



Local Requirements List for Planning Applications



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1. Introduction

- 1.1 When a planning application is submitted, a local planning authority may request supporting information in order to validate an application. This is known as the authority's Local Requirements List.
- 1.2 This document outlines Epsom & Ewell Borough Council's local requirements for the validation of planning applications. It also provides an overview of the national requirements for planning applications set out in national planning policy and guidance.
- 1.3 If you are considering submitting a planning application, we advise you to seek officer guidance and advice before you formally submit your application in order to provide full clarity of the expected requirements. You are also advised to view the Council's planning policies on our website.
- 1.4 The Local Requirements List complies with the statutory tests as set out in the Town and County Planning Act 1990 (as inserted by the Growth and Infrastructure Act 2013), and the Town and County Planning (Development Management Procedure) (England) Order 2015 and in the National Planning Policy Framework (NPPF) and National Planning Practice Guidance. In accordance with these tests, information requested with a particular planning application must be:
 - a) reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - b) about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 1.5 The Local Requirements List gives a summary of the information that will be required to be submitted with different types of application in order to validate them. It also outlines in detail the information to be contained within each of the requirements. For an application to be deemed valid, all of the relevant national and local requirements must be submitted.
- 1.6 Please note that the Local Requirements List is not an exhaustive list of all of the information that may be required in the decision-making process and further information may be required by the Council in the course of determining a planning application.

2. Types of Application

- 2.1 There are two main types of application – applications for **full planning permission** and applications for **outline planning permission**. Outline planning permission allows for a decision on the general principles of how a site can be developed, with specific details (reserved matters) requiring further approval. Full planning permission is a decision on the detailed proposals of how a site can be developed.
- 2.2 Applications can also be made for:
- approval of reserved matters;
 - discharge of conditions;
 - amending proposals that have planning permission;
 - amending planning obligations;
 - lawful development certificates;
 - prior approval for some permitted development rights;
 - non-planning consents (such as advertisement consent, listed building consent, consent required under a Tree Preservation Order and hazardous substances consent)
- 2.3 Further details of the different types of application are available via the online [National Planning Practice Guidance](#) and the [Planning Portal](#).
- 2.4 Each application must contain all of the relevant [National](#) and [Local](#) Requirements in order to be deemed valid. The following table gives an overview of the documentation requirements by type of application. Please note that this is not an exhaustive list and you may wish to seek further advice from a planning officer prior to submitting your application in order to ensure your application is deemed valid upon submission.

Type of application	Requirements
Householder application for works or extension to a dwelling	<p>All relevant National Requirements (including Design & Access Statement where a property is located in a Conservation Area or involves work to a listed building).</p> <p>Possible Local Requirements:</p> <ul style="list-style-type: none"> • Biodiversity, Ecological or Geological Survey & Assessment • Daylight / Sunlight Assessment • Heritage Statement (where listed building consent required) • Sustainability Statement • Tree Survey / Arboricultural Statement

<p>Advertisement Consent</p>	<p>All relevant National Requirements, including advertisement drawings.</p> <p>Possible Local Requirements:</p> <ul style="list-style-type: none"> • Photographs
<p>Lawful Development Certificate</p>	<p>All relevant National Requirements, including sufficient factual information/evidence for the local authority to decide the application (e.g. a signed and witnessed declaration).</p> <p>Plans and drawings should show volumetric calculations.</p> <p>Possible Local Requirements:</p> <ul style="list-style-type: none"> • Photographs
<p>Listed Building Consent</p>	<p>All relevant National Requirements, including Design & Access Statement.</p> <p>Possible Local Requirements:</p> <ul style="list-style-type: none"> • Archaeological Assessment • Biodiversity, Ecological or Geological Survey & Assessment • Heritage Statement • Planning Statement • Tree Survey / Arboricultural Statement • Photographs
<p>Full Planning Permission</p>	<p>All relevant National Requirements.</p> <p>Possible Local Requirements:</p> <ul style="list-style-type: none"> • Affordable Housing Statement • Air Quality Assessment • Archaeological Assessment • Biodiversity, Ecological or Geological Survey & Assessment • Contaminated Land Assessment • Crime Impact Statement • Daylight / Sunlight Assessment • Flood Risk Assessment • Heritage Statement • Landscape and Visual Impact Assessment & Landscaping Scheme • Lighting Assessment • Noise Impact Assessment • Photographs • Planning Statement • Pre-Application Consultation Statement

<p>Full Planning Permission (continued)</p>	<ul style="list-style-type: none"> • Regeneration Statement • Sustainability Statement • Sustainable Drainage Statement • Town Centre Impact Assessment • Transport Assessment • Tree Survey / Arboricultural Statement
<p>Outline Planning Permission</p>	<p>As per Full Planning Permission, excluding any details to be approved under reserved matters.</p>
<p>Approval of Reserved Matters</p>	<p>All National & Local Requirements as required to deal with the matters reserved in the outline planning permission.</p>
<p>Variation or removal of conditions</p>	<p>All relevant National Requirements, possibly including a revised Design & Access Statement.</p> <p>Local Requirements will be confined to documentation related to the condition to be varied or removed, but may also include a revised Planning Statement.</p>
<p>Approval of details reserved by condition</p>	<p>There are no National Requirements for applications for the approval of details reserved by condition other than that they should be made in writing. However, you may wish to submit:</p> <ul style="list-style-type: none"> • The application form • A plan identifying the land to which the application relates <p>Local Requirements are confined to those matters reserved by condition.</p>
<p>Permitted Development – Prior Notification / Approval</p>	<p>All relevant National Requirements.</p> <p>Possible Local Requirements:</p> <ul style="list-style-type: none"> • Contaminated Land Assessment • Flood Risk Assessment • Town Centre Impact Assessment • Transport Assessment

3. National Requirements

3.1 What are the national information requirements?

- 3.1.1 All applications for planning permission are required to be submitted on the standard application form, either electronically or in paper format. Epsom & Ewell Borough Council will only require one copy of the application form if submitted in paper format.
- 3.1.2 In addition, an application for planning permission must be accompanied by:
- The Community Infrastructure Levy Additional Information Form;
 - plans and drawings;
 - Ownership Certificate and Agricultural Land Declaration; and
 - Design and Access Statement (for some planning applications)
- 3.1.3 In addition, there are specific requirements in relation to:
- outline planning applications; or
 - applications that are subject to Environmental Impact Assessment
- 3.1.4 The application must also be accompanied by the correct fee. The [Planning Portal website](#) includes a useful fee calculator.

3.2 Community Infrastructure Levy Additional Information

- 3.2.1 The Council will begin charging the Community Infrastructure Levy on all new liable developments from 1 July 2014. The introduction of the levy means that charging authorities require additional information to determine whether or not a charge is due and to determine the amount. Applicants will therefore be required to answer additional questions to enable authorities to calculate levy liability.
- 3.2.2 All applications for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide additional information. The **CIL Additional Information Form** and further guidance is available via the [Planning Portal](#) and the Council's website.

3.3 Plans and drawings

- 3.3.1 All applications must include a **location plan** showing the application site in relation to the surrounding area. This should be at a scale of 1:1250 or 1:2500 and should 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 clearly edged with a red line. A blue line should be drawn around any other land owned by the applicant that is close to or adjoins the site.

3.3.2 The **site/block plan** should be drawn at a scale of 1:500 or 1:200. This should show:

- the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- the extent and type of any hard surfacing; and
- boundary treatment including walls or fencing where this is proposed.

3.3.3 **Existing and proposed elevations and existing and proposed floor plans** should be drawn at a scale of 1:50 or 1:100 and should show proposed works in relation to what is already there. Elevations should include the proposed building materials and the style and finish of proposed windows and doors wherever possible. Floor plans should show clearly where existing walls or buildings are to be demolished and show the details of existing buildings. New buildings should be shown in context with adjacent buildings. Floor plans should also contain a calculation of the Gross Internal Area (GIA)¹ of buildings on the site where new floor space is proposed. This should accord with the information provided in the CIL Additional Information Form.

3.3.4 Where a proposal involves a change in site levels, **existing and proposed site sections and finished floor and site levels** should be provided and should show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. These should be at a scale of 1:50 or 1:100.

3.3.5 All plans and drawings should show the direction of North, be appropriately scaled (including a scale bar), and should show dimensions where required.

3.4 Ownership Certificate and Agricultural Land Declaration

3.4.1 An **ownership certificate** must be completed that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000. Further details of the types of certificate (A, B, C or D) and which to complete are available via the online [National Planning Practice Guidance](#).

¹ GIA is the area of a building measured to the internal face of the perimeter walls at each floor level, Code of Measuring Practice 6th edition by RICS, 2007

3.4.2 An **agricultural land declaration** must be made to certify that applicants have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This declaration is required whether or not the site includes an agricultural holding.

3.4.3 Both of these requirements are incorporated into the standard application form.

3.5 Design & Access Statement

3.5.1 The following types of application must be accompanied by a Design & Access Statement:

- Applications for major development
- Applications for development in a designated area (e.g. a conservation area) where the proposed development consists of one or more dwellings or a building with a floor space of 100 square metres or more
- Applications for listed building consent

3.5.2 A Design & Access Statement provides a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

3.5.3 A Design & Access Statement must:

- a) explain the design principles and concepts that have been applied to the proposed development; and
- b) demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

3.5.4 A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design & Access Statement should be tailored accordingly.

3.5.5 Design & Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

3.5.6 If an application is for listed building consent, the Design & Access Statement must also include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- a) the special architectural or historic importance of the building;

- b) the particular physical features of the building that justify its designation as a listed building; and
- c) the building's setting.

3.5.7 Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.

3.5.8 Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

3.5.9 Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined Statement should address the elements required in relation to a planning application and the additional requirements in relation to listed building consent.

3.6 Outline Planning Applications

3.6.1 Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission. An application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.

3.6.2 An applicant can choose to submit details of any of the reserved matters as part of an outline application. Unless the applicant has indicated that those details are submitted "for illustrative purposes only" (or has otherwise indicated that they are not formally part of the application), the Council must treat them as part of the development in respect of which the application is being made; the Council cannot reserve that matter by condition for subsequent approval.

3.6.3 The Council can request further details in relation to reserved matters. If the Council considers that an outline application ought to include details of the reserved matters it must notify the applicant no more than one month after the application is received, specifying which further details are required.

3.7 Applications subject to Environmental Impact Assessment

- 3.7.1 For projects requiring an Environmental Impact Assessment, an Environmental Statement (and non-technical summary) must be provided. Further information on the content of Environmental Impact Assessments and Environmental Statements is available [here](#).

4 Local Information Requirements

4.1 What are the Local Information Requirements?

- 4.1.1 The local information requirements for Epsom & Ewell Borough Council are specified in the Council's "local list" as outlined below and clarify what additional information is required in order to make a planning application valid.
- 4.1.2 If you are unsure about any of the requirements or whether or not they apply to your application, please contact the Council's Planning Department for informal advice.

4.2 Affordable Housing Statement

- 4.2.1 An affordable housing statement should contain details of both affordable and market housing, including number of units, mix of unit sizes with numbers of habitable rooms, plans showing the location of units and their number of habitable rooms, and tenure mix. It should also include details of any Registered Social Landlords acting as partners in the development. Full justification should be given if the number of affordable units provided does not comply with the requirements of Core Strategy Policy CS9.
- 4.2.2 The internal floor area of each affordable unit to be provided should also be clearly set out. All affordable homes built in the Borough must at least meet with the Homes and Communities Agency (Housing Quality Indicators) space standards.

4.3 Air Quality Assessment

- 4.3.1 If the site is within or adjacent to an air quality management area (AQMA) or could result in the designation of an AQMA, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

4.4 Archaeological Assessment

- 4.4.1 Within an Area of High Archaeological Potential or on any development site over 0.4ha in size, an Archaeological Assessment may be required. The aim of a desk-based assessment is to assemble the available information about the archaeological interest of the site such as that contained in national and local records, site-specific information and geophysical and geotechnical surveys. It will then assess what, if any, further expert investigation and on-site evaluation may be needed. Applicants are advised to discuss the need for, and scope of, any archaeological assessment or examination of their site with the County Archaeologist. Further information is available on Surrey County Council's [website](#).

4.4.2 Where the results of the desk-based assessment indicate the likelihood of archaeological remains being present, or are inconclusive, a field evaluation should be undertaken. An archaeological field evaluation will determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices, including geophysical survey, physical appraisal of visible structures and/or trial trenching for buried remains.

4.5 Biodiversity, Ecological and Geological Surveys and Assessments

- 4.5.1 In order to ensure the aim of no net loss of biodiversity in Epsom & Ewell and in order to achieve net gains for nature², a biodiversity assessment is required for all forms of development. This is incorporated into the standard application form. However, where an application is likely to affect a protected species, designated site, priority habitat or geological feature, a full survey and assessment will be required. This should take the form of a Phase 1 Habitat Survey, Protected Species Survey or Preliminary Ecological Appraisal as appropriate.
- 4.5.2 Protected species are those currently (2014) listed under both the European Conservation of Habitats and Species Regulations 2010 and the Wildlife and Countryside Act 1981 as amended. Any further designations of protected species subsequent to the publication of this document should also be taken into account when conducting an assessment. Designated sites in Epsom & Ewell will include Sites of Special Scientific Interest (SSSI), Local Nature Reserves (LNR), Sites of Nature Conservation Interest/Importance (SNCI) and Ancient Woodland and Veteran Trees (AW&VT). Priority habitats are those set out in the Natural Environment and Rural Communities (NERC) Act 2006. Geological features are those listed under the Earth Science Conservation Classification (ESCC).
- 4.5.3 Other biodiversity features identified in either the Epsom & Ewell Green Infrastructure Strategy, the Surrey Biodiversity Action Plan or the Epsom & Ewell Local Biodiversity Action Plan may also require surveys/assessments if affected by a proposed development and must be considered.
- 4.5.4 To enable Epsom & Ewell Borough Council to assess the development proposal in line with its statutory obligation and to ensure no net loss of biodiversity, the survey and assessment should identify and describe the species and habitats present on the site, potential impacts likely to cause harm to either species or habitats either on the development site or in the wider Borough/Surrey context.

² NPPF, Paragraph 9

- 4.5.5 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; and,
 - how impacts that cannot be avoided or mitigated will be compensated.
- 4.5.6 Ecological surveys and assessments must be to an appropriate level of scope and detail and must 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. Advice on these matters is available from [Natural England](#). Applicants may also wish to consult [Surrey Wildlife Trust](#), [Surrey Biodiversity Information Centre](#) and/or the [Environment Agency](#) when undertaking assessments.

4.6 Contaminated Land Assessment

- 4.6.1 A contaminated land assessment should accompany applications for developments where the proposed site is known or suspected to be contaminated. These typically include:
- landfill sites
 - railway land
 - waste disposal sites/scrap yards
 - petrol stations
- 4.6.2 The assessment should include information sufficient to determine:
- the existence of any contamination on the development site;
 - the nature of any contamination on the development site;
 - the risks that any contamination may pose for future use and whether the risks can be satisfactorily reduced to an acceptable level; and,
 - the proposed approach for de-contaminating the development site.

4.7 Crime Impact Statement

- 4.7.1 All major developments should be accompanied by a Crime Impact Statement. This can be incorporated into the Design & Access Statement or submitted as a separate document. The Statement should include information on the impact of the proposal on crime and anti-social behaviour in the local area, and should identify design solutions to reduce the development's vulnerability to crime in accordance with the principles of "[Secured by Design](#)".

4.8 Daylight / Sunlight Assessment

- 4.8.1 Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications should be accompanied by a daylight/sunlight assessment.
- 4.8.2 For householder applications, this assessment may take the form of an appropriate plan showing that the proposal complies with the requirements of the Council's [Householder Applications Design Guidance](#). For major developments, a more detailed desk-based assessment will be required.

4.9 Flood Risk Assessment

- 4.9.1 A site-specific flood risk assessment is required for proposals of 1 hectare or greater in Flood Zone 1; all proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency); and where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.
- 4.9.2 The assessment should demonstrate how flood risk will be managed now and over the development's lifetime, taking climate change into account, and with regard to the vulnerability of its users (see National Planning Practice Guidance [Table 2 – Flood Risk Vulnerability](#)). The objectives of a site-specific flood risk assessment are to establish:
- a) whether a proposed development is likely to be affected by current or future flooding from any source;
 - b) whether it will increase flood risk elsewhere;
 - c) whether the measures proposed to deal with these effects and risks are appropriate;
 - d) the evidence for the local planning authority to apply (if necessary) the Sequential Test, and;
 - e) whether the development will be safe and pass the Exception Test, if applicable.
 - f) Further information on the detail needed in a flood risk assessment can be found [here](#).
- 4.9.3 You should refer to the National Planning Practice Guidance [checklist on Site-Specific Flood Risk Assessments](#) and contact [Surrey County Council](#) as the lead local flood authority in preparing an FRA. The FRA should also form part of an Environmental Statement when one is required.

4.10 Heritage Statement

- 4.10.1 A heritage statement should accompany planning applications for proposed developments that involve carrying out work on a heritage asset. These assets include statutorily listed buildings and structures, locally listed buildings and structures, or properties located in conservation areas. A conservation area is classified as a heritage asset.
- 4.10.2 A heritage statement should consider the provisions of the [National Planning Policy Framework](#) and the [National Planning Practice Guidance](#).
- 4.10.3 For any proposed development on properties located in a conservation area, a heritage statement should include information on the impact of the proposal on the building, its setting and the conservation area.
- 4.10.4 For statutorily listed buildings/structures, heritage statements should be more detailed and analytical.
- 4.10.5 For all heritage assets, the length of heritage statements and the degree of detail should be proportionate to the proposed extent of change and impact on the character and appearance of the heritage asset.
- 4.10.6 Where the proposed development would involve carrying out work on a statutorily listed building/structure, a heritage statement should include:
- a) details about the character and architectural/historical interest of building/structure and setting;
 - b) an explanation of the principles behind and the justification for the proposed development;
 - c) details of the expected impact that the proposed development would have on the special interest of the statutorily listed building/structure and its setting (and any adjacent heritage assets, including conservation areas);
 - d) if an extension or new structure is proposed, details should be provided about the scale, height, width and length and its relationship to the existing building, together with an analysis of how the special character and fabric of the statutorily listed building/structure would be affected;
 - e) if an extension is proposed, consideration should be made and an analysis provided of its appearance, position and detailing;
 - f) a description should be provided of any proposed materials and the way in which they would relate to the historic character of the statutorily listed building/structure. Consideration should be made of environmentally sustainable materials;
 - g) an outline of the steps taken to avoid or minimise the loss of historic fabric and any adverse impact on the significance of the building; and

- h) an explanation of the sources considered and the expertise consulted in the formulation of the application.

4.10.7 Where the proposed development would involve the demolition or significant alterations/repairs to a statutorily listed building/structure, the following information will also need to be provided:

- a) a structural engineering report, providing details of how any retained building elements would be supported;
- b) a schedule of works indicating the location, extent and character of items, such as ceilings, partitions, fixtures and fittings, that would be removed as part of the proposed development, with details explaining how remaining items would be protected during building works; and
- c) a statement and justification explaining the degree of harm or loss of significance to the statutorily listed building/structure.

4.11 Landscape and Visual Impact Assessment & Landscaping Scheme

4.11.1 For large scale developments where development would have significant impact on the landscape or townscape, or the setting of any designated heritage asset, a Landscape and Visual Impact Assessment may be required to help demonstrate the possible effect of the development on the character and appearance of the landscape. An assessment is also likely to be required where development is subject to Environmental Impact Assessment (EIA).

4.11.2 The assessment should identify the characteristics of the landscape that forms the context for the site. Reference should be made to any conservation area assessments and to the relevant local character areas identified by the Council's Environmental Character Study, as well as any designations such as statutorily listed buildings, locally listed buildings, registered parks and gardens, scheduled ancient monuments, or Area of Great Landscape Value (AGLV). The assessment should also assess the visual impacts of the development being located within, or viewed from, these sites. Landscape and Visual Impact Assessments should be carried out by an appropriate professional in accordance with *Guidelines for Landscape and Visual Impact Assessment* published by the [Landscape Institute](#).

4.11.3 Many development proposals will require a Landscaping Scheme to ensure that they conserve and enhance the key characteristics of their surroundings with respect to the natural and historic landscape, wildlife and natural features. This is particularly important where development will affect a designated heritage asset or sensitive landscape (such as the Area of Great Landscape Value), or where a Landscape and Visual Impact Assessment is required. Existing trees and other vegetation should be retained where possible in new developments and protected during construction of the development.

4.11.4 Landscaping schemes should include:

- a) planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate;
- b) written and schematic plans on soft and hard landscaping;
- c) existing vegetation to be retained together with measures for its protection during the course of construction;
- d) details of levels, gradients and any earthwork required for the proposed development
- e) means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc);
- f) proposals for the long-term maintenance and management of landscaped areas; and,
- g) information on implementation timescales.

4.11.5 Further information and guidance is available from the [Landscape Institute](#) and [Natural England](#). If the development proposal would impact on sensitive landscapes such as the Area of Great Landscape Value (AGLV), the Surrey County Council Landscape Architect can be consulted as part of the pre-application process.

4.12 Lighting Assessment

4.12.1 Applications that include the installation of external lighting or floodlighting should include a lighting assessment. The assessment should include the following information:

- a) a description of the proposed hours of operation, light spillage, light levels and column heights;
- b) a layout plan of the proposed development site showing beam orientation;
- c) details of the proposed equipment design;
- d) details of the expected impact on neighbouring properties and roads; and,
- e) a statement of any proposed measures to mitigate or compensate for the possible impacts of the proposed development for example, through the planting of trees, hedges or shrubs.

4.13 Noise Impact Assessment

4.13.1 Where the proposed development has the potential to impact the quality of life for people who live or work within the surrounding area due to excessive noise, a noise impact and sound insulation assessment will need to accompany your planning application.

4.13.2 A noise impact and sound insulation assessment should include the following information:

- a) existing background noise levels measured over a 24-hour period (including the cumulative noise levels of all existing units);

- b) proposed noise levels (including the cumulative noise levels of all proposed units);
- c) any proposed measures to reduce noise from the proposed development;
- d) the system manufacturers specification of any proposed equipment to be installed, altered or replaced; and,
- e) details of the method used to compile the report and examples of the calculations and assumptions made.

4.14 Photographs

4.14.1 Where the proposed development involves the demolition of an existing property or structure, or carrying out work on a listed building or a property located in a conservation area, photographs will need to accompany your planning application. For all other applications, photographs are a useful visual tool to provide the context of the development proposal.

4.15 Planning Statement

4.15.1 A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of any pre-application consultation activities that have been undertaken and/or any marketing evidence.

4.16 Pre-Application Consultation Statement

4.16.1 A Pre-Application Consultation Statement should accompany applications for major developments, or any developments in sensitive areas likely to generate significant public interest. The statement should include:

- a) details of any meetings and consultation activities that have been carried out with the local community to discuss the proposed development; and
- b) details about how the views of the local community have been considered in the formulation of the application.

4.17 Regeneration Statement

4.17.1 Where a development proposes the comprehensive redevelopment of a site, such as the larger sites identified in Plan E, a regeneration statement will be required. The statement should include:

- a) details of the relative floor space totals for each proposed use (where known);
- b) details of any new jobs that might be created or supported by the proposed development;
- c) details of any intended community benefits that the proposed development will bring; and,

- d) references to any regeneration strategies that might lie behind or support the proposed development.

4.18 Sustainability Statement

4.18.1 Development proposals should reflect the principles of sustainable development and consider the issues of accessibility, environmental impact and the use of resources during construction and use. A Sustainability Statement should incorporate measures to minimise waste, ensure the efficient use of minerals through the use of recycled and secondary aggregates, alleviate flood risk and introduce renewable energy or carbon savings. Reference should be made to the EcoHomes, BREEAM and Code for Sustainable Homes guidance and the statement should be prepared with reference to the Council's [Sustainable Design SPD](#).

4.19 Sustainable Drainage Statement

4.19.1 All proposals for Major Development are required to submit a Sustainable Drainage Statement and complete the Pro Forma attached to the Council's Advice Note on the Contents of a Sustainable Drainage Statement. The Statement and Pro Forma should show how the development proposed will incorporate Sustainable Drainage Systems (SuDS) from the outset in the design of the development in order to manage surface water runoff. The SuDS scheme proposed should accord with the SuDS National Standards as published by DEFRA and any other guidance and advice that the Council adopts.

4.20 Town Centre Impact Assessment

4.20.1 Proposals for town centre uses such as retail and leisure developments should be accompanied by a Town Centre Impact Assessment if they are located in edge-of-centre or out-of-centre locations and not in accordance with the Local Plan. The Assessment should show how the proposals meet the impact and sequential tests outlined in national planning policy and guidance.

4.21 Transport Assessment

4.21.1 Major Developments that have the potential to impact the transportation system in the surrounding area should be accompanied by either a Transport Statement, for developments which have relatively small transport implications; or a Transport Assessment, for development that has significant transport implications. The need for and the level of assessment should be determined in advance in consultation with the County Highway Authority.

4.21.2 Transport Statements and Assessments should be produced with reference to the Department for Transport publication [Guidance on Transport Assessment](#) and should broadly include:

- a) a description of the existing site characteristics and baseline transport data consisting of the existing transport conditions;
- b) details of the expected (economic, environmental and social) impact of the proposed development on the local transportation system;
- c) details of the proposed approach to limit the expected impact of the proposed development on the local transportation system including highway works;
- d) details of existing and proposed journeys to and from the proposed development site by all modes of transport (both vehicular and pedestrian);
- e) a construction management plan;
- f) justification of the level of parking proposed for cars, bicycles and delivery/service vehicles;
- g) a travel plan outlining the measures that will be put in place to improve access to public transport and reduce the need for parking at the proposed development site; and,
- h) details of proposed loading areas, arrangements for maneuvering, servicing and parking should cross reference any scale drawings and plans.

4.22 Tree Survey / Arboricultural Statement

4.22.1 Tree surveys should be carried out for all applications that involve new development on sites that have a significant proportion of tree cover, individual specimen trees, veteran trees, trees within Conservation Areas, or trees protected by a Tree Preservation Order.

4.22.2 A Tree Survey / Arboricultural Statement should include:

- a) details of the existing species, spread, roots and position of trees;
- b) indication of which trees will be felled as part of the proposed development;
- c) details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction;
- d) a Tree Survey Drawing and Schedule relating to species, size, age, condition and useful life expectancy of trees and categorised in terms of their quality and value within their existing context;
- e) an Arboricultural Constraints Plan showing root protection areas and representing the effect of the mature height and spread of retained trees; and,
- f) an Arboricultural Method Statement detailing tree protection measures and incorporating a Tree Protection Plan showing finalised layout proposals, tree retention and landscape protection measures.