a href="#">A location plan identifying the site</a>  |
|           | <a href="#">Site Plan – Existing and Proposed</a>   |
|           | <a href="#">Elevations – Existing and Proposed</a>  |
|           | <a href="#">Floor Plans – Existing and Proposed</a>   |

| Criteria based |   |
|----------------|---|
|                | <a href="#">Arboricultural Assessment</a> - When there are trees located on the application site <i>or on adjacent sites in close proximity to the boundary</i>   |
|                | <a href="#">Design and Access Statement</a> - Within a conservation area where the floorspace to be created exceeds 100 square metres   |
|                | <a href="#">Flood Risk Assessment</a>   |
|                | <a href="#">Sustainable Drainage Strategy</a> <i>– if new building has footprint over 200 square metres</i>   |
|                | <a href="#">Heritage Statement</a> - Where a development may affect a <a href="#">heritage asset</a> , including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas and local heritage assets) |
|                | <a href="#">Roof Plans – Existing and Proposed</a> - If the development proposes a complex roof arrangement you may be asked for these  |

### Commentary

**Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application**

**SuDS – Requirement now limited to larger proposals**

**Commented [SB2]:** Unlikely for householder applications but to be consistent with other categories.

**Commented [SB3]:** Will not require this for most (small) householder applications

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**b. Householder – Domestic Outbuildings**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |
|                  | <a href="#">Floor Plans – Proposed</a>  |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Arboricultural Assessment</a> - <i>When there are trees located on the application site <u>or on adjacent sites in close proximity to the boundary</u>.</i>   |
|                       | <a href="#">Design and Access Statement</a> - <i>Within a conservation area where the floorspace to be created exceeds 100 square metres</i>  |
|                       | <a href="#">Flood Risk Assessment</a>   |
|                       | <a href="#">Sustainable Drainage Assessment</a> – <i>if new building has footprint over 200 square metres</i>   |
|                       | <a href="#">Heritage Statement</a> - <i>Where a development may affect a <a href="#">heritage asset</a>, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i> |

**Commented [SB4]:** Added for consistency. May be required in flood zones 2 &3

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**Commentary**

- Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application**
- Flood Risk - this is a requirement in high risk zones**
- SuDS – Requirement now limited to larger proposals**

**c. Householder – Boundary Fences/Walls**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Arboricultural Assessment</a> - <i>When there are trees located on the application site <u>or on adjacent sites in close proximity to the boundary</u></i>  |
|                       | <a href="#">Heritage Statement</a> - <i>Where a development may affect a <a href="#">heritage asset</a>, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i> |

**Commentary**

**Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application**

**d. Householder – Doors and Windows**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Cross Section Detail of Proposed Windows and Doors</a>                                    |
|                  | <a href="#">Elevations – Existing and Proposed</a>  |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Heritage Statement</a> - Where a development may affect a <a href="#">heritage asset</a> , including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas and local heritage assets) |

Commentary

No change

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**e. Householder – Driveway, dropped kerbs and other householder applications**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |

| <b>Criteria based</b> |  |
|-----------------------|--|
|                       | <a href="#">Arboricultural Assessment</a> - <i>When there are trees located on the application site <u>or on adjacent sites in close proximity to the boundary</u></i>   |
|                       | <a href="#">Heritage Statement</a> - <i>Where a development may affect a <u>heritage asset</u>, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i> |
|                       | <a href="#">Sustainable Drainage Assessment</a> – <i><u>if development has footprint of new surfacing over 200 square metres</u></i>   |

Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

Drainage – Threshold added to require this only for larger schemes

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## 2. Non Householder Checklists

### a. Non Householder – Buildings and Extensions (other than dwellings)

| Essential |   |
|-----------|---|
|           | <a href="#">A completed application form appropriate to the type of application</a>                   |
|           | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|           | <a href="#">The relevant fee</a>  |
|           | <a href="#">A location plan identifying the site</a>  |
|           | <a href="#">Site Plan – Existing and Proposed</a>   |
|           | <a href="#">Elevations – Existing and Proposed</a>  |
|           | <a href="#">Floor Plans – Existing and Proposed</a>   |

| Criteria based |  |
|----------------|--|
|                | <a href="#">Accurate Visual Representations</a> – Where proposals are likely to have an effect on designated and non-designated heritage assets and/or the surrounding townscape   |
|                | <a href="#">Arboricultural Assessment</a> - When trees are located on the application site <u>or on adjacent sites in close proximity to the boundary</u> .  |
|                | <a href="#">Archaeological Assessment</a> - For development likely to have impact on archaeological assets. (Will be required when the site is: within a conservation area; within the curtilage of a listed building or Scheduled Ancient Monument; within the Archaeological Alert Area; or within an area designated in the Development Plan as of archaeological significance) |
|                | <a href="#">Biodiversity Assessment</a> - For development on or which may affect designated sites, protected species and/or priority habitats (see <a href="#">Appendix 1</a> for further criteria and guidance)   |
|                | <a href="#">Daylight/Sunlight Assessment</a> – Where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties or building(s), including associated gardens or amenity space  |
|                | <a href="#">Design and Access Statement</a> – For <a href="#">major applications</a> or where any part of the development is within a conservation area and comprises the provision of one or more dwellings or a building(s) where the floorspace created by the development is 100 square metres or more   |
|                | <a href="#">Ecological Statement</a> – For <a href="#">major applications</a>  |
|                | <a href="#">Environmental Impact Assessment</a>  |
|                | <a href="#">Flood Risk Assessment</a>  |
|                | <a href="#">Ground Stability Report</a> - Where issues of ground instability have been identified  |
|                | <a href="#">Heritage Statement</a> - Where a development may affect a <a href="#">heritage asset</a> , including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas and local heritage assets)  |
|                | <a href="#">Impact Assessment</a> - For retail, <del>and leisure and office</del> applications outside the defined town centres, which are not in accordance with an up to date Local Plan.  |
|                | <a href="#">Lighting Assessment</a> - When floodlighting is proposed   |
|                | <a href="#">Marketing Information</a> - Where the proposal is for a use not in accordance with the development plan and/or the National Planning Policy Framework  |
|                | <a href="#">Masterplan</a> – For <a href="#">major applications</a>  |
|                | <a href="#">Noise Impact Assessment</a> – For <a href="#">‘Noisy Uses’</a>   |

Commented [SB6]: NPPF change

|   |
|---|
| <a href="#">Noise Levels Assessment</a> - For noise sensitive uses  |
| <a href="#">Odour Attenuation Scheme</a> – For Odour creating schemes   |
| <a href="#">Playing Field Statement</a> – For applications likely to affect playing field land  |
| <a href="#">Roof Plans – Existing and Proposed</a> - If the development proposes a complex roof form you may be asked for these   |
| <a href="#">Sequential Test for Main Town Centre Uses</a> - Required for new or extended main town centre uses proposed in locations that would not be in an existing centre and not in accordance with an up to date Local Plan. |
| <a href="#">Statement of Community Involvement</a>  |
| <a href="#">Statement of Student Need</a> – For developments proposing student accommodation  |
| <a href="#">Streetscene Drawings</a> - Required for infill developments within an existing street or for major developments where new streets are created   |
| <a href="#">Structural Survey</a> - Will be required for applications involving demolition in a conservation area and the demolition of listed buildings  |
| <a href="#">Sustainable Drainage Strategy</a> - When development proposes over 200 square metres of building footprint  |
| <a href="#">Technical Specification</a> – Relating to any new plant or equipment for ‘Noisy Uses’   |
| <a href="#">Transport Assessment / Transport Statement</a> – <del>Criteria guidance can be found in Part 2 of the 6Cs Design Guide.</del>   |
| <a href="#">Travel Plan</a> – <del>Criteria guidance can be found in Part 2 of the 6Cs Design Guide.</del>  |
| <a href="#">Visual Impact Assessment</a> – Where sites are considered to be particularly sensitive, in landscape or visual terms  |

Commented [SB7]: 6Cs superseded

### Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

Impact assessments – no longer required for office development

Transport assessment/Travel Plans – 6Cs guidance to be replaced

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**b. Non householder – Change of Use**

Change of use of a property only, with no alterations to the building (where alterations are proposed please also refer to Building & Extensions)

| Essential |   |
|-----------|---|
|           | <a href="#">A completed application form appropriate to the type of application</a>                   |
|           | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|           | <a href="#">The relevant fee</a>  |
|           | <a href="#">A location plan identifying the site</a>  |

| Criteria based |  |
|----------------|--|
|                | <a href="#">Affordable Housing Statement</a> – On all site of 15 or more dwellings or sites of 0.5 ha or over  |
|                | <a href="#">Air Quality Assessment</a> - When situated within an Air Quality Management Area   |
|                | <a href="#">Biodiversity Assessment</a> - For development on or which may affect designated sites, protected species and/or priority habitats (see <a href="#">Appendix 1</a> for further criteria and guidance)   |
|                | <a href="#">Flood Risk Assessment</a>  |
|                | <a href="#">Floor Plans</a> - Dependent on the proposed use – will be essential for residential use and others where the layout of the use needs to be considered. A site plan should be included <del>requiring showing</del> access arrangements and parking arrangements                            |
|                | <a href="#">Floorspace Schedule</a> – Where any residential development is proposed.   |
|                | <a href="#">Impact Assessment</a> - For retail <del>and</del> , leisure <del>and office</del> applications outside the defined town centres, which are not in accordance with an up to date Local Plan.  |
|                | <a href="#">Marketing Information</a> - Where the proposal is for a use not in accordance with the development plan and/or the National Planning Policy Framework  |
|                | <a href="#">Noise Impact Assessment</a> – For ‘Noisy Uses’   |
|                | <a href="#">Noise Levels Assessment</a> – For noise sensitive uses   |
|                | <a href="#">Odour Attenuation Scheme</a> – For <i>Odour creating schemes</i>   |
|                | <a href="#">Open Space Assessment</a> – Where development is proposed within open spaces   |
|                | <a href="#">Planning Obligations (Section 106 Agreement) - Draft Head(s) of Terms</a> – Planning obligations may be sought on developments of <del>11-10</del> units or more and developments which have a maximum combined gross floorspace of no more than 1,000 square metres (gross internal area) |
|                | <a href="#">Planning Statement</a> – Where a proposal does not accord with adopted policies and/or is a complex planning application   |
|                | <a href="#">Playing Field Statement</a> – For applications likely to affect playing field land   |
|                | <a href="#">Sequential Test for Main Town Centre Uses</a> - Required for new or extended main town centre uses proposed in locations that would not be in an existing centre and not in accordance with an up to date Local Plan.  |
|                | <a href="#">Statement of Community Involvement</a>   |
|                | <a href="#">Technical Specification</a> – Relating to any new plant or equipment for ‘Noisy Uses’  |
|                | <a href="#">Transport Assessment / Transport Statement</a> – <del>Criteria guidance can be found in Part 2 of the 6Cs Design Guide.</del>  |
|                | <a href="#">Travel Plan</a> – <del>Criteria guidance can be found in Part 2 of the 6Cs Design Guide.</del>   |

Commented [SB8]: Correction major applications

Commented [SB9]: 6Cs no longer applicable

Commentary

Impact assessments – no longer required for office development

Correction – major development is 10 or more dwellings

Transport assessment/Travel Plans – 6Cs guidance to be replaced

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**c. Non householder – Driveways and dropped kerbs (non-residential uses)**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Arboricultural Assessment</a> – <i>When trees are located on the application site <u>or on adjacent sites in close proximity to the boundary</u></i>  |
|                       | <a href="#">Heritage Statement</a> – <i>Where a development may affect a <a href="#">heritage asset</a>, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i> |
|                       | <a href="#">Playing Field Statement</a> – <i>For applications likely to affect playing field land</i>   |
|                       | <a href="#">Sustainable Drainage Assessment</a> – <i>if new hard surfacing has footprint over 200 square metres</i>   |

**Commented [SB10]:** Added for consistency

Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

Drainage – Threshold added to require this only for larger schemes

**d. Non householder – Dwellings (Residential Developments)**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |
|                  | <a href="#">Floor Plans – Proposed</a>  |
|                  | <a href="#">Landscaping Scheme</a> - Should include level survey of existing and proposed levels      |
|                  | <a href="#">Sustainable Drainage Strategy</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Accurate Visual Representations</a> - Where proposals are likely to have an effect on designated and non-designated heritage assets and/or the surrounding townscape  |
|                       | <a href="#">Affordable Housing Statement</a> – On all sites of 15 or more dwellings or sites of 0.5 ha or over  |
|                       | <a href="#">Air Quality Assessment</a> – When situated within an Air Quality Management Area  |
|                       | <a href="#">Arboricultural Assessment</a> – When trees are located on the application site <u>or on adjacent sites in close proximity to the boundary</u>   |
|                       | <a href="#">Archaeological Assessment</a> – For development likely to impact on archaeological assets. (Will be required when the site is: within a conservation area; within the curtilage of a listed building or Scheduled Ancient Monument; within the Archaeological Alert Area; or within an area designated in the Development Plan as of archaeological significance) |
|                       | <a href="#">Biodiversity Assessment</a> – For development on or which may affect designated sites, protected species and/or priority habitats (see <a href="#">Appendix 1</a> for further criteria and guidance)  |
|                       | <a href="#">Building for Life Assessment</a> – For developments of <del>11-10</del> dwellings or more   |
|                       | <a href="#">Custom build and Self-build dwelling statement</a>  |
|                       | <a href="#">Daylight/Sunlight Assessment</a> – Where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties or building(s), including associated gardens or amenity space   |
|                       | <a href="#">Design and Access Statement</a> – For developments of <del>11-10</del> dwellings or more or applications where any part of the development is within a conservation area and comprises the provision of one or more dwelling house or a building(s) providing the creation of floor space of 100 square metres or more  |
|                       | <a href="#">Environmental Impact Assessment</a>   |
|                       | <a href="#">Flood Risk Assessment</a>   |
|                       | <a href="#">Floorspace Schedule</a> – Where any residential development is proposed   |
|                       | <a href="#">Ground Stability Report</a> – Where issues of ground instability have been identified   |
|                       | <a href="#">Heritage Statement</a> – Where a development may affect a <a href="#">heritage asset</a> , including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas and local heritage assets)   |
|                       | <a href="#">Marketing Information</a> – Where the proposal is for a use not in accordance with the development plan and/or the National Planning Policy Framework   |
|                       | <a href="#">Masterplan</a> – Major applications proposing <del>11-10</del> dwellings or more  |

Commented [SB11]: If this is proposed

|   |
|---|
| <a href="#">Noise Impact Assessment</a> – For <i>'Noisy non-residential Uses' in a mixed use scheme</i>   |
| <a href="#">Noise Level Assessment</a> – For noise sensitive uses   |
| <a href="#">Open Space Assessment</a> – Where development is proposed within open spaces  |
| <a href="#">Planning Obligations (Section 106 Agreement) - Draft Head(s) of Terms</a> – Planning obligations may be sought on developments of <del>11</del> 10 units or more and developments which have a maximum combined gross floorspace of <del>no more</del> than 1,000 square metres (gross internal area) |
| <a href="#">Playing Field Statement</a> – For applications likely to affect playing field land  |
| <a href="#">Roof Plans – Existing and Proposed</a> – If the development proposed a complex roof form you may be asked for these   |
| <a href="#">Statement of Community Involvement</a>  |
| <a href="#">Statement of Student Need</a> – For developments proposing student accommodation  |
| <a href="#">Streetscene Drawings</a> – Required for infill developments within an existing street or for major developments where new streets are created   |
| <a href="#">Sustainability Design and Construction Statement</a> – For major applications proposing <del>11</del> 10 dwellings or more  |
| <a href="#">Sustainable Drainage Assessment</a> – if one or more new dwellings  |
| <a href="#">Transport Assessment / Transport Statement</a> – <del>Criteria guidance can be found in Part 2 of the 6Cs Design Guide.</del>   |
| <a href="#">Travel Plan</a> – <del>Criteria guidance can be found in Part 2 of the 6Cs Design Guide.</del>  |
| <a href="#">Visual Impact Assessment</a> – Where sites are considered to be particularly sensitive, in landscape or visual terms  |

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Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

Schemes for custom/self- build subject to national and local policies

“noisy” uses only require an assessment

Correction that 10 dwellings are major

Drainage – Threshold added to require this only for larger schemes

Transport assessment/Travel Plans – 6Cs guidance to be replaced

**e. Non householder – Energy generating equipment**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |
|                  | <a href="#">Noise Impact Assessment</a>   |
|                  | <a href="#">Technical Specification</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Arboricultural Assessment</a> - When trees are located on the application site <u>or on adjacent sites in close proximity to the boundary</u>   |
|                       | <a href="#">Biodiversity Assessment</a> - For development on or which may affect designated sites, protected species and/or priority habitats <del>(see Appendix 1 for further criteria and guidance)</del>   |
|                       | <a href="#">Flood Risk Assessment</a>   |
|                       | <a href="#">Design and Access Statement</a> – For <i>major applications</i>   |
|                       | <a href="#">Elevations – Existing</a> – When attached to a building   |
|                       | <a href="#">Heritage Statement</a> – Where a development may affect a <a href="#">heritage asset</a> , including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas and local heritage assets) |
|                       | <a href="#">Playing Field Statement</a> – For applications likely to affect playing field land  |
|                       | <a href="#">Roof Plans – Existing and Proposed</a> – When equipment is attached to a roof   |
|                       | <a href="#">Statement of Community Involvement</a> – For wind turbine developments of more than two turbines or where the hub height of any turbine exceed 15 metres  |
|                       | <a href="#">Sustainable Drainage Strategy</a> – Where development proposes over 200 square metres of building footprint   |
|                       | <a href="#">Visual Impact Assessment</a> – Where sites are considered to be particularly sensitive, in landscape or visual terms  |

Commented [SB14]: advice and location of advice may change

Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

Biodiversity advice being updated

Flood Risk assessment may be needed for some schemes/locations



**f. Non householder – Fences, Walls and Enclosures**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |

| <b>Criteria based</b> |  |
|-----------------------|--|
|                       | <a href="#">Arboricultural Assessment</a> – <i>When trees are located on the application site <u>or on adjacent sites in close proximity to the boundary</u></i>   |
|                       | <a href="#">Heritage Statement</a> – <i>When development affects a <a href="#">heritage asset</a> or its setting (such as being within a conservation area and/or in the curtilage of a listed building or Scheduled Ancient Monument)</i> |
|                       | <a href="#">Playing Field Statement</a> – <i>For applications likely to affect playing field land</i>  |

Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

**g. Non householder – Floodlighting**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Lighting Assessment / Specification</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Arboricultural Assessment</a> – When works will take place within root protection areas/canopy or result in the removal of trees or hedges <u>within the site or on adjacent sites in close proximity to the boundary</u>   |
|                       | <a href="#">Biodiversity Assessment</a> – For development on or which may affect designated sites, protected species and/or priority habitats <del>(see Appendix 1 for further criteria and guidance)</del>   |
|                       | <a href="#">Heritage Statement</a> – Where a development may affect a <a href="#">heritage asset</a> , including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas and local heritage assets) |
|                       | <a href="#">Playing Field Statement</a> – For applications likely to affect playing field land  |

Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

Biodiversity advice being updated

## **h. Non householder – Outline and Reserved Matters applications**

The requirements for an Outline planning application will be the same as for a full planning application of the same type, whether listed as essential or criteria based for those matters not reserved.

All outstanding information required in relation to the subsequent Reserved Matters application(s) will be clearly listed on the outline planning permission.

The minimum information to be submitted for an Outline planning application is shown below. It is advised that pre-application advice is sought prior to the submission of an Outline application to agree the parameters of information required and the suitability of the proposed reserved matters.

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |

### i. Non householder – Plant and Machinery

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Existing and Proposed</a>  |
|                  | <a href="#">Floor Plans – Existing and Proposed</a>   |
|                  | <a href="#">Noise Impact Assessment</a>   |
|                  | <a href="#">Technical Specification</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Arboricultural Assessment</a> – <i>When works will take place within root protection areas/canopy or result in the removal of trees or hedges <u>on the site or on adjacent sites in close proximity to the boundary</u></i>  |
|                       | <a href="#">Biodiversity Assessment</a> – <i>When located within a site that has not been previously developed (see <a href="#">Appendix 1</a> for further criteria and guidance)</i>   |
|                       | <a href="#">Flood Risk Assessment</a>   |
|                       | <a href="#">Sustainable Drainage Strategy</a> – <i>Where development proposes over 200 square metres of building footprint</i>  |
|                       | <a href="#">Design and Access Statement</a> – <i>For <a href="#">major applications</a></i>   |
|                       | <a href="#">Heritage Statement</a> – <i>Where a development may affect a <a href="#">heritage asset</a>, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i> |
|                       | <a href="#">Playing Field Statement</a> – <i>For applications likely to affect playing field land</i>   |
|                       | <a href="#">Statement of Community Involvement</a>  |
|                       | <a href="#">Visual Impact Assessment</a> – <i>Where sites are considered to be particularly sensitive, in landscape or visual terms</i>   |
|                       | <a href="#">Sustainable Drainage Assessment</a> – <i>if development has footprint over 200 square metres</i>  |

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**j. Non householder – Shop Fronts**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing</a>  |
|                  | <a href="#">Elevations – Existing and Proposed</a>  |
|                  | <a href="#">Floor Plans – Existing and Proposed</a>   |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Heritage Statement</a> – <i>Where a development may affect a <a href="#">heritage asset</a>, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i> |

### k. Advertisement Consent

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Colour Drawings / Graphics of Proposed Advertisements / Dimensions of advertisement</a>   |
|                  | <a href="#">Elevations – Existing and Proposed</a>  |
|                  | <a href="#">Lighting Specification</a>  |

### 3. Lawful Development Certificates Checklists

#### a. Lawful Development Certificate – Proposed Development or Use

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a> |
|                  | <a href="#">Statement of Interest</a>   |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>                                |
|                  | <a href="#">Site Plan – Existing and Proposed</a>                                   |
|                  | <a href="#">Evidence</a>  |

| <b>Criteria based</b> |  |
|-----------------------|--|
|                       | <a href="#">Elevations – Existing and Proposed</a> – <i>Where development proposes changes to elevations</i>   |
|                       | <a href="#">Floor Plans – Existing and Proposed</a> – <i>Where development proposes changes to floor plans</i> |
|                       | <a href="#">Roof Plan – Existing and Proposed</a> – <i>Where development proposes changes to the roof</i>      |

**b. Lawful Development Certificate – Existing Development or Use**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a> |
|                  | <a href="#">Statement of Interest</a>   |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>                                |
|                  | <del><a href="#">Site Plan – as built*</a></del>                                    |
|                  | <del><a href="#">Elevations – as built*</a></del>                                   |
|                  | <a href="#">Evidence</a>  |
|                  | <del><a href="#">Floor Plans – as built*</a></del>                                  |

**Commented [SB15]:** Not always essential

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Elevations – as existing prior to development**</a> - Where existing elevations were changed by the development   |
|                       | <a href="#">Floor Plans – as existing prior to development**</a> - Where existing floor plans were changed by the development |
|                       | <a href="#">Roof Plan – as existing prior to development**</a> - Where existing roof plan was changed by the development      |
|                       | <a href="#">Roof Plan – as built</a> – Where changes to the roof have been made   |
|                       | <a href="#">Site Plan – as existing prior to development**</a> - Where existing site layout was changed by the development    |
|                       | <a href="#">Other plans that comprise evidence to support the application</a>   |

**Commented [SB16]:** This will vary according to circumstances eg floor plans for mixed uses

\* For details of requirements for “as built” plans, please see “proposed” in Document Types and Definitions

\*\* For details of requirements for “as existing prior to development” please see “existing” on Document Types and Definitions

Commentary

Amendments reflect that evidence needed will vary case by case



## 4. Other Checklists

### a. Listed Building Consent

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Design and Access Statement</a>   |
|                  | <a href="#">Elevations – Existing and Proposed</a>  |
|                  | <a href="#">Floor Plans – Existing and Proposed</a>   |
|                  | <a href="#">Heritage Statement</a>  |
|                  | <a href="#">Photographs</a> – Showing location of proposed extension, alteration or demolition        |

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Method Statement</a> & <a href="#">Structural Survey</a> – Where demolition or structural works are proposed, a structural engineer's report outlining the extent of the works is desirable |
|                       | <a href="#">Roof Plans – Existing and Proposed</a> – Where alterations affecting the roof are proposed  |
|                       | <a href="#">Schedule of Works</a> – Where multiple alterations (internal or external) are proposed  |

## b. Non Material Amendment to Planning Permission

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the sitereference for the application to be amended</a>       |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |

Commented [SB17]: Not needed

| <b>Criteria based</b> |   |
|-----------------------|---|
|                       | <a href="#">Elevations – Proposed including clear identification of where amendments are proposed</a><br>– Where proposals affect the previously approved elevations                    |
|                       | <a href="#">Site and Floor Plans – Proposed including clear identification of where amendments are proposed</a> – Where proposals affect the previously approved <del>floor</del> plans |
|                       | <a href="#">Roof Plan – Proposed including clear identification of where amendments are proposed</a><br>– Where proposals affect the previously approved roof plan                      |

### Commentary

[Only needs previous application reference](#)

### c. Retrospective Applications

Requirements for retrospective applications for planning permission for something already built will be the same as for those made in advance of the development or change of use.

~~Where “Existing” and “proposed plans” are referred to these~~ should be labelled “as existing prior to development” and “as built”.

If you are proposing further changes from what has been built this is treated as a new proposal but you should submit **three** plans: “existing prior to development”, “as built currently” and “now proposed”.

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Commentary

Requirements made clearer

#### d. Right of Way Diversion

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Justification Statement</a>   |
|                  | <a href="#">Site Plan</a> – <i>Showing proposed and existing routes</i>                               |

**e. Variation or Removal of Condition (Section 73 of the *Town and Country Planning Act*)**

In addition to the minimum requirements below, any documents and plans submitted with the original application will need updating insofar as that is relevant to the change sought. Additional requirements will apply if the change sought triggers criteria based requirements in the checklist for the type of development covered by the planning permission.

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Details Specified in Condition(s)</a>   |

Commentary

Requirements made clearer

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**Commented [SB18]:** To clarify that the appropriate checklist applies for the type of development covered by the permission being varied.

**f. Works to Trees**

| <b>Essential</b> |  |
|------------------|--|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                            |
|                  | <a href="#">The relevant fee</a>   |
|                  | <a href="#">A location plan identifying the site</a>   |
|                  | <a href="#">Site Plan – Existing and Proposed</a> – identifying all trees which are subject of the application |
|                  | <a href="#">Description of the proposed works</a>  |
|                  | <a href="#">Justification Statement</a>  |

## 5. Prior Notification Checklists

### a. Prior Notification of Change of Use

| Essential |   |
|-----------|---|
|           | <a href="#">A completed application form appropriate to the type of application</a>                   |
|           | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|           | <a href="#">The relevant fee</a>  |
|           | <a href="#">A location plan identifying the site</a>  |

| Criteria based |  |
|----------------|--|
|                | <a href="#">Floor Plans and elevations– Proposed and Existing – For change of use to residential <del>or</del> where alterations to floor layouts are required</a> |
|                | <a href="#">Flood Risk Assessment</a>  |

**Commented [SB19]:** Adequate daylight for all units needs to be assessed

**Commented [SB20]:** To cover new criteria regarding national light and meeting space standards (regulations expected)

#### Commentary

Elevations needed to check new requirements for dwellings to have natural light

**b. Prior Notification of Demolition**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan identifying building(s) to be demolished</a>                                    |
|                  | <a href="#">Method Statement</a>  |
|                  | <a href="#">Site Notice</a>   |



**c. Prior Notification of Larger Home Extensions**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan</a> – indicating position of the extension                                      |

**d. Prior Notification of the Installation of Telecommunications Apparatus**

| <b>Essential</b> |   |
|------------------|---|
|                  | <a href="#">A completed application form appropriate to the type of application</a>                   |
|                  | <a href="#">A completed applicable certificate of ownership (including any relevant press notice)</a> |
|                  | <a href="#">The relevant fee</a>  |
|                  | <a href="#">A location plan identifying the site</a>  |
|                  | <a href="#">Site Plan – Existing and Proposed</a>   |
|                  | <a href="#">Elevations – Proposed</a>   |
|                  | <a href="#">ICNIRP Declaration</a>  |
|                  | <a href="#">Justification Statement</a>   |

| <b>Criteria based</b> |  |
|-----------------------|--|
|                       | <a href="#">Arboricultural Assessment</a> – <i>When trees are located on <u>or neighbouring</u> the application site</i> |

Commentary

Trees – if adjacent trees not included in the assessment this will be picked up late and delay the application

## Commentary

The following section is guidance. It has been updated for the revised list and to change/remove out-dated links. It can be updated at any time

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## **Document Types and Definitions**

### Accurate Visual Representations

An Accurate Visual Representation (AVR) is a form of computer visualisation that can assist in the assessment of the visual effects of specific proposals on designated views. AVR images are very realistic and should be accurate with respect to height, form, size and location and should be created to a high level of verifiable accuracy using collected survey data and precise photography. ~~The AVRs must be accompanied by a commentary and methodology statement and a strict recorded methodology.~~

Commented [SB21]: To aid preparation and assessment.

AVRs will be required where a proposal is likely to have an effect on designated and non-designated heritage assets; and/or the surrounding townscape.

Early pre-application discussions are encouraged to determine whether AVR images are required to support a proposal and, where necessary, which views are required and the extent to which they should be rendered.

### Affordable Housing Statement

Policy CS7 of Leicester City's adopted *Core Strategy* (<https://www.leicester.gov.uk/media/179023/core-strategy-adopted-july-2014.pdf>) outlines the requirements for affordable housing provision with the aim of contributing to the creation and enhancement of sustainable mixed communities.

The statement should provide the following information in relation to all proposed affordable and market housing:

- Number of residential units
- Schedule with the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units
- Plan showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partner in the development.

Where the Affordable Housing Statement proposes to secure provision through a Section 106 planning obligation/agreement, the Council will expect the heads of terms of such an obligation/agreement to be submitted with the application.

In the event that the applicant is seeking to make an exception to the established policies of the Local Plan, Local Development Framework or other SPD guidance on the provision of affordable housing, this will need to be fully justified. Such justification needs to set out what attempts have been made to secure arrangements with possible providers confirming details and responses received from organisations including the city council's Housing Department. Where ~~this the justification~~ is based on a financial case a Viability Assessment ~~shall~~ must be submitted by the applicant and carried out by a suitably qualified surveyor. The assessment should establish the appropriate level of affordable housing having regard to both financial viability constraints and the expectations of the Council's policies. ~~For further information on Viability Appraisal's see 'Planning Obligations'~~

**Commented [SB22]:** This needs to have happened before a financial case can be made.

**Commented [SB23]:** Additional guidance will need updating

## Agricultural Land Declaration

In accordance with Section 66 of the [Town and Country Planning Act 1990](#) all agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

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

## Air Quality Assessment

This is a report that assesses the likelihood of there being a deterioration of amenity at nearby premises due to air quality issues. The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring data. This data is required for the purpose of verifying the modelling study and must be collected over a sufficient period of time.

Air Quality Management Areas (AQMA) are areas where issues with air quality have been identified and typically will be around major road junctions. Information regarding AQMAs within Leicester City can be found at: <https://www.leicester.gov.uk/your-council/policies-plans-and-strategies/environment-and-sustainability/air-quality/><https://www.leicester.gov.uk/your-council/policies-plans-and-strategies/environment-and-waste/air-quality>

National Planning Practice Guidance – Air Quality  
<https://www.gov.uk/guidance/air-quality--3>

## Application Forms

Application forms should be completed through the Planning Portal's online 1APP system at: <https://www.planningportal.co.uk/>.

Application types which are currently not available through the 1APP system are listed here, with instructions of where to download manual forms: [https://www.planningportal.co.uk/info/200126/applications/60/consent\\_types](https://www.planningportal.co.uk/info/200126/applications/60/consent_types)

## Arboricultural Assessment (Trees)

This assessment should be carried out by a qualified arboriculturalist and include:

- details of the accurate position of all the trees/hedgerows both on the site and those on adjacent land (including canopy spread and root area)
- species of all trees/hedgerows on the site and those on adjacent land and an assessment of their health, vigour and amenity value
- schedule of trees/hedgerows proposed to be retained or removed and why
- tree protection measures during the construction process and life of the development should also be identified.

## Archaeological Assessment

This desk-based assessment should include a study of the recorded history and archaeology of a site to evaluate its archaeological potential and in order to determine the need for and nature of any archaeological work that may be required in response to the development proposals. Prospective developers are encouraged to enter into pre-application discussions in order to obtain advice on likely requirements.

National Planning Practice Guidance – Conserving and enhancing the historic environment  
<https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment>

## Biodiversity Assessment

This should include details of any significant wildlife habitats or features within the site or on other land within the surrounding area which may be affected by the development proposed and, in particular, focus on: designated sites, protected species and priority habitats.

Where a proposed development is likely to affect **a designated site, priority habitat or protected species** ~~such a site of species~~, an assessment will be required. Surveys should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The

survey should be undertaken within the last available season before the submission of the application. The survey must be to an appropriate level of scope and detail and must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated or reduced; how impacts that cannot be avoided or mitigated will be compensated; and how alternative designs or locations have been considered.

See [Appendix 1](#) and the following link for further information and guidance:  
<http://www.leicester.gov.uk/planning-and-building/conservation/nature-and-biodiversity/nature-conservation-and-planning/>

National Planning Practice Guidance – Natural environment  
<https://www.gov.uk/guidance/natural-environment>

### Building for Life Assessment

~~Paragraph 56~~ [Section 12](#) (particularly [paragraph 129](#)) of the *National Planning Policy Framework* attaches great importance to design and Building for Life has been updated to follow the framework. All major residential developments in Leicester City areas require an assessment following the Building for Life 12 national standard for well-designed homes and neighbourhoods. Further details on the criteria and assessment requirements can be found on the Design Council's website at:  
<http://www.designcouncil.org.uk/our-work/CABE/Our-big-projects/Building-for-Life/>

This may be included and clearly identified, where appropriate, in the Design and Access Statement.

[The National Design Guide is also an important reference:](#)  
<https://www.gov.uk/government/publications/national-design-guide>

### Custom and Self-Build

Proposals for custom and self-build development should be clearly identified on the planning application form. Where provision of custom and self-build plots is proposed as part of a larger development, the plots must be clearly identified on a drawing. An accompanying statement should set out when the plots would become available as serviced plots (i.e when they would have access to a public highway and connections for electricity, water and waste water) and how these plots would be safeguarded for and made available for custom and self-build.

### Certificate of Ownership

In accordance with Article 12 of [The Town and Country Planning \(Development Management Procedure\)\(England\) Order 2012](#), the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning

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permission must therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent.

These ownership certificates form part of the standard application form.

### Colour drawings/graphics of proposed advertisements

Drawings which show the design of the proposed advertisements including the colours used. These should be at a larger scale than the representation of advertisements within elevations.

### Contamination Assessment

Where land is to be newly developed or re-developed, a desktop study is required, which should as a minimum determine if there have been any historically contaminative uses of the site or whether the site has any naturally occupying contamination. This will indicate if an intrusive investigation is required and identify potential remediation strategies.

National Planning Practice Guidance – Land affected by contamination  
<https://www.gov.uk/guidance/land-affected-by-contamination>

### Cross Section Detail of Proposed Windows and Doors

These details are required in relation to applications where the proposal involved is major new development or where planning permission is required for the alterations/replacement of windows and doors in a listed building or conservation area. These should be drawn to a standardised metric scale preferably 1:50 or 1:20, include critical dimensions and should show a cross section(s) ~~through of existing (if to be replaced)~~ and any proposed windows or doors.

### Daylight/Sunlight Assessment

The impact of a development upon the sunlight and daylight enjoyed by the occupiers and neighbours of the development is an important material consideration. In most cases, the impact of a development upon sunlight/daylight will be clear from the application drawings and a formal assessment will not be necessary. In exceptional cases (such as proposals for tall buildings on restricted sites where site characteristics indicate a likely concern in relation to this issue) the City Council may require a formal assessment to be carried out. Any such requirement will be highlighted in any pre-application discussions.

### Description of Works Proposed (Tree works)

A description clearly setting out what works are proposed to the tree(s) and how these are to be carried out.

## Design and Access Statement

Design and Access Statements are required for the following:

- Applications for Listed Building Consent
- Applications for demolition within a Conservation Area
- All major developments
- All development within a Conservation Area where the floorspace to be created would exceed 100 square metres or provision of one dwelling or more

A Design and Access Statement is a document that explains the design thinking behind a planning application and how access will be provided, including access for disabled people. Statements should avoid jargon or overly technical language and must be written specifically for the application they accompany. They need not be very long, but the amount of detail they contain should reflect the complexity of the application. The statement should

**include:**

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- 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 consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.

~~CABE have produced~~ There is guidance on writing Design and Access Statements which can be viewed at:

<http://www.designcouncil.org.uk/sites/default/files/asset/document/design-and-access-statements.pdf>

Design and Access is also covered in the National Planning Practice Guidance at:

<https://www.gov.uk/guidance/making-an-application>

### Details Specified in Condition(s)

~~When applying for the variation or removal of planning conditions under Section 73 of the Town and Country Planning Act 1990, the original and proposed wording of all relevant conditions should be clearly provided within the submitted supporting statement along with written justification for the change(s) being sought.~~

**Commented [SB24]:** Moved to section on Variation of conditions



## Ecological Statement

~~A proposed development~~This should assess the local / national ecological value of the proposed ~~site and wider application~~ area. Proposed development should mitigate and enhance ecological value of the land through the proposed development. ~~See guidance in Appendix 1 on where, when, how and what to include in a survey and report.~~The statement should include a survey and report.

Biodiversity enhancement should also be linked with landscape scheme proposals.

National Planning Practice Guidance – Natural Environment  
<https://www.gov.uk/guidance/natural-environment>

## Economic Statement

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

## Elevations – Existing and Proposed

These should be drawn to a standardised metric scale preferably 1:50 or 1:100, include critical external dimensions in figures (height/width/length, etc.) and clearly show the proposed works in relation to what is already there. Scale bars should be included on the drawing to enable measurements to be taken from electronic versions. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. It will not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal.

Streetscenes will often be required to show the proposed development in context particularly where there are land level differences.

## Environmental Impact Assessment

Environmental Impact Assessment (EIA) is a statutory requirement set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 ([http://www.legislation.gov.uk/uksi/2017/571/pdfs/uksi\\_20170571\\_en.pdf](http://www.legislation.gov.uk/uksi/2017/571/pdfs/uksi_20170571_en.pdf)). Schedules 1, 2 and 3 of these regulations set out the circumstances in which EIA is required. Applications

which fall into the scope of EIA must be accompanied by an Environmental Statement (ES); schedule 4 of the regulations sets out details of the information to be included in an ES.

The regulations also provide mechanisms for developers to formally request advice from the Local Planning Authority (LPA) through the Screening and Scoping Opinion processes.

Screening Opinion – a developer may request an opinion from the LPA to establish whether an EIA is required or not. The request should include details of the location, scale and nature of the proposed development to enable an appropriate opinion to be issued.

Scoping Opinion – once it has been established that EIA is required, the developer can submit a further request to the LPA for advice on the methodology and broad content of the Environmental Statement. This process also enables the developer to gain insight into the main concerns of the LPA and other stakeholders at an early stage in the process.

It should be noted that in cases where full EIA is not required, the LPA may still require environmental information to be provided.

National Planning Practice Guidance – Environmental Impact Assessment  
<https://www.gov.uk/guidance/environmental-impact-assessment>

### Evidence (Applications for Lawful Development Certificates)

Evidence is required when submitting a Lawful Development Certificate application and should specify the reasons why the development is considered to be lawful. This will either be:

- an explanation of why planning permission is not required due to permitted development rights; or
- evidence of when the development was constructed or the use commenced, if considered to have become lawful due to the passage of time.

### Fee

**An application without the correct fee cannot be processed.**

Planning applications incur a fee except where exempt by legislation. These are set out in *The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012* (as amended) (<http://www.legislation.gov.uk/ukdsi/2012/9780111527290>).

The Planning Portal (<http://www.planningportal.co.uk>) includes a fee calculator for applicants.

National Planning Practice Guidance – Fees for planning applications  
<https://www.gov.uk/guidance/fees-for-planning-applications>

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## Flood Risk Assessment

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A Flood Risk Assessment is required ~~when~~:

1. ~~Development~~ If the site is within flood zone 1 and meets one of the following criteria:
  - The site area exceeds 1 hectare (ha)
  - The site area is less than 1 ha where the site could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs)
  - The site is within an area which has critical drainage problems as notified by the Environment Agency or the Lead Local Flood Authority
2. ~~All developments~~ If any part of the site is within flood zones 2 and 3, (including ~~minor non-major proposals and~~ and change of use ).

For the purposes of flood risk, "~~minor development~~ non-major development" means:

- Minor non-residential extensions: industrial/commercial/leisure, etc. extensions with a footprint less than 250 square metres
- Alterations: development that does not increase the size of building, e.g. alterations to external appearance
- Householder development: for example: sheds, garages, games rooms, etc. within the curtilage of the existing dwelling, in addition to physical extensions to the existing dwelling itself. This definition excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling, e.g. subdivision of houses into flats

A Flood Risk Assessment (FRA) is a statement that considers the risk of flooding arising from the development from all sources, in addition to the risk of the development being flooded and demonstrates how those risks would be managed. The FRA assesses the impacts of climate change; considers the potential adverse and beneficial effects of flood risk management; consider the vulnerability of those that would occupy and use the development, including securing a safe means of access; consider the impacts of differing types of flooding (such as from natural or man-made sources and the cumulative effect of both) and identifies flood reduction measures; considers the effects of a range of flooding events; include an assessment of the residual flood risk after flood reduction measures have been taken into account; consider how the ability of water to soak into the ground may vary and how the development may affect drainage systems; and is supported by appropriate data and information, including historical data. The FRA should be prepared by a suitably qualified individual. The FRA must include sequential and exception tests, where appropriate.

Further information and guidance can be found on Leicester City Council's website at:

<https://www.leicester.gov.uk/planning-and-building/urban-design-and-sustainability/flood-risk-management/>

~~National Planning Practice Guidance – Flood risk and coastal change~~ Government advice:  
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>  
~~<https://www.gov.uk/guidance/flood-risk-and-coastal-change>~~

## Floor Plans – Existing and Proposed

These should be drawn to a standardised metric scale preferably 1:50 or 1:100, include critical external dimensions in figures (width/length, etc.) and should explain the ~~proposal~~ use of each room/part-detail. A scale bar should be shown on the plans to allow measurements from electronic versions. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Any spaces with reduced head height eg roof spaces should be indicated by both shading on the floor plans and through cross sections.

## Floorspace Schedule

A Floorspace Schedule is required to accompany all applications for the creation of new residential units and should include a schedule of accommodation in table form presenting residential unit types, the number of bedspaces (persons), number of bedrooms and gross internal floor space. A Floorspace Schedule will be needed whether new units are being proposed, ~~OR~~ or the number of units is being reduced through re-configuration. In the case of re-configuration of buildings currently divided into small flats, a full schedule of the number, type and size of existing and proposed units should be provided to enable the net change in the number and size of units to be assessed.

Any floor areas with ceiling heights between 1.5 metre and 2.3 metres should be shown separately. Any areas below 1.5 metres should not be included.

A template Floorspace Schedule can be found at:

<http://www.leicester.gov.uk/planning-and-building/planning-applications/make-an-application/>

## Ground Stability Report

A Ground Stability Report shall be submitted where issues of land instability have been identified to demonstrate that:

- The instability has been assessed
- Mitigation has been identified and a schedule for this is in place
- A programme for monitoring is in place

- The need for environmental assessment arising from stabilisation has been identified

National Planning Practice Guidance – Land stability

<https://www.gov.uk/guidance/land-stability>

### Heritage Asset

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 (NPPF, 2012).

Designated heritage assets are – Scheduled Monuments, Listed Buildings, Historic Parks & Gardens and Conservations Areas. Non-designated heritage assets are – sites on the local heritage asset register.

Information on Listed Buildings and LCC's local heritage asset register can be found at the following links:

<https://www.leicester.gov.uk/planning-and-building/conservation/heritage-conservation/listed-buildings/>

<https://www.leicester.gov.uk/planning-and-building/conservation/heritage-conservation/local-heritage-asset-register/>

### Heritage Statement

Applications that may affect a heritage asset should be supported by a written statement which assesses the impact of the proposal upon the significance of the heritage asset, including its setting. The written statement should clearly identify the designation of the heritage asset (i.e. eg is it listed?), how the proposed application will affect the significance of the heritage asset and what considerations have been made by the applicant to minimise this impact.

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

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

For applications for the demolition of a building within a conservation area, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required. In cases where the demolition is proposed due to the existing building being 'structurally unstable' a structural engineers report confirming this will be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

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

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

For heritage assets, national policy guidance is provided in [Section 12 of the National Planning Policy Framework](#).

National Planning Practice Guidance – Conserving and enhancing the historic environment  
<https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment>

### ICNIRP Declaration

A declaration would confirm that the proposed development complies with the requirements of the International Commission on Non-Ionizing Radiation.

### Impact Assessment (retail and leisure uses)

The purpose of the test is to ensure that the impact over time (up to 5 years – 10 for major schemes) of certain out of centre and edge of centre proposals on existing town centres is not significantly adverse. The test relates to retail, ~~office~~ and leisure development (not all main town centre uses) which are not in accordance with an up to date Local Plan and outside of existing town centres.

National Planning Practice Guidance – ~~Ensuring the Vitality of~~ Town Centres [and Retail](#) sets out the key steps which should be undertaken when carrying out an impact test in decision taking.  
<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres>

The impact test only applies to proposals exceeding 2,500 square metres gross floorspace unless a different locally appropriate threshold is set by the local planning authority.

### Justification Statement

This should outline the reasons or need for the development/amendment/works, including plans where relevant.

### Landscaping

For the purposes of validation it will normally be sufficient for the landscaping details to be limited to the location of existing and proposed trees and a general indication of the type of planting proposed in all landscaped areas of the site (e.g. low shrubs, grass). More detailed specification will usually be secured through the imposition of conditions, although the submission of a more comprehensive scheme as part of the application may reduce or eliminate the need for more details to be approved later. The landscaping details should indicate that they have had regard to the location of existing and proposed services, and should indicate the arrangements to be made for the protection of existing trees during the course of construction. Where areas of landscaping fall outside the boundaries of individual properties, the landscaping details must include a statement indicating the proposed arrangements for their long-term maintenance and management.

National Planning Practice Guidance – Natural environment

<https://www.gov.uk/guidance/natural-environment>

### Lighting Assessment

An assessment for applications involving lighting should be carried out in accordance with CIE guidance or suitable equivalent and include:

- A statement setting out why a lighting scheme is required, the proposed users, and the frequency and length of use in terms of hours of illumination;
- A site survey showing the area to be lit relative to the surrounding area, the existing landscape features together with proposed landscaping features to mitigate the impacts of the proposed lighting;
- A technical report prepared by a qualified competent person (e.g. Lighting Engineer) setting out the type of lights, performance, height and spacing of lighting columns. The light levels to be achieved over the intended area, at the site boundaries and, for large schemes, 50m outside of the boundary of the site should be superimposed on a map of the site and its surrounding area.

For illuminated advertisements the assessment can be confined to technical details of the means of illumination.

National Planning Practice Guidance – Light pollution

<https://www.gov.uk/guidance/light-pollution>

## Location Plan

All applications must include copies of a location plan based on an up-to-date map. This should be to a standardised metric scale preferably 1:1250 or 1:2500 and normally on A4 or A5 sized paper. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## Major Planning Application

The planning definition of major development relates to applications for:

- Residential development for 10 or more dwellinghouses (excluding flats)
- Residential development on a site of 0.5 hectares or more where the number of dwellinghouses is unknown
- Development involving building(s) with a floorspace of 1,000 square metres or more (including flats)
- Any development on a site of 1 hectare or more
- Waste management development

## Marketing Information

In support of a change of use – this should set out the period over which the property has been unsuccessfully marketed and include estate agents literature and a commentary from the agent regarding why the inquiries received (if any) have not resulted in a sale/let.

## Masterplan

A masterplan provides a model by which the proposed development will be carried out. The masterplan can be used to:

- Show how different areas of the neighbourhood are to be connected
- Define heights, massing and bulk of buildings
- Determine the distribution of activities/uses that will be allowed



- ~~Identify network of movement patterns for pedestrians, cyclists, cars and other vehicles~~
- ~~Set out the basis for provision of other infrastructure, such as utilities~~

~~More information and guidance on producing a masterplan can be found at: <http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/creating-successful-masterplans.pdf>~~

~~National Planning Practice Guidance – Design  
<https://www.gov.uk/guidance/design>~~

### Marketing Information

~~In support of a change of use – this should set out the period over which the property has been unsuccessfully marketed and include estate agents literature and a commentary from the agent regarding why the inquiries received (if any) have not resulted in a sale/let.~~

### Method Statement

The statement should clearly identify the works that are to be carried out, the order in which they are to be undertaken and the techniques that are to be used. Further information as to materials proposed are also likely to be required.

### Noise Impact Assessment

A Noise Impact Assessment is used to assess the change in the acoustic environment that will be brought about by the proposed development and the impacts existing nearby developments and uses may have on the proposed development. Once the impacts have been identified, a mitigation strategy should also be included in the report and demonstrate how these measures will minimise the impacts of the development, or of existing features in the environment on future occupants of the development, to within acceptable levels. The report should describe any equipment to be installed with noise emission data.

~~[Noise mitigation should be considered holistically alongside ventilation/air quality and aesthetic design.](#)~~

Further information and guidance on producing a Noise Impact Assessment can be found at: <https://www.gov.uk/government/publications/noise-impact-assessment-information-requirements>

National Planning Practice Guidance – Noise  
<https://www.gov.uk/guidance/noise--2>

### Noise Levels Assessment

The report should provide an assessment of the existing/~~potential~~ noise levels within the vicinity of the site; for example, those generated from nearby commercial premises, roads or railways.

National Planning Practice Guidance – Noise  
<https://www.gov.uk/guidance/noise--2>

### Noisy Uses

Defined noisy uses include:

- Development involving uses falling within Classes B2 and B8 of the Town and Country Planning (Use Classes) Order 1987 (as amended)
- External plant ~~is to be installed~~
- The playing of music ~~on the development site forms where this is~~ a significant element of the proposal (e.g. drinking establishments, entertainment uses and places of worship)
- Wind turbines, wind farms
- ~~The accommodation of numbers of animals~~
  - Motor sport activities

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### Odour Attenuation Scheme

Such a report would assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with detailed information on any proposed abatement system. The technical specification of any extraction equipment should be provided.

### Odour Creating Uses

Defined odour creating uses include:

- Cooking of food – food factory, restaurant, takeaway
- Paint spraying or coating processes
- Any activity that requires the air within the workplace to be exhausted to atmosphere (other than simple office-type ventilation)
- The installation of a furnace/incinerator
- Processing/storage/disposal of waste
- Processing of liquids
- Composting
- Storage and handling of dusty materials
- Manufacture of perfumes, flavourings, etc.
- Slaughterhouses
- The accommodation of animals
- In-situ or on-site land remediation

## Open Space Assessment

For major residential developments a contribution from developers towards the cost of providing necessary publicly accessible open space is required. Alternatively, provision may be made on site if appropriate. An open space assessment should set out the details of any on site provision, or the details of any proposed financial contribution in line with the Council's Green Space Supplementary Planning Document, and should include the heads of terms of a Section 106 planning obligation if a payment is to be made. If development of a site within the open space network is proposed, the open space assessment should provide information on the need for open space, and set out any proposals for alternative provision, including (if necessary) a draft planning obligation.

National Planning Practice Guidance – Open space, sports and recreation facilities, public rights of way and local green space

<https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

## Parking Provision

Applications may be required to provide details of existing and proposed parking provision. These details should be shown on a site layout plan. Where appropriate, provision should be made for parking spaces for the disabled and visitors. Where parking provision is above or below the guidance recommended by the Local Highway Authority (or where there are no standards), the level of provision may need to be justified, taking account of the particular circumstances relating to the proposed development and site. The methodology for assessing the level of parking to be provided should be clearly explained.

For more details see the 6Cs Design Guide at:

<https://resources.leicestershire.gov.uk/environment-and-planning/planning/the-6cs-design-guide>

## Photographs and Photomontages

These should clearly show the current condition and appearance of any part of the building for which permission is sought to alter or demolish.

These may be included as part of the Design and Access Statement. The superimposition of an accurate image of the proposed development upon photographs of the site taken from key viewpoints is considered to be essential in the assessment of major development proposals or smaller developments in sensitive locations. As far as possible these should be based on standard focal length photographs, not telephoto or wide-angle views (unless essential to demonstrate a particular viewpoint). Photomontages are particularly useful as an aid to public understanding of a proposed development, and are therefore an important part of the process of community involvement.

## Planning Obligations (Section 106 Agreement) - Draft Head(s) of Terms

Residential developments of ~~11-10~~ or more dwellings will be expected to either provide open space on site. Alternatively, if justified ~~or make~~ a contribution towards alternative provision elsewhere may be appropriate. Residential developments of 15 dwellings or more, will be expected to provide affordable housing on site, or, exceptionally, a contribution in lieu of provision. These matters will normally need to be addressed through planning obligations, (often referred to as Section 106 agreements ~~or obligations~~). A planning obligation may also be sought where a requirement is identified that cannot be met by the imposition of conditions or other means.

Where non-residential development has a combined gross floorspace of no more than 1,000 square metres (gross internal area), developer contributions may also be sought towards infrastructure improvements.

Where a planning obligation is necessary, the application must be accompanied by either a draft obligation or a document setting out the heads of terms. This will consist of a summary of the main points the agreement will cover, such as the amount of any financial contribution(s). Where an obligation is required by policy, but it is not proposed to meet the requirements of that policy in full, the heads of terms should be accompanied by a statement explaining the reasons for any shortfall or non-provision. If the reason relates to the financial viability of the development, the application must be accompanied by an 'open book' financial appraisal setting out the projected costs, and expected income from the development. Where appropriate, the Council will seek independent assessment of the appraisal. The administrative costs associated with planning obligations, including the cost of independent assessment of appraisals and the subsequent monitoring and implementation of the obligation, will be met by the developers.

If an application is made to vary conditions attached to a permission granted with a Section 106 agreement, a Deed of Variation may be needed.

National Planning Practice Guidance – Planning obligations

<https://www.gov.uk/guidance/planning-obligations>

A model S106 agreement is available at:

<http://www.leicester.gov.uk/planning-and-building/planning-applications/make-an-application>

### Planning Statement

This should outline the reasons or need for the development/amendment/works.

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

## Playing Field Statement

A Playing Field Statement will be required where development is likely to affect playing field land. The statement should be informed by Sport England's 'Information Requirements Checklist' and their policy exceptions which can be found at: <https://www.sportengland.org/facilities-planning/planning-for-sport/planning-applications/playing-field-land/>

An assessment of the demand and supply of sports facilities within the authority area has been prepared as part of Leicester City Council's planning policy evidence base. This can be found at: <https://www.leicester.gov.uk/your-council/policies-plans-and-strategies/planning-and-development/planning-policy-evidence-base/>

## Roller Shutter Curtain Details

Sectional drawing to show the proposed roller shutter housing and any projection from the face of the building. Also two copies of an elevational drawing to show the roller shutter curtain in position on the building, and confirmation of the type of curtain you are proposing to install.

## Roof Plans – Existing and Proposed

This should be drawn to a standardised metric scale preferably 1:50 or 1:100 include critical dimensions and is used to show the shape of the roof. ~~A scale bar should be included to allow measurement from electronic versions. It is typically drawn at a scale smaller than the scale used for the floor plans.~~ Details such as the roofing material, vents and their location are typically specified on the roof plan.

## Schedule of Works (listed buildings)

A schedule of works is a document which specifies the details of each element of the proposed works to a Listed Building. For larger applications, a room-by-room schedule ~~would be desirable~~ may be needed.

## Sequential Test for Main Town Centre Uses

The sequential test guides main town centre uses towards town centre locations first, then, if no town centre locations are available, to edge of centre locations, and if neither ~~are~~ is available, to out of town centre locations, with preference for accessible sites which are well connected to the town centre. It supports the viability and vitality of town centres.

Details of the availability of other sites closer to a centre for the development will also be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.

National Planning Practice Guidance – ~~Ensuring the Vitality of~~ Town Centres and Retail

<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres>

Main town centre uses are defined in ~~Appendix 2 of the annex to~~ the NPPF. They include uses such as retail, restaurants, hotels and leisure, etc. This test applies to proposals of any size. The application of the test should be proportionate and appropriate to the given proposal.

### Site Notice for Prior Notification of Demolition

The site notice should be dated and include details of the applicant, identify the building to be demolished (including location on larger sites) and contact details of Leicester City Council. A template site notice can be found at:

<https://www.leicester.gov.uk/planning-and-building/planning-applications/make-an-application/>

*N.B. The site notice must be posted on the site by the applicant – a copy of this and confirmation that this has been done must be provided with the application.*

### Site Plan – Existing and Proposed

The site/block plan should be drawn to a standardised metric scale preferably 1:100 or 1:200 with a scale bar on the drawing to allow measurement from electronic versions. On larger sites a master plan may be submitted at a scale of 1:500 or similar. All such plans should accurately show:

- a) The direction of North;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

~~and the following, unless these would NOT influence or be affected by the proposed development:~~

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) All Public Rights of Way crossing or adjoining the site;
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) The extent and type of any hard surfacing;
- g) Boundary treatment including the type and height of walls or fencing where this is proposed;
- h) The position of any river, pond or other water feature on or adjacent to the site.

### Site Sections, Finished Floor and Site Level Plans – Existing and Proposed

These should be drawn to a standardised metric scale preferably 1:50 or 1:100, include critical dimensions and should show a cross section(s) through the proposed building(s). A scale bar should be shown on each plan to allow measurement from electronic versions. In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Levels should also be taken into account in the formulation of design and access statements. Sections should also demonstrate how access to the building would be affected by level differences and how level access will be achieved to meet the relevant building regulation requirement.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of extensions to existing buildings, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside would be modified. Levels should also be taken into account in the formulation of Design and Access Statements.

### Statement of Community Involvement

A Statement of Community Involvement is required where proposals include:

- Industrial or commercial development in or adjacent to residential areas of 1500 square metres or more
- Residential development of 100 dwellings or more or on a site of 3 hectares or more
- Major infrastructure proposals
- New educational or institutional sites or extensions of 1000 square metres or more

Large-scale major applications require a statement setting out how the applicant has complied with the requirements for pre-application consultation set out ~~in the authority's adopted statement of community involvement at:~~ <https://www.leicester.gov.uk/media/179021/statement-of-community-involvement-2014.pdf> ~~and~~

~~The statement should demonstrating demonstrate~~ that the views of the local community have been sought and taken into account in the formulation of development proposals.

### Statement of Interest

Applications for Lawful Development Certificates require a statement explaining the applicant's interest in the land/site. Details of any other parties with an interest in the land and whether they have been notified of the application should also be provided.

## Statement of Student Need

Applications including the provision of student accommodation require a statement to identify how the proposals accord with the criteria set out in the Council's *Student Housing SPD* (June 2012) - <http://www.leicester.gov.uk/media/179115/student-housing-spd-june-2012.pdf>.

## Streetscene Drawings

These should be drawn to scale and provide an illustration as to how the proposed development relates to its ~~immediate~~ context, including other buildings. These drawings should be drawn from the street or other public viewpoint (in all relevant directions) and include ~~the~~ existing and proposed scenarios.

## Structural Survey

A survey of the structural integrity of the building or structure and should focus on the elements of the building or structure affected by such proposals.

## Sustainability Design and Construction Statement

All major planning applications must be accompanied by a Sustainability Design and Construction Statement. This will be expected to address current local plan policy and requirements of the NPPF and must demonstrate:

- How energy efficiency has been taken into account in the design and layout of the scheme and how the proposal would meet or exceed the CO2 emission standards required under current Building Regulations including fabric energy efficiency standards, decentralised energy and on site renewable/low carbon technologies.
- How the development will maximise an efficient use of resources, including minimising waste and maximising recycling/re-use of materials through both construction and occupation. Reuse/adaptation of viable existing building should be considered. The details may refer to the application drawings, which should show plans and elevations of refuse/recyclables container storage structures, collection points and access arrangements for collection vehicles.
- How the risks associated with future climate change have been planned for as part of the layout of the scheme and design of its buildings to ensure its longer term resilience specifically in terms of:

•a) The water environment (use of sustainable drainage systems (SuDS), flood proofing measures and the design of new buildings to minimise water demand)

•b) Energy (future adaptability including passive solar design and mitigating the risk of over-heating).

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Details of the requirements for the water environment can be found on the Council's website at:

<http://www.leicester.gov.uk/planning-and-building/urban-design-and-sustainability/flood-risk-management>

National Planning Practice Guidance – Design

<https://www.gov.uk/guidance/design>

Details of the requirements for addressing climate change can be found on the Council's website at:

<http://www.leicester.gov.uk/media/179107/climate-change-spd-january-2011.pdf>

### Sustainable Drainage Strategy

A Sustainable Drainage Strategy (which may form part of a Flood Risk Assessment) should accompany all planning applications for new built development that involves one or more new dwellings or over 200 square metres of building footprint for all other types of development.

A Sustainable Drainage Strategy sets out how the development will be drained to minimise the risk of flooding, considering the surface water runoff produced within the site as well as the surface water runoff entering the site, and interactions with other forms of flood risk. The Sustainable Drainage Strategy demonstrates how Sustainable Drainage Systems (SuDS) will be incorporated into the development.

The Sustainable Drainage Strategy should be prepared in line with LCC's Surface Water Management Plan and Sustainable Drainage Guide, available at the following links.

<http://www.leicester.gov.uk/media/178251/swmp-main-report.pdf>.

<http://www.leicester.gov.uk/media/179759/suds-guidance-april-2015.pdf>

The Sustainable Drainage Strategy may form part of a Flood Risk Assessment, or an Environmental Statement where one is required.

Further guidance can be found on LCC's website, at:

<https://www.leicester.gov.uk/planning-and-building/urban-design-and-sustainability/flood-risk-management/>

National Planning Practice Guidance – Flood risk and coastal change

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

### Technical Specification

When applying for plant equipment, the specification should include details of the position of the equipment and its appearance. Further details of the noise levels from this equipment should also be submitted.

## Telecommunications Development - Supplementary Information

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.

Planning 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 Best Practice on Mobile Network Development in England (2013)*, available at:

[http://www.mobilemastinfo.com/images/stories/2013\\_Code\\_of\\_best\\_practice/Code\\_of\\_Best\\_Practice\\_on\\_Mobile\\_Network\\_Development\\_-\\_Published\\_24-07-2013.pdf](http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf)

## Town Centre Uses

Defined Town Centre uses ~~include~~are set out at:

- ~~Retail~~
- ~~Offices~~
- ~~Leisure, entertainment, indoor sport and recreation~~
- ~~Arts, culture, tourism~~

<https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary>

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## Transport Assessment / Transport Statement

~~Paragraph 32 of the~~The *National Planning Policy Framework* requires a Transport Assessment (TA) to be submitted where the proposed development has significant transport implications and should be proportionate to the proposal. The TA should provide appropriate data relating to the existing situation of the highway network surrounding the application site. This will form the baseline data by which an assessment can determine the predicted impacts of the proposed development. Additionally, a TA should address the following issues:

- Reducing the need to travel, particularly by car
- Sustainable accessibility
- Dealing with residual trips
- Mitigation measures

The extent of the information required for a TA will vary depending upon the nature of the proposed development, however, the aims of the National and Local Plan policies shall be

considered in all cases. For smaller scale developments where the traffic impact is limited in both volume and area impact a Transport Statement may be sufficient.

The need for, scale, scope and level of detail required of a Transport Assessment or Statement should be established as early in the development management process as possible.

Further, more general, advice is available on the government website, at: <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

~~Leicestershire County Council has produced the 6Cs Design Guide, adopted by the City Council, which provides extensive guidance and information regarding highways and transportation infrastructure for new developments. Part 2 of this document provides details of information requirements based on use classes and development size. This can be viewed at:~~

~~<https://resources.leicestershire.gov.uk/environment-and-planning/planning/the-6cs-design-guide>~~

~~National Planning Practice Guidance – Travel Plans, Transport Assessments and Statements~~

~~<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>~~

## Travel Plan

Travel Plans (TP) are used to identify the specific required outcomes, targets and measures aimed at promoting more environmentally friendly travel choices. A TP should also set out clear future monitoring and management arrangements and additional measures which may be required should the outlined targets not be met.

~~Part 2 of the 6Cs Design Guide provides details of information requirements based on use classes and development size. This can be viewed at:~~

~~<https://resources.leicestershire.gov.uk/environment-and-planning/planning/the-6cs-design-guide>~~

~~Further, more general, advice is available on the government website, at:~~

~~<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>~~

## Variation or removal of conditions (Section 73 applications)

When applying for the variation or removal of planning conditions under Section 73 of the Town and Country Planning Act 1990, the original and proposed wording of all relevant conditions should be clearly provided within the submitted supporting statement along with written justification for the change(s) being sought.

New plans submitted must clearly show any amendments to the approved plan by way of annotation.

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### Ventilation Flue Details

For proposals including the installation of a ventilation flue detailed plans should be provided. These should include a layout plan showing the route of the flue from the cooking area through the building and elevational drawings to show external siting of the exhaust; and details of odour abatement techniques and acoustic noise characteristics.

### Visual Impact Assessment

The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.

3D models using sketchup showing the development and its surroundings should be used to illustrate major development proposals.