

## Contents

[Introduction](#)

[List of Checklists](#)

[Document Types and Definitions](#)

[Appendix 1 – Additional Biodiversity Guidance](#)

[Appendix 2 – Additional Definitions, Guidance and Criteria](#)

## 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 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).

## List of Checklists

<b>Householder</b>
<a href="#">Extensions</a>
<a href="#">Domestic Outbuildings</a>
<a href="#">Boundary Fences/Walls</a>
<a href="#">Doors and Windows</a>
<a href="#">Driveway, dropped kerbs and other householder applications</a>
<b>Non Householder</b>
<a href="#">Buildings and Extensions (other than dwellings)</a>
<a href="#">Change of Use</a>
<a href="#">Driveways and dropped kerbs (non-residential uses)</a>
<a href="#">Dwellings (Residential Developments)</a>
<a href="#">Energy generating equipment</a>
<a href="#">Fences, Walls and Enclosures</a>
<a href="#">Floodlighting</a>
<a href="#">Outline and Reserved Matters applications</a>
<a href="#">Plant and Machinery</a>
<a href="#">Shop Fronts</a>
<a href="#">Advertisement Consent</a>
<b>Certificate of Lawfulness</b>
<a href="#">Proposed Use</a>
<a href="#">Existing Use</a>
<a href="#">Proposed Development</a>
<a href="#">Existing Development</a>
<b>Other</b>
<a href="#">Listed Building Consent</a>
<a href="#">Non Material Amendment to Planning Permission</a>
<a href="#">Retrospective Applications</a>
<a href="#">Right of Way Diversion</a>
<a href="#">Variation or Removal of Condition (Section 73 of the <i>Town and Country Planning Act</i>)</a>
<a href="#">Works to Trees</a>
<b>Prior Notifications</b>
<a href="#">Change of Use</a>
<a href="#">Demolition</a>
<a href="#">Larger Home Extensions</a>
<a href="#">Installation of Telecommunications Apparatus</a>

## Householder - 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 – Existing and Proposed</a>
	<a href="#">Elevations – Existing and Proposed</a>
	<a href="#">Floor Plans – Existing and Proposed</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</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> (see <a href="#">Appendix 2</a> for criteria)
	<a href="#">Heritage Statement</a> - <i>Where a development may affect a heritage asset, 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="#">Roof Plans</a> – Existing and Proposed - <i>If the development proposes a complex roof arrangement you may be asked for these</i>
	<a href="#">Sustainable Drainage Strategy</a> - <i>Where development is proposed in a critical drainage area</i>

## 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 works will take place within root protection areas/canopy or result in the removal of trees or hedges</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="#">Heritage Statement</a> - <i>Where a development may affect a heritage asset, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i>

## 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 works will take place within root protection areas/canopy or result in the removal of trees or hedges</i>
	<a href="#">Heritage Statement</a> - <i>Where a development may affect a heritage asset, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i>

## 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> - <i>Where a development may affect a heritage asset, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i>

## 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 works will take place within root protection areas/canopy or result in the removal of trees or hedges</i>
	<a href="#">Heritage Statement</a> - <i>Where a development may affect a heritage asset, 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 Strategy</a> (see <a href="#">Appendix 2</a> for criteria)

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

<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>

<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</i>
	<a href="#">Archaeological Assessment</a> - <i>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)</i>
	<a href="#">Biodiversity Assessment</a> - <i>For development on or which may affect designated sites, protected species and/or priority habitats</i>
	<a href="#">Daylight/Sunlight Assessment</a> – <i>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</i>
	<a href="#">Design and Access Statement</a> – <i>For all Major applications (See Appendix 2 for definition)</i>
	<a href="#">Ecological Statement</a> – <i>For all Major applications (See Appendix 2 for definition)</i>
	<a href="#">Environmental Impact Assessment</a> (see <a href="#">Appendix 2</a> for more information as to when this is required)
	<a href="#">Flood Risk Assessment</a> (see <a href="#">Appendix 2</a> for criteria)
	<a href="#">Ground Stability Report</a> - <i>Where issues of ground instability have been identified</i>
	<a href="#">Heritage Statement</a> - <i>Where a development may affect a heritage asset, 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="#">Lighting Assessment</a> - <i>When floodlighting is proposed</i>
	<a href="#">Marketing Information</a> - <i>Where the proposal is for a use not in accordance with the development plan and/or the National Planning Policy Framework</i>
	<a href="#">Masterplan</a> – <i>For Major applications (see Appendix 2 for definition)</i>
	<a href="#">Noise Impact Assessment</a> – <i>For ‘Noisy Uses’ (see Appendix 2 for specific uses)</i>
	<a href="#">Noise Levels Assessment</a> - <i>For noise sensitive uses</i>
	<a href="#">Odour Attenuation Scheme</a> – <i>For Odour creating schemes (see Appendix 2 for specific uses)</i>
	<a href="#">Retail Impact Assessment</a> - <i>For retail proposals outside the defined town centre</i>
	<a href="#">Roof Plans</a> – Existing and Proposed - <i>If the development proposes a complex roof form you may be asked for these</i>
	<a href="#">Sequential Assessment of Alternative Retail Sites</a> - <i>Required for new or extended</i>



	<i>town centre uses (as defined in <a href="#">Appendix 2</a>) proposed in a location not in accordance with the development plan and/or the National Planning Policy Framework</i>
	<a href="#">Statement of Community Involvement</a> (see <a href="#">Appendix 2</a> for criteria)
	<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> (see <a href="#">Appendix 2</a> for criteria)
	<a href="#">Technical Specification</a> – Relating to any new plant or equipment for ‘Noisy Uses’ (See <a href="#">Appendix 2</a> for specific uses)
	<a href="#">Transport Assessment / Travel Plan</a> – For all Major applications (See <a href="#">Appendix 2</a> for definition)
	<a href="#">Utilities Assessment and Foul Drainage</a> – All developments requiring new utilities/drainage connections
	<a href="#">Visual Impact Assessment</a> – Where sites are considered to be particularly sensitive, in landscape or visual terms

## 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)

<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>

<b>Criteria based</b>	
	<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 (see <a href="#">Appendix 2</a> )
	<a href="#">Biodiversity Assessment</a> - For development on or which may affect designated sites, protected species and/or priority habitats
	<a href="#">Flood Risk Assessment</a> (see <a href="#">Appendix 2</a> for criteria)
	<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 requiring access arrangements and parking arrangements
	<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’ (See <a href="#">Appendix 2</a> for specific uses)
	<a href="#">Noise Levels Assessment</a> – For noise sensitive uses
	<a href="#">Odour Attenuation Scheme</a> – For Odour creating schemes (See <a href="#">Appendix 2</a> for specific 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 11 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="#">Retail Impact Assessment</a> - For retail proposals outside the defined town centre
	<a href="#">Sequential Assessment of Alternative Retail Sites</a> - Required for new or extended town centre uses (as defined in <a href="#">Appendix 2</a> ) proposed in a location not in accordance with the development plan and/or the National Planning Policy Framework
	<a href="#">Statement of Community Involvement</a> (see <a href="#">Appendix 2</a> for criteria)
	<a href="#">Technical Specification</a> – Relating to any new plant or equipment for ‘Noisy Uses’ (See <a href="#">Appendix 2</a> for specific uses)
	<a href="#">Transport Assessment</a> - When major development as defined in <a href="#">Appendix 2</a>
	<a href="#">Travel Plan</a> - When major development as defined in <a href="#">Appendix 2</a>

**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 works will take place within root protection areas/canopy or result in the removal of trees or hedges</i>
	<a href="#">Heritage Statement</a> – <i>Where a development may affect a heritage asset, 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 Strategy</a> (see <a href="#">Appendix 2</a> for criteria) <i>Note: There are no permitted development rights for construction of parking to frontage areas</i>

## 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> (see <a href="#">Appendix 2</a> for further details)

<b>Criteria based</b>	
	<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 (see <a href="#">Appendix 2</a> )
	<a href="#">Arboricultural Assessment</a> – When works will take place within root protection areas/canopy or result in the removal of trees or hedges
	<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 11 dwellings or more
	<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 11 dwellings or more
	<a href="#">Environmental Impact Assessment</a> (see <a href="#">Appendix 2</a> for more information as to when this is required)
	<a href="#">Flood Risk Assessment</a> (see <a href="#">Appendix 2</a> for criteria)
	<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 heritage asset, 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 11 dwellings or more
	<a href="#">Noise Impact Assessment</a> – For ‘Noisy Uses’ as defined in <a href="#">Appendix 2</a>
	<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> – <i>Planning obligations may be sought on developments of 11 units or more and developments which have a maximum combined gross floorspace of no more than 1,000 square metres (gross internal area)</i>
	<a href="#">Roof Plans – Existing and Proposed</a> – <i>If the development proposed a complex roof form you may be asked for these</i>
	<a href="#">Statement of Community Involvement</a> (see <a href="#">Appendix 2</a> for criteria)
	<a href="#">Statement of Student Need</a> – <i>For developments proposing student accommodation</i>
	<a href="#">Streetscene Drawings</a> – <i>Required for infill developments within an existing street or for major developments where new streets are created</i>
	<a href="#">Sustainability Design and Construction Statement</a> – <i>For developments in excess of 10 dwellings</i>
	<a href="#">Transport Assessment / Transport Statement</a> – <i>Should include site layout plan showing the context of proposed with existing, access and parking arrangements</i>
	<a href="#">Travel Plan</a> – <i>Should include site layout plan showing the context of proposed with existing, access and parking arrangements</i>
	<a href="#">Utilities Assessment and Foul Drainage</a> – <i>All developments requiring new utilities/drainage connections</i>
	<a href="#">Visual Impact Assessment</a> – <i>Where sites are considered to be particularly sensitive, in landscape or visual terms</i>

## 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> - <i>When works affect or would result in the removal of existing trees</i>
	<a href="#">Biodiversity Assessment</a> - <i>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)</i>
	<a href="#">Design and Access Statement</a> – <i>For major applications (See <a href="#">Appendix 2</a> for definition)</i>
	<a href="#">Elevations – Existing</a> – <i>When attached to a building</i>
	<a href="#">Heritage Statement</a> – <i>Where a development may affect a heritage asset, 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="#">Roof Plans – Existing and Proposed</a> – <i>When equipment is attached to a roof</i>
	<a href="#">Statement of Community Involvement</a> – <i>For wind turbine developments of more than two turbines or where the hub height of any turbine exceed 15 metres (see <a href="#">Appendix 2</a> for further criteria)</i>
	<a href="#">Sustainable Drainage Strategy</a> – <i>For all Major applications (See <a href="#">Appendix 2</a> for definition)</i>
	<a href="#">Visual Impact Assessment</a> – <i>Where sites are considered to be particularly sensitive, in landscape or visual terms</i>

## 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 works affect or would result in the removal of existing trees</i>
	<a href="#">Heritage Statement</a> – <i>When development affects a Heritage Asset or its setting (such as being within a conservation area and/or in the curtilage of a listed building or Scheduled Ancient Monument)</i>

## 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> – <i>When works will take place within root protection areas/canopy or result in the removal of trees or hedges</i>
	<a href="#">Biodiversity Assessment</a> – <i>For development on or which may affect designated sites, protected species and/or priority habitats</i>
	<a href="#">Heritage Statement</a> – <i>Where a development may affect a heritage asset, including its setting (heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas and local heritage assets)</i>



## Outline and Reserved Matters applications

*Note: Outline applications are not acceptable for sites within a conservation area or within the grounds of a Listed Building*

The requirements for an Outline application will be the same as for a full 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 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>

## 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</i>
	<a href="#">Biodiversity Assessment</a> – <i>When located within a site that has not been previously developed</i>
	<a href="#">Design and Access Statement</a> – <i>For Major applications (see <a href="#">Appendix 2</a> for definition)</i>
	<a href="#">Heritage Statement</a> – <i>Where a development may affect a heritage asset, 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="#">Statement of Community Involvement</a> (see <a href="#">Appendix 2</a> for criteria)
	<a href="#">Visual Impact Assessment</a> – <i>Where sites are considered to be particularly sensitive, in landscape or visual terms</i>

## Non householder – Shop Fronts

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

## Advertisement Consent

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

## Certificate of Lawfulness – Proposed Use

<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="#">Evidence</a>

## Certificate of Lawfulness – Existing Use

<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="#">Evidence</a>

## Certificate of Lawfulness – Proposed Development

<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="#">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>

## Certificate of Lawfulness – Existing Development

<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 – as built*</a>
	<a href="#">Elevations – as built*</a>
	<a href="#">Evidence</a>
	<a href="#">Floor Plans – as built*</a>

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

\* 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



## 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> – <i>Showing location of proposed extension, alteration or demolition</i>

<b>Criteria based</b>	
	<a href="#">Method Statement</a> & <a href="#">Structural Report</a> – <i>Where demolition or structural works are proposed, a structural engineer's report outlining the extent of the works is desirable</i>
	<a href="#">Roof Plans – Existing and Proposed</a> – <i>Where alterations affecting the roof are proposed</i>
	Schedule of Works - <i>Where multiple alterations (internal or external) are proposed, a schedule of works is required to specify the details of each element of the proposed works. For larger applications, a room-by-room schedule would be desirable</i>

## 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 site</a>
	<a href="#">Site Plan – Existing and Proposed</a>

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

## **Retrospective Applications**

Requirements for retrospective applications 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 “as existing prior to development” and “as built”.

## 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>

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

<b><u>Essential</u></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>

## Works to Trees

<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> identifying all trees which are subject of the application
	<a href="#">Description of the proposed works</a>
	<a href="#">Justification Statement</a>

## Prior Notification of Change of Use

<b><u>Essential</u></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>

<b><u>Criteria based</u></b>	
	<a href="#">Floor Plans – Proposed and Existing</a> – <i>For change of use to residential or where alterations to floor layouts are required</i>

## 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="#">Method Statement</a>
	<a href="#">Site Notice</a>



## 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

## Prior Notification of the Installation of Telecommunications Apparatus

<b><u>Essential</u></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><u>Criteria based</u></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</i>

## Document Types and Definitions

### 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. Where this is based on a financial case a Viability Assessment shall be submitted by the applicant and carried out by a suitably qualified surveyor. Establishing 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](#)'.

### 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-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**

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 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 <http://www.leicester.gov.uk/planning-and-building/conservation/nature-and-biodiversity/nature-conservation-and-planning/> for further information and guidance.

National Planning Practice Guidance – Natural environment

<https://www.gov.uk/guidance/natural-environment#biodiversity-and-ecosystems>

## **Building for Life Assessment**

Paragraph 56 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.

## **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 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 Listed Building Consent 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 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**

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:

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

CABE have produced 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#applications-for-planning-permission>

## **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.

## **Ecological Statement**

A proposed development should assess the local / national ecological value of the proposed 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.

Biodiversity enhancement should also be linked with landscape scheme proposals.

National Planning Practice Guidance – Natural Environment

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

## **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 (height/width/length, etc.) and clearly show the proposed works in relation to what is already there. 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**

The precise content of the Environmental Impact Assessment will be guided by the Scoping Process, as set out in [Appendix 2](#).

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

## **Evidence**

Evidence is required when submitting a Certificate of Lawfulness application and should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required due to permitted development rights or evidence of when the development was construction or the use commenced, in the case of development or use which is considered to have become lawful due to the passage of time.

## **Fee**

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* (<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>

### **Flood Risk Assessment**

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.

See [Appendix 2](#) for further guidance on FRA and relevant criteria.

National Planning Practice Guidance – Flood risk and coastal change  
<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 (width/length, etc.) and should explain the proposal in detail. 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).

### **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

## **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. 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#decision-taking-historic-environment>

### **ICNIRP Declaration**

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

### **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#landscape>

### **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.

### **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>

### **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#masterplans-and-briefs>

## **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.

Further information and guidance on producing a Noise Impact Assessment can be found at:

[http://www.association-of-noise-consultants.co.uk/wp-content/uploads/2016/01/ProPG\\_Planning\\_and\\_-Noise\\_Consultation\\_-\\_Draft\\_January\\_2016\\_FINALv1.1-with-watermark.pdf](http://www.association-of-noise-consultants.co.uk/wp-content/uploads/2016/01/ProPG_Planning_and_-Noise_Consultation_-_Draft_January_2016_FINALv1.1-with-watermark.pdf)

National Planning Practice Guidance – Noise

<https://www.gov.uk/guidance/noise--2>

## **Noise Levels Assessment**

The report should provide an assessment of the existing 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>

## **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>

### **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.

### **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 or more dwellings will be expected to either provide open space on site or make a contribution towards alternative provision elsewhere.

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.

National Planning Practice Guidance – Planning obligations  
<https://www.gov.uk/guidance/planning-obligations>

### **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.

### **Retail Impact Assessment**

A Retail Impact Assessment (RIA) assesses the impact of out of centre retail proposals on the established town centre and other defined retail centres e.g. local centres in terms of diversion of trade. The RIA should include an element of sequential assessment to explain why the development cannot be located within the town centre or on a site closer to the centre.

National Planning Practice Guidance – Ensuring the vitality of town centres  
<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres#Impact-Test-Decision-taking>

## **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. 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.

## **Sequential Assessment of Alternative Retail Sites**

The assessment should justify the scale of the development and an assessment of the impact upon the vitality of existing retail centres and locations. 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  
<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres#Impact-Test-Decision-taking>

## **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. 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). 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**

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 - <https://www.leicester.gov.uk/media/179021/statement-of-community-involvement-2014.pdf> - and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

### **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 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 the anticipated zero carbon standard confirmed under Building Regulations in 2016 including fabric energy efficiency standards 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. Site waste management details should set out how refuse will be stored and accessed for disposal/recycling. 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:
- The water environment (use of sustainable drainage systems (SuDS), flood proofing measures and the design of new buildings to minimise water demand)
- Energy (future adaptability including passive solar design and mitigating the risk of over-heating).

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>

## **Sustainable Drainage Strategy**

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#sustainable-drainage-systems>

## **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)

## **Transport Assessment / Transport Statement**

Paragraph 32 of 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#travel-plans>

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#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#travel-plans>

### **Utilities Assessment and Foul Sewerage**

Foul sewage disposal will normally be via an existing public foul sewer, and it will normally be sufficient for the assessment to refer to and indicate the main connection points on the application drawings. A more comprehensive statement will be required where alternative means of foul sewage disposal is required.

In relation to other utilities, the Assessment will be required to show:

- a) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- b) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- c) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

### **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.

# APPENDIX 1: Biodiversity Survey and Report / Ecological Survey / Protected Species Survey and Report

## PART I LOCAL REQUIREMENTS FOR PROTECTED SPECIES

Where a proposed development is likely to affect species protected under the [Wildlife and Countryside Act 1981](#) (as amended), the [Conservation of Habitats and Species Regulations 2010](#), the [Protection of Badgers Act 1992](#), and / or species of principal importance listed under Section 41 of the [Natural Environment and Rural Communities Act 2006](#), the applicant must submit an up-to-date Protected Species Survey and Assessment. Please refer to [Table 1](#) (Column 1) which provides guidance on when a survey is needed for particular species. Please note that this table is intended to assist the identification of a proposal for which a protected species survey will be required. It should be noted that there may be instances which fall outside those described where a protected species survey is required.

Protected species surveys and assessments must be submitted up-front with a planning application. Planning applications cannot be determined until surveys have been done to an acceptable standard, in accordance with paragraph 99 of ODPM Circular 06/2005. Further guidance is available in Government Circular: [Biodiversity and Geological Conservation – Statutory Obligations and their Impact Within the Planning System \(ODPM Circular 06/2005, Defra Circular 01/2005\)](#) and [Planning for Biodiversity and Geological Conservation: A Guide to Good Practice](#).

The **Survey** 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. See [Table 4](#) for more information on survey times for different species.

Where surveys involve disturbance, capture or handling of a protected species, only a licensed person can undertake such surveys. Licences are issued by Natural England; see the Wildlife Management and Licensing Service <http://www.naturalengland.org.uk/ourwork/regulation/wildlife/default.aspx>.

Further advice on bat surveys, assessment and mitigation is available in the *Bat Protocol*, published by Leicestershire and Rutland Environmental Records Centre (<http://www.leics.gov.uk/index/environment/naturalenvironment.htm>).

The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (*e.g.* for feeding, shelter, breeding).

Data searches can be carried out by Leicestershire and Rutland Environmental Records Centre (<http://www.leics.gov.uk/index/environment/naturalenvironment.htm>).

Information on species distribution may also be obtained from the National Biodiversity Network (NBN): [www.nbn.org.uk](http://www.nbn.org.uk).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternative designs or locations have been considered;
- 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;
  - How species numbers are likely to change, if at all, after development *e.g.* whether there will be a net loss or gain;
- How features or habitats used by protected species can be enhanced, restored or added to.

It is illegal to disturb protected species or the places in which they live; further information is available from [www.jncc.gov.uk](http://www.jncc.gov.uk). Licences may be needed to carry out work that could affect protected species – further information and downloadable forms are available from the Wildlife Management and Licensing Service of Natural England at <http://www.naturalengland.org.uk/ourwork/regulation/wildlife/default.aspx>. The information provided in response to the above requirements should be consistent with that required for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

**TABLE 1 Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required**

Column 1  Proposals for Development That Will Trigger a Protected Species Survey	Species Likely To Be Affected And For Which A Survey Will Be Required										
	Bats	Barn Owls	Breeding	G C Newt	Otters	*Dormouse	Kingfisher	Water Vole	Badger	Reptiles	WC Crayfish
Proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:											
<ul style="list-style-type: none"> <li>▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with wooden beams;</li> </ul>	Y	Y	Y								
<ul style="list-style-type: none"> <li>▪ buildings and structures close to woodland, trees and/or water, particularly those with weather boarding, hanging tiles and/or gable ends;</li> </ul>	Y		Y								
<ul style="list-style-type: none"> <li>▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> </ul>	Y										
<ul style="list-style-type: none"> <li>▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>	Y		Y								
Proposals involving lighting of churches and listed buildings or flood lighting of green space close to woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	Y	Y	Y								
Proposals affecting woodland, parkland, large gardens with trees or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	Y		Y			Y			Y		
Proposed tree work (felling or lopping) and/or development affecting:											
<ul style="list-style-type: none"> <li>▪ mature and veteran trees;</li> </ul>	Y		Y								
<ul style="list-style-type: none"> <li>▪ trees with obvious holes, cracks or cavities.</li> </ul>	Y		Y								
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices or caves.	Y		Y							Y	Y
Major proposals within 500m of a pond or Minor proposals within 100m of pond (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m <sup>2</sup> floor area or more than 1 hectare)				Y							

Proposals adjacent to or affecting rivers, streams, canals, lakes, or other aquatic habitats.	Y		Y		Y		Y	Y			Y
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			Y	Y					Y	Y	
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Bats	Barn Owls	Breeding	G C Newt	Otters	*Dormouse	Kingfisher	Water Vole	Badger	Reptiles	WC Crayfish

\* Note that Dormice are very rare in Leicestershire and Rutland, and the only recent confirmed records are from a few woodlands to the south of the two Counties.

\*\* Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.

#### **Exceptions for When a Full Species Survey and Assessment may not be Required**

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- Evidence is provided in *e.g.* the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation, that no protected species are present.

## **PART II LOCAL REQUIREMENTS FOR DESIGNATED SITES AND PRIORITY HABITATS**

Where a proposed development is likely to affect designated sites and priority habitats, the applicant must submit an *Ecological/Geological Survey and Assessment*.

Please refer to [Table 2](#) and [Table 3](#).

The **Survey** 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 (see [Table 4](#)), in suitable weather conditions and using locally or nationally recognised survey guidelines/methods where available.

Further information on appropriate survey methods can be found in *Sources of Survey Methods* compiled by the Institute of Ecology and Environmental Management; available at: <http://www.ieem.net/surveymethods.asp>.

The survey may be informed by the results of a search for ecological and/or geological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and, where appropriate, around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites and priority habitats (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- 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;



- How area (hectares) of priority habitat on the site are likely to change after development *e.g.* whether there will be a net loss or gain;
- How designated sites and priority habitats can be enhanced, restored or added to.

Information on **Local Wildlife Site criteria** for Leicester, Leicestershire and Rutland is available from Leicestershire and Rutland Environmental Records Centre (<http://www.leics.gov.uk/index/environment/naturalenvironment.htm>). Existing environmental information may be available from Local Record Centres, Wildlife Trusts, and Local RIGS Groups *etc.* Also online information on internationally and nationally designated sites can be found at: [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk)

**TABLE 2 Local Requirements for Designated Sites and Priority Habitats Criteria (Trigger List) for When a Survey and Assessment are Required**

<b>1. DESIGNATED SITES</b>	
<b>Internationally designated sites</b>	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
<b>Regionally and locally designated sites</b>	Local Wildlife Site (formerly known as Site of Importance for Nature Conservation) Local Nature Reserve (LNR)
<b>2. PRIORITY HABITATS</b> (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)	
<ul style="list-style-type: none"> <li>• Arable field margins</li> <li>• Eutrophic standing waters</li> <li>• Hedgerows</li> <li>• Inland rock outcrop</li> <li>• Floodplain grazing marsh</li> <li>• Lowland calcareous grassland</li> <li>• Lowland dry acid grassland</li> <li>• Lowland fens</li> <li>• Lowland heathland</li> </ul>	<ul style="list-style-type: none"> <li>• Lowland meadows</li> <li>• Lowland mixed deciduous woodland</li> <li>• Mesotrophic lakes</li> <li>• Open mosaic habitats on previously developed land</li> <li>• Ponds</li> <li>• Reedbeds</li> <li>• Rivers</li> <li>• Wet woodland</li> <li>• Wood-pasture and parkland</li> </ul>
<b>3. OTHER BIODIVERSITY HABITATS</b> (as identified by the Local Biodiversity Partnership - see paragraph 84 <a href="#">ODPM Circular 06/2005</a> )	
<ul style="list-style-type: none"> <li>▪ Mature Trees</li> <li>▪ Fast-flowing streams</li> <li>▪ Spring and flushes</li> <li>▪ Sphagnum ponds</li> </ul>	

**Exceptions When a Full Survey and Assessment May Not Be Required**

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

**TABLE 4 - ECOLOGICAL SURVEY SEASONS**

Optimal Survey Time	
Extending into	

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers												
Bats Hibernation Roosts												
Bats Summer Roosts												
Bats Foraging/ Commuting												
Birds Breeding												
Birds Over Wintering												
Dormice												
Great-Crested Newts			AQUATIC				TERRESTRIAL					
Otters												
Reptiles												
Water Voles												
White-Clawed Crayfish												
Habitats/Vegetation												

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2
- Surveys conducted outside of optimal times (Figure 2) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Biological / Environmental Records Centre may have useful existing information and records.

## **Appendix 2 – Additional Definitions, Guidance and Criteria**

### **Design and Access Statement – Criteria where required**

- 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.

### **Environmental Impact Assessment – Guidance on the process**

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/ukxi/2017/571/pdfs/ukxi\\_20170571\\_en.pdf](http://www.legislation.gov.uk/ukxi/2017/571/pdfs/ukxi_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.

### **Flood Risk Assessment – Criteria where required**

Development within flood zone 1 where:

- 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

All development within flood zones 2 and 3, including minor and change of use.

For the purposes of flood risk, “minor 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.

Further information and guidance can be found at:

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

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

### **Heritage Asset – Definition**

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/>

### **Major Planning Application – Definition**

- 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

### **Noisy Uses – Definition**

- 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 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

### **Odour Creating Uses – Definition**

- 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

### **Statement of Community Involvement – Criteria where required**

- 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

### **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.

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

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

## **Town Centre Uses – Definition**

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