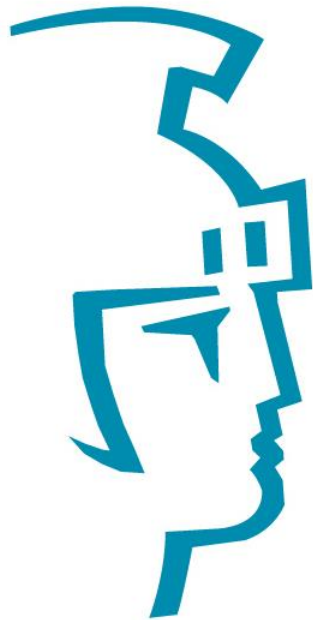


Planning Application: Local Validation Requirements List

July 2024



Colchester
City Council

Colchester City Council Planning Validation Requirements List

What is the Local Validation List?

This Local Validation List clearly identifies the information that is normally required to be able to register, assess and determine a planning application. The information set out herein is required before applications can be registered. The level of information required depends on the size and type of the application. We aim to take a proportionate approach, but some of the information is essential depending on what you are applying for, and the unique circumstances of each sites features. This document also provides details about where to find out more specific guidance on each item. This ensures that everyone involved in the planning application process has greater certainty and consistency with their applications.

Applicants must ensure that they submit the right information and failure to do so may result in an application being returned as invalid. Where an application is invalid, the Council will write to explain what information is required and indicate a time period within which it must be provided. Your application will not be processed further until it is made valid.

What if I Do Not Think the Information is Necessary?

If an applicant considers that an item of information required by this List is not applicable to their proposal they may include a written statement within the application justifying why the information is not needed in this particular circumstance.

Further Background

This document has been produced in order to assist customers when submitting applications for planning permission or other similar consents

There are two elements to the validation requirements, a list of:

- Mandatory information that must be submitted with every planning application made in England; *and*
- Additional information that this Council has set out will be required locally when making an application.

These national and local requirements have been combined into the single list found below. This is in accordance with the Government's drive to provide a quicker, more predictable and efficient planning service. The List clearly sets out the information requirements for different types of planning applications including an explanation as to when and why the information is needed, as well as what sort of information is required and where to get further guidance.

A local planning authority may request supporting information with a planning application. Its requirements should be specified on a formally adopted 'local list' which has been published on its website less than 2 years before an application is submitted. Local information requirements have no bearing on whether a planning application is valid unless they are set out on such a list. The local list is prepared by the local planning authority to clarify what information is usually required for applications of a particular type, scale or location.

In addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

These statutory tests are set out in [section 62 \(4A\) of the Town and Country Planning Act 1990](#) (inserted by the Growth and Infrastructure Act) and [article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\) \(Order\) 2015](#).

This consultation forms stage 2 in the Government's recommended process for reviewing and revising local lists. This involves the following 3-step process:

- **Step 1: Reviewing the existing local list**

Local planning authorities should identify the drivers for each item on their existing local list of information requirements. These drivers should be statutory requirements, policies in the National Planning Policy Framework or development plan, or published guidance that explains how adopted policy should be implemented.

Having identified their information requirements, local planning authorities should decide whether they need to revise their existing local list. Where a local planning authority decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its local list.

- **Step 2: Consulting on proposed changes**

Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation.

- **Step 3: Finalising and publishing the revised local list**

Consultation responses should be taken into account by the local planning authority when preparing the final revised list. The revised local list should be published on the local planning authority's website.

Information requested with a particular planning application must meet the [statutory tests introduced by the Growth and Infrastructure Act](#).

This document was subject to a period of public consultation from 11.06.24 until 1.07.24 and will be thereafter reviewed every 2 years. The list was previously reviewed in 2013, 2015 and 2017 following public consultation. The current list was amended to reflect consultation responses received to the public consultation.

Colchester City Council Planning Validation Requirements List

Document	Applications that require this information	Further information	Where to look for further assistance	Policy Driver
<p>Completed Planning Application Form(s)</p> <p>And</p> <p>Relevant Fee</p>	<p>All applications (except applications for hazardous substance consent).</p> <p>All applications except Listed Building Consents</p>	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>For applications submitted as a paper copy, 2 complete sets of all documents must be submitted. All sections must be completed. Please provide a succinct description. The Planning Portal has a useful fee calculator.</p>	<p>Apply Online via Planning Portal CBC Fees/Charges</p> <p>Planning portal : application fee calculator</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p>Notice(s) of ownership</p>	<p>All applications.</p>	<p>Must be served in accordance with Article 11 of The Town and Country (Development Management Procedure) (England) Order 2015.</p> <p>Owners are freeholders, and leaseholders with at least 7 years of the leasehold left unexpired.</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 13</p> <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 14</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Articles 13 & 14</p>

<p>Site Location Plan Scale 1:1250 or 1:2500 which is up to date and includes the direction of north</p>	<p>All applications.</p>	<p>Should include</p> <ul style="list-style-type: none"> At least two named roads or an otherwise entirely clear location map that unmistakably identifies the exact boundaries of the site in relation to other navigable OS map features All of the current surrounding buildings, roads and footpaths on land adjoining the site. A red line around all land required for the development A blue line around all other land owned by the applicant close to or adjoining the application site, in its entirety. 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p>Block Plan Scale 1:200 or 1:500 and showing the direction of north, and either a scale bar or written dimension on the drawing.</p>	<p>All applications for extensions to buildings (both residential and non-residential) and for new buildings (except outline applications where siting and layout is a reserved matter).</p>	<p>Should include the following unless they would not influence or be affected by the proposed development</p> <ul style="list-style-type: none"> All buildings, roads and footpaths on the site, and those immediately adjoining the site All site boundaries, specifying the type and height of boundary treatments (e.g. walls, Fences, hedgerows etc.) All buildings located adjacent to the site boundary including neighbouring properties, and their access arrangements All public rights of way crossing or adjoining the site The position of all trees on the site and those visible on adjacent land that may have roots or canopy spread close to any actual built development proposed. The extent and type of any hard and soft surfacing Any parking spaces 	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>

<p>Elevations (Existing and Proposed) Scale 1:50 or 1:100 with either a scale bar and/or written dimensions to show overall size of any new buildings or extensions, as well as annotations of any site level changes.</p>	<p>All applications proposing new buildings or alterations to the exterior of existing buildings (except outline applications).</p>	<p>These should clearly show the proposed works in relation to what is already there. This must show:</p> <p>All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors</p> <p>Where a proposed elevation adjoins or is in close proximity to another building or the boundary treatment, drawings must clearly show the relationship between the buildings/boundaries.</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p>Floor Plans (Existing and Proposed) Scale 1:50 or 1:100 with either a scale bar or written dimensions to show overall size of any new buildings or extensions</p>	<p>All applications proposing new or amended floorspace and/or proposals to alter existing buildings (except outline applications).</p>	<p>This should explain the proposal in detail, showing</p> <p>Where existing buildings or walls are to be demolished (if applicable)</p> <p>Details of the layout of existing building(s) as well as those for the proposed development</p> <p>The entirety of any floor being altered.</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p>Site Sections (Existing and Proposed Finished Floor and Site Levels) Scale 1:50 or 1:100</p>	<p>Required for all applications (except outline) which involve a change in ground levels or where development is proposed next to changing ground levels. On all applications for new buildings on sloping sites.</p> <p><i>Please note that levels should also be taken into account in supporting statements including Design and Access Statements.</i></p>	<p>Plan drawn to show a cross section through the proposed site/building(s).</p> <p>Where a proposal involves a change in ground levels, drawings must show both existing and finished levels. Drawings must include details of floor levels, building height and relationship to site boundaries.</p> <p>Full information should also be submitted to demonstrate:</p> <p>How proposed buildings relate to existing site levels and neighbouring development</p> <p>Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings.</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>

<p>Roof Plans Scale 1:100 or 1:200 with either written dimensions or a scale bar</p>	<p>Any application where a roof would be created or altered by the proposed development (except outline applications).</p>	<p>Showing the shape of the roof, any roof features and details of the roofing materials and any features such as chimney positions or roof lights or dormer windows.</p>		
<p>Streetscenes (Both existing and proposed will need to be submitted)</p>	<p>Applications that propose 2 or more dwellings facing onto an existing street with development adjacent to the site, or any new dwelling is proposed within a Conservation Area street frontage or adjacent to a Listed Building.</p>	<p>The streetscene must show accurate distances between buildings, level changes and a true representation of the scale and detailed design of the properties on the site and at least one property either side of the site; they will also include any trees, hedges, street furniture or other features seen in the street. Streetscenes should be drawn at a scale of 1:100, or 1:200.</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015</p>	<p>The Planning Portal The RTPI Directory of consultants Planning Consultants (rtpiconsultants.co.uk) Find a RIBA Chartered Practice (architecture.com) CIAT Find a CIAT Chartered Practice (architecturaltechnology.com)</p>
<p>Design and Access Statement</p>	<p>All major planning Applications Applications for one or more dwellinghouses in a designated area Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more within a designated area All Listed Building Consent Applications</p>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should cover</p> <p>The design principles and concepts applied to the proposed development in terms of amount of development proposed, its scale and the landscaping. How issues relating to access to the development have been dealt with including lifetime homes and wheelchair accessible housing.</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</p> <p>Planning Portal: Design and Access Statements</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 9 CLP 2017-33 Policies DM12, DM15</p> <p>2017-332033 DDM Policy DM12</p>

	Requirement applies unless the application is for: waste development, a change of use, engineering or mining operations or relates to an application to amend the conditions attached to a planning permission.		Part M(3) Building Regs https://www.gov.uk/guidance/making-an-application	
Affordable Housing Statement	Applications for: 10 or more new residential properties in a "main" urban area (Colchester, Wivenhoe, Tiptree, West Mersea); or 5 or more residential properties in a designated rural area; or an unknown number of units where the development area comprises 0.5 Ha or more.	The statement must set out how the applicant proposes to meet the affordable housing requirements set out in LP Policy DM8, and should include the: <ul style="list-style-type: none"> • Number and size of residential units • The mix of units (tenure) • Plans showing the location of units <p>If the policy has not been met then a full justification why not will be expected to be set out in the Affordable Housing Statement. This will also mean that the application needs to include a Viability Statement (see section below).</p>	Affordable Housing SPD CBC-planning-guidance-s.157 Housing Act 1985 (legislation.gov.uk) Planning obligations - NPPGseeNNPPGOV.UK (www.gov.uk) Refer to NPPG Guidance on obligations	NPPF Para 20, 34, 41,62-65,72,78 Colchester Local Plan 2017-2033 Policy DM8
Agricultural Appraisal	For any application for new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings.	Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality. For removal of condition applications evidence should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other relevant interests in the locality.	National Planning Policy Framework Para.80 Housing needs of different groups - GOV.UK (www.gov.uk)	NPPF para.80 CLP 2017-33 Policy DM14

Agricultural Diversification Plan	<p>For any application for new agricultural diversification.</p>	<p>Should provide justification on how the diversification proposals will assist in retaining viability of the farm and how the proposal links with any other short term or long term business plans for the farm.</p> <p>For farm shops as part of a farm diversification scheme, the proposal must identify the products produced on site or locally and demonstrate that the location of the farm based retailing is necessary to assure the farm income where their needs cannot be met within nearby town or district centres.</p>	<p>NPPF - 6. Building a strong, competitive economy</p>	<p>NPPF para.88, 89 CLP 2017-33 Policy DM7</p>
Air Quality Impact Assessment	<p>Any developments within the designated Air Quality Management Areas.</p> <p>Any application that generate additional traffic movements through an AQMA or introduces new receptors to the pollutants.</p> <p>Developments of 10 or more residential units or 500sqm of non-residential floorspace within the 'Air Quality Action Plan Area'.</p>	<p>This should detail how a residential scheme (or any other sensitive uses) will be successfully accommodated with the area of particular significant air quality. An impacts assessment will also be required to include necessary information to allow a full consideration of the impact of the proposal upon the air quality of the area: This should include:</p> <ul style="list-style-type: none"> Assessment methodology Significance appraisal Mitigation measures <p>Contact Environmental Protection on 01206 282 581 for further information.</p>	<p>Colchester Air Quality Action Plan 2016-2021.pdf</p> <p>Colchester Air Quality MA's Maps</p> <p>Essex Air Quality Website</p> <p>Colchester LP 2017-2033 – Policy ENV5</p>	<p>NPPF 109, 192 Colchester Air Quality Action Plan Policy ENV5-CLP 2017-2033 Policy ENV5</p>
Amendments Statement	<p>Applications for revisions to approved applications, including variations or removal of conditions.</p>	<p>A titled/referenced and dated statement which details and explains the entirety of all changes to the previously approved plans and/or conditions. This can take the form of a covering letter, appended table, bullet point list etc. as appropriate provided it is clear and precise.</p>	<p>Contact Planning on 01206 282 598 for further assistance</p> <p>Amending Approved Applications - s.73</p>	<p>s.73 TCPA 1990</p>

Archaeological Assessments	<p>Applications which impact upon known or possible archaeological sites or where it is considered that there is good reason for remains to exist.</p>	<p>An archaeological evaluation should be carried out wherever the proposed development is likely to have an impact upon a known or possible archaeological site. The information should assess the impact of the development together with any proposed mitigation measures. Refer to HER for info.</p>	<p>Archaeology & Planning Archaeological Strategy Home - Colchester Heritage Explorer</p>	<p>NPPF Part 16 Policies ENV1, DM16 CLP 2017-2033</p>
Biodiversity Net Gain, Survey and Reporting	<p>All developers* must submit a:</p> <ul style="list-style-type: none"> • Biodiversity Net Gain Statement • site plan, drawn to an identified scale marked with the direction of north, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat • completed biodiversity metric (as an Excel-file type), for both pre-development and post-development • a draft BNG plan • Biodiversity Net Gain Statement • site plan, drawn to an identified scale marked with the direction of north, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat 	<p>An ecological survey and assessment should be carried out. The proposed development may have a significant biodiversity impact, particularly where this involves an important habitat with protected species or sites designated as important for nature conservation.</p> <p>This includes refurbishment and conversion works which may impact species using the existing building including swifts or bats.</p> <p>The report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats as part of a Biodiversity Net Gain strategy.</p> <p>The application must be accompanied by:</p> <ul style="list-style-type: none"> • Completed biodiversity metric calculation tool • Description of any irreplaceable habitat within the application site boundary • Plan showing the location of any onsite habitat included in the biodiversity calculations and the location of any irreplaceable habitat. 	<p>Essex Biodiversity Action Plan Essex Wildlife Trust The Conservation of Habitats and Species Regulations 2010 Essex Local Nature Partnership Biodiversity Net Gain (BNG) - Colchester City Council Environment Act 2021 Statutory Duty</p>	<p>NPPF Part 15 CLP 2017-2033 Policies ENV1, CC1</p>

	<ul style="list-style-type: none"> completed biodiversity metric (as an Excel-file type), for both pre-development and post-development a draft BNG plan BNG Baseline Assessment If exemption is claimed then this must be justified in an Exemption Statement See Biodiversity Net Gain (BNG) - Colchester City Council 	<ul style="list-style-type: none"> It shall include an assessment of existing structures or potential natural habitats where they are to be removed or naturally affected by the proposals. 		
Tree Canopy Cover Assessment	A Canopy Cover Assessment will be required for all major applications. Development proposals should seek where appropriate to increase the level of canopy cover on site by a minimum of 10%.	<p>A canopy cover assessment is an assessment of the area of ground directly covered by the leaves and branches of vegetation and is expressed as a percentage.</p> <p>The canopy spread of trees is measured at the four cardinal points and once they have been plotted on a plan it will be straightforward to measure the canopy area. The total area of existing canopy should then be expressed as a percentage of the total size of the red line boundary of the development site.</p>	Canopy Cover Assessment Guidance - Colchester City Council	NPPF para.136 180 186 CLP 2017-2033 Policy CC1
Climate Change Emergency Checklist	A review of sustainability is required for all Major Development proposals. Infrastructure.	Sustainability lies at the heart of planning. Major developments need to demonstrate how any adverse impacts arising from climate change will be mitigated to prevent harm to our environment, biodiversity services and green infrastructure	Section 14 NPPF & para.102, 136 Climate Change Act 2008 Link to check list	Adopted policies ENV1, ENV2, ENV3, CC1, DM20, DM25 CLP 2017-2033

<p>Community Facilities Justification</p>	<p>The Council will require any application involving the loss of a facility to be supported by written evidence and applicants should contact the Council at the earliest stage to discuss the details.</p> <p>Where this involves the loss of playing fields then the criteria set out in Policy DM4 should be addressed in the Planning Statement including details should be provided of:</p> <ul style="list-style-type: none"> - Alternative facilities to be created and their location - How the proposals comply with the Colchester Sports Facility Strategy - The existing provision in catchment and the net result on provision <p>A list of community facilities is included in the glossary to the local plan.</p>	<p>The level of detail to be submitted will vary but could be expected to include such evidence as:</p> <ul style="list-style-type: none"> (i) In the case of a business, the current and projected trading performance; (ii) In the case of a community facility, the current and projected patterns of use; (iii) The nature and condition of the building and the cost of repairs, renovations or improvements needed to allow the facility to continue in operation; (iv) The extent of the local catchment including the location of the premises in relation to local settlement pattern and accessibility; (v) The nature and location of comparable facilities; (vi) The potential to relocate the use into other premises in the community; (vii) In respect of public houses, the approaches and attempts to transfer from a chain of tied pubs to a free house; (viii) In the case of a business, evidence that it has been offered on the open market as a whole (parts having not been identified for separate sale) and at a realistic market value. This should be for a period of not less than six months by a competent agent. Evidence should include sales literature, details of approaches, and details of offers; (ix) Evidence that the local community has been notified in writing of the intention to close the facility and has not, within a period of six months come forward with a realistic proposal to assume operation of the facility, including its proposals to finance and operate the facility. 	<p>NPPF Para.88, 96-107</p> <p>National Planning Policy Framework - 8. Promoting healthy and safe communities - Guidance - GOV.UK (www.gov.uk)</p>	<p>Policies DM2 and DM4 – CLP 2017-2033</p>
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<p>Environmental Impact Statement</p>	<p>Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development.</p>	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations must be provided.</p>	<p>TCP (EIA) REGS 2017</p>	<p>NPPF Para.43</p> <p>EIA Regs 2017</p>
<p>Flood Risk Assessment (FRA) (also see SUDs section below)</p>	<p>Any application in Flood Zone 1 on a site of more than 1 hectare.</p> <p>All new development within Flood Zone 2 and 3.</p>	<p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage systems (SUD's) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>CBC Strategic Flood Risk Assessment</p> <p>Environment Agency Website</p> <p>ECC Flood Advice Team</p> <p>SUDs Design Guide</p>	<p>NPPF para 20, 34, 43, 124,165-175 & Annex 3</p> <p>CLP 2017-2033 Policies DM23. DM24</p>

Health Impact Assessment	<p>Required for all residential developments of 50+ units and non-residential development in excess of 1000sq.m</p>	<p>The assessment should consider the environmental impact upon health of the development as well as the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development.</p> <p>The information to be submitted is site specific. Refer to Essex Planning Officers Guidance on Health Impact Assessments for further detail</p> <p>Applicants are recommended to approach the Clinical Commissioning Group (formerly PCT) to confirm the requirements.</p>	<p>Home - NHS Suffolk and North East Essex ICB</p> <p>Health Impact Assessments Essex Design Guide</p> <p>Sport England Active Design Principles 2015</p> <p>East Suffolk and North Essex NHS Foundation Trust (esneft.nhs.uk)</p>	<p>Essex Local Area Agreement</p> <p>NPPF 96,102,135,191,217</p> <p>Policy DM1 CLP2017-2033</p> <p>Sport England Active Design Principles</p>
Heritage Statement	<p>Applications which are likely to affect Pre-1900 structures including:</p> <ul style="list-style-type: none"> - Designated heritage assets - Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value - Applications for Listed Building Consent or demolition. 	<p>Provide a:</p> <ul style="list-style-type: none"> • description of the asset and the aspect of it which the proposal will impact upon. • the importance and significance of the asset will need to be evaluated, defined and assessed. <p>Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. The level of information required is proportionate to the significance of the asset and the extent of the works proposed.</p>	<p>Historic Environment Practice Guide</p> <p>Heritage Gateway</p> <p>Heritage Statements</p>	<p>NPPF Part 16 (195-214)</p> <p>CLP 2017-2033 Policy DM16</p>

<p>Housing Viability & Delivery Statement</p>	<p>Applications for all major housing schemes, especially local plan allocations.</p>	<p>The Housing Delivery Test is an annual measurement of housing delivery in the area of relevant plan-making authorities https://www.gov.uk/government/collections/housing-delivery-test Developers need to set out their delivery programme for major sites and explain how this will contribute towards meeting the Council's adopted housing delivery target of 920 units pa in accordance with Policy SG2. Confirmation of the viability of the site is required and its ability to deliver the requisite affordable homes and infrastructure contributions.</p>	<p>NPPF. Para 11. Footnote 8., 14, Part 5 Colchester Local Plan 2017-2033 Policy SG2</p>	<p>Policy SP4 of the Adopted Section 1 Colchester Local plan 2017-2033 and Policy SG2 of Section 2.</p>
<p>Land Contamination Assessment</p>	<p>Any major applications, applications subject to Environmental Impact Assessment regulations and small-scale extensions and development if there are known contamination issues associated with the site (e.g. If site had a former industrial use).</p>	<p>The information to be submitted is site specific.</p> <p>Applicants are advised to follow the guidance contained in the booklet Land Affected by Contamination which sets out a sequential approach to the assessment.</p> <p>All applicants are advised to speak to the Contaminated Land Officer to discuss the specific requirements.</p>	<p>CBC Contaminated Land & Planning Information and advice about contaminated land - Colchester City Council Code of Practice - BS10175 Investigation of Potentially Contaminated Land</p>	<p>NPPF 124, 180, 189 Environmental Protection Act 1990 CLP 2017-2033 Policy ENV5</p>

Landscape & Visual Impact Assessment (LVIA) Appraisal	Applicable to All Major applications with Townscape Appraisal in urban contexts.	Apply Landscape Institute guidelines (GLVIA3) which explains principles of landscape & townscape character assessment.	Colchester Landscape Character Assessment Guidelines for Landscape and Visual Impact Assessment (GLVIA3) - Landscape Institute	CLP 2017-2033 ENV1, OV2
Lighting Assessment	All applications, except householder proposals, where it is proposed to incorporate external flood lighting.	The assessment should include the following: <ul style="list-style-type: none"> • Proposed hours when the lighting would be switched on • Layout plan with beam orientation • Schedule of the equipment in the design • Light levels and spillage • The size of the light fitting ILP Guidance Note 4: Undertaking Environmental Lighting Impact Assessments (2013) https://theilp.org.uk/publication/plg04-guidance-on-undertaking-environmental-lighting-impact-assessments/	The Institution of Lighting Professionals Guidance: The Reduction of Obtrusive Light Institution of Lighting Engineers (2005) Outdoor Lighting Guide. Routledge.	NPPF Para.180,191 GN01 - ILP Guidance Note 1 the reduction of obtrusive light - 2021 v2-60iqak.pdf CLP2017-2033 DM15

Parking and Access Arrangements	<p>All applications likely to result in a loss or gain in parking provision.</p>	<p>The existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan.</p> <p>An explanation should be provided in justification of the level of vehicle and cycle parking proposed. Demonstrable regard should be paid to the need for equality of access in compliance with the Equality Act 2010.</p>	<p>EPOA Parking Standards 2009 Parking Design Essex Design Guide</p>	<p>NPPF Para's 110-114 CLP 2017-2033 Policies DM9, DM15, DM21, DM22</p>
Renewable Energy Statement	<p>All applications for:</p> <ul style="list-style-type: none"> Air source heat pumps Solar Photovoltaic or solar thermal panels Biomass plants, district / community heating and CHP plants Battery storage facilities <p>Note: An Environmental Statement (ES) may be required for solar, wind, biomass plants, district/ community heating and CHP plants if they comprise Environmental Impact Assessment (EIA) Development as set out in the EIA Regs 2017. Please seek advice or a Screening Opinion from Planning Services.</p>	<p>Specification including noise levels and total capacity (please contact Planning Services for advice prior to submitting an application).</p> <p>A landscape/townscape and visual impact assessment may also be required. See above for further guidance concerning LVIA.</p>	<p>National Planning Policy Framework - 14. Meeting the challenge of climate change, flooding and coastal change - Guidance - GOV.UK (www.gov.uk)</p>	<p>NPPF Para.161 - 163</p> <p>CLP 2017-2033 Policies DM25, ENV4, CC1, OV2</p>

<p>Retail or Leisure Impact Assessment</p>	<p>Applications for any of the following:</p> <ol style="list-style-type: none"> 1) Retail and leisure developments over 2500 square metres. 2) Smaller retail and leisure likely to have a significant impact on smaller centres. 3) Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with a development plan. 	<p>The assessment should be against the following impacts on centres:</p> <ul style="list-style-type: none"> impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals impact on town centre vitality and viability, including consumer choice impact on allocated sites outside town centre being developed in accordance with development plan impact on trade/turnover both in centre and wider area if in or on edge of town centre whether of appropriate scale any locally important impacts on centres 	<p>Ensuring the Vitality of Town Centres</p> <p>National Planning Policy Framework - 7. Ensuring the vitality of town centres - Guidance - GOV.UK (www.gov.uk)</p>	<p>NPPF Para.90-95</p> <p>CLP 2017-2033 Policies TC1, TC2, TC3, NC1, SG3, SG5, SG6</p>
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<p>Statement of Community Involvement</p>	<p>Any large scale or potentially controversial applications where there is significant impact on the environment or local community or where the nature of the development is likely to attract significant local interest.</p>	<p>A Public Consultation statement should explain how the views of the community have been sought and taken into account in the formulation of the proposal.</p>	<p>Colchester City SCI 2023</p>	<p>Colchester Borough Council Statement of Community Involvement 2023</p> <p>NPPF Para.40,134,137</p>
<p>Structural Survey</p>	<p>Applications involving barn conversions or re-use of existing rural buildings.</p> <p>Applications where it proposed to demolish part of any heritage building due to its condition.</p>	<p>A structural survey must be carried out by a structural engineer or a suitably qualified person. Where alteration/demolition is proposed, this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey.</p>	<p>Conservation Accredited Engineers Conservation Accreditation Register of Engineers Institution of Civil Engineers (ICE)</p>	<p>CLP 2017-2033 Policies DM5, DM6, DM16</p>
<p>Sustainable Drainage (SUDs) (also see Flood Risk Assessments above)</p>	<p>All major development proposals (i.e. developments of 10 dwellings or more; sites larger than 0.5 hectares where the number of dwellings is not known; sites where the floorspace to be created is more than 1,000 sq. metres; or development on a site of 1 hectare or more).</p>	<p>A detailed design scheme for SUDs should be shown on the plans and explained in the supporting information. The ECC checklist must be completed and submitted as part of any application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF). Failure to provide any of the information requested below may result in the Lead Local Flood Authority (LLFA) making recommendation for refusal of the planning application on grounds of insufficient information.</p> <p>Advice can be obtained directly from ECC using the link provided to the right.</p> <p>Note: There are separate checklists for full and outline applications.</p>	<p>For further advice about SUDs, or the information requested in the ECC Checklist please use the web link:</p> <p>ECC SUDs Advice</p> <p>You can also contact Essex County Council using the following email address: SuDS@essex.gov.uk</p> <p>You can also view their: SUDs Design Guide</p>	<p>NPPF Part 14 Para's 173-175</p> <p>CLP 2017-2033 Policies PP1, DM23, & DM24</p>

<p>SUDS - Water quantity and quality proforma (ECC)</p>	<p>All major proposals as above incorporating SUDS</p>	<p>Identifies the information requires by Essex LLFA to enable technical assessment in compliance with Essex Suds Design Guide.</p>	<p>Essex-suds-water-quantity-and-quality-proforma</p>	<p>Policies PP1, DM23, DM24 of the CLP 2017- 2033</p>
<p>Telecommunications</p>	<p>Prior approval and planning applications for telecommunication development.</p>	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal.</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection.</p>	<p>DCLG : Code of Best</p>	<p>NPPF para.118-122</p> <p>CLP 2017-2033 Policy SG7</p> <p>CBC - How The Council Works - Digital Strategy 2017-22.pdf (cbccrmdata.blob.core.windows.net)</p>
<p>Transport Assessment or Statement</p>	<p>All developments which are likely to generate significant amount of vehicle movement i.e. major developments.</p> <p>OR</p> <p>Any development likely to result in a material increase in the character of traffic entering the network.</p> <p>Please contact ECC Highways for advice on scope and content. Planning advice and guidance: Highways planning advice Essex County Council</p>	<p>Should include details as set out in the Guidance on Transport Assessments and are likely to include:</p> <ul style="list-style-type: none"> • the existing conditions, development details, • predicted person trip generation and mode splits, • predicted residual vehicular trip generation based on proposed travel plan measures, distribution of residual vehicular trips, • junction capacity assessments and merge / diverge assessments at opening year and ten years after registration of application, and • details of the proposed mitigation measures. 	<p>Planning and the strategic road network in England - National Highways</p>	<p>NPPF Para's 114-117</p>

<p>Travel Plan</p>	<p>All non-residential proposals involving 50 employees or more.</p>	<p>The Travel Plan must set out how the reliance on the private motor car will be reduced.</p>	<p>Colchester Travel Plan Club Home - Colchester Travel Plan Club Colchester Travel Plan Club</p> <p>Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)</p> <p>Sustainable travel Essex County Council</p>	<p>NPPF Para.117</p> <p>CLP 2017-2033 Policies DM20, DM21</p>
<p>Tree survey</p>	<p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development.</p>	<p>An appropriate range of information should be provided depending on the scale of development and the potential conflicts between the development and trees and hedges.</p> <p>a) All applications:</p> <ul style="list-style-type: none"> • Existing trees to be shown on BlockPlan / drawings • Question 15 answered on app form <p>b) Applications with Preserved Trees on or adjoining the site (TPO or Conservation Area) which may be affected by the proposal</p> <p>An Arboricultural Statement in accordance with BS5837 will normally be required. This should include:</p> <ul style="list-style-type: none"> ○ Tree Survey ○ Tree Protection Plan ○ Arboricultural Method Statement (if development is taking place within the root protection area) <p>c) Major applications where there are a number of trees on site which are proposed to be removed</p> <p>As (b) above</p> <p>Note: Elements of the assessment may form part of the landscape plan</p>	<p>. CCC Trees on Development Sites</p> <p>BS:5837 (2012) Trees in relation to Design, Demolition and Construction – Arb Method Statement</p>	<p>NPPF para.136,186</p> <p>Adopted local plan policies ENV1, ENV3, CC1 of the CLP 2017-2033</p>

Ventilation/ Extraction System Statement	A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system.	Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics. The assessment should be undertaken as per the criteria laid out in British Standard BS4142 (Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas).	CBC Planning & Odour, Noise & Light	NPPF 170,178,180,183 CLP 2017-2033 Policies ENV5, DM15
Draft s.106 agreement for Major Development or Unilateral Undertaking for under 10 units	Any major application (10 dwellings or more, over 1,000 square metres of non-residential floorspace, sites over 1Ha in size) or minors 0-9 units.	Preapplication engagement can provide greater certainty over the range of contributions. A draft s.106 can speed up the process to enable a planning decision to be issued sooner. Heads of terms should reflect service area SPD's. - Colchester City Council This may be limited to a statement setting out the draft heads of terms that the developer agrees to be bound by (plus suggested triggers). A draft UU may use our UU proforma UU Template	ECC Developers Contributions Guide Section 106 Agreements . Colchester City Council Unilateral Undertaking . Colchester City Council	CLP 2017-2033 policies SG7, DM2, DM4, DM20 NPPF Para. 34, 55-58
Viability Statement	Any major application (10 dwellings or more, over 1,000 square metres of non-residential floorspace, sites over 1Ha in size) where there are no developer contributions or a reduced level is being offered to mitigate the impact of the development where these are required in compliance with adopted policies and SPD's.	An open book assessment of the viability of the proposal must be provided and made available for independent analysis by a consultant chosen by this Council (at the applicant's cost).	Essex Viability Protocol Essex Planning and Viability Protocol Essex Design Guide	NPPF Para.55-58 CLP 2017-2033 SG7, DM8

Note: all drawings must be drawn to scale and suitable for scanning and display electronically for the application to be valid.

End of Validation List.