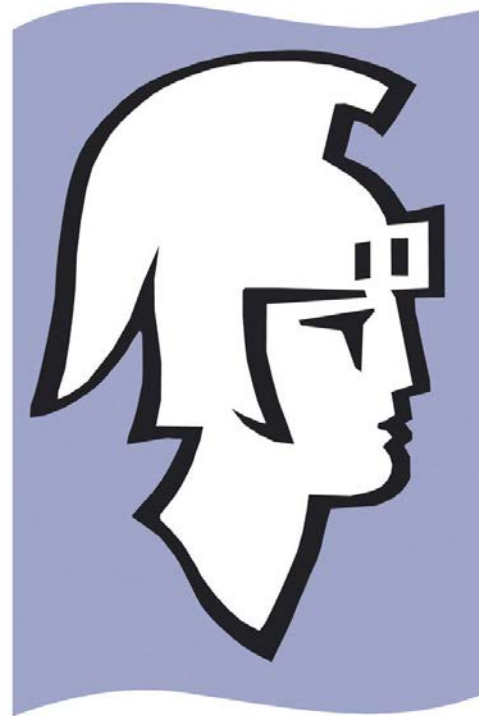


# Planning Application: Local Validation Requirements List

February 2017



**Colchester**



## Colchester Borough 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. In 2008, the Government introduced a mandatory Standard Application Form (1APP) accompanied by changes to the procedures involved in the validation of applications. There are two elements to the new 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.

This document has been subject of public consultation during October 2015 and is reviewed every 2 years. Each of the items have been assessed against the principles and criteria for Local Validation List preparation; necessity, precision, proportionality, fitness for purpose and assistance, in accordance with the Government's "Streamlining the planning application process: consultation" (June 2013) and "Development Management Policy Annex: Information Requirements and Validation for Planning Applications" (2010). This latest review of the Local Validation List reflects recent changes in national and local planning policy and guidance. The list was previously reviewed in 2013 following public consultation.

## Colchester Borough Council Planning Validation Requirements List

Document	Applications that require this information	Further information	Where to look for further assistance	Policy Driver
<p><b>Completed Planning Application Form(s)</b></p> <p>and</p> <p><b>Relevant Fee</b></p>	<p>All applications (except applications for hazardous substance consent)</p> <p>All applications (except Listed Building Consents) unless this is the first resubmission on a site, where there may be a “free go”</p>	<p>It is recommended that applications are submitted through the <a href="#">Planning Portal</a>.</p> <p>For applications submitted as a paper copy, 2 complete sets of all documents must be submitted. All sections must be completed.</p> <p>The Planning Portal has a useful fee calculator.</p>	<p><a href="#">Apply Online via Planning Portal</a></p> <p><a href="#">Planning Application Forms</a></p> <p><a href="#">Planning Fees and Charges</a></p> <p><a href="#">Planning portal : application fee calculator</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p><b>Notice(s) of ownership</b></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><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 13</a></p> <p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 14</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Articles 13 &amp; 14</p>

<p><b>Site Location Plan</b> 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"> <li>• 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</li> <li>• All of the current surrounding buildings, roads and footpaths on land adjoining the site.</li> <li>• A red line around all land required for the development</li> <li>• A blue line around all other land owned by the applicant close to or adjoining the application site, in its entirety.</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p><b>Block Plan</b> 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"> <li>• All buildings, roads and footpaths on the site, and those immediately adjoining the site</li> <li>• All site boundaries, specifying the type and height of boundary treatments (e.g. walls, fences etc.)</li> <li>• All buildings located adjacent to the site boundary including neighbouring properties, and their access arrangements</li> <li>• All public rights of way crossing or adjoining the site</li> <li>• 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.</li> <li>• The extent and type of any hard and soft surfacing</li> <li>• Any parking spaces</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>

<p><b>Elevations (Existing and Proposed)</b> 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> <ul style="list-style-type: none"> <li>• All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors</li> <li>• 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.</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p><b>Floor Plans (Existing and Proposed)</b> 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> <ul style="list-style-type: none"> <li>• Where existing buildings or walls are to be demolished (if applicable)</li> <li>• Details of the layout of existing building(s) as well as those for the proposed development</li> <li>• The entirety of any floor being altered.</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>
<p><b>Site Sections (Existing and Proposed Finished Floor and Site Levels)</b> 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.</p> <p>On all applications for new buildings on sloping sites.</p> <p><i>Please note that levels should also be taken into account in Design and Access Statements.</i></p>	<p>Plan drawn to show a cross section through the proposed site/building(s).</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Full information should also be submitted to demonstrate:</p> <ul style="list-style-type: none"> <li>• How proposed buildings relate to existing site levels and neighbouring development</li> <li>• 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</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</p>

<p><b>Roof Plans</b> 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 windows.</p>		
<p><b>Streetscenes</b> (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><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015</a></p>	<p><a href="#">The Planning Portal</a> <a href="#">The RTPI</a> for their list of a professional draughtsman.</p>
<p><b>Design and Access Statement</b></p>	<ul style="list-style-type: none"> <li>• All major planning applications</li> <li>• Applications for one or more dwellinghouses in a designated area</li> <li>• 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</li> <li>• All Listed Building Consent applications</li> </ul> <p>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</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> <ul style="list-style-type: none"> <li>• The design principles and concepts applied to the proposed development in terms of amount of development proposed, its scale and the landscaping.</li> <li>• How issues relating to access to the development have been dealt with including lifetime homes and wheelchair accessible housing.</li> </ul>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</a></p> <p><a href="#">Planning Portal: Design and Access Statements</a></p> <p><a href="http://www.habinteg.org.uk/">http://www.habinteg.org.uk/</a></p> <p><a href="http://www.lifetimehomes.org.uk/">www.lifetimehomes.org.uk/</a></p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 9</p> <p>Development Policy DP1</p>

<b>Affordable Housing Statement</b>	<p>Applications for:</p> <ul style="list-style-type: none"> <li>• 10 or more new residential properties in a “main” urban area (Colchester, Wivenhoe, Tiptree, West Mersea); or</li> <li>• 5 or more residential properties in a rural area (including Copford, Dedham etc); or</li> <li>• An unknown number of units where the development area comprises 0.5 Ha or more.</li> </ul>	<p>The statement must set out how the applicant proposes to meet the affordable housing requirements set out in our Core Strategy policy H4, and specifying the:</p> <ul style="list-style-type: none"> <li>• Number and size of residential units</li> <li>• The mix of units (tenure)</li> <li>• Plans showing the location of units</li> </ul> <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>	<p><a href="#">Colchester Council: Affordable Housing SPD 2011</a></p>	<p>NPPF 47-54, 159, 173-177</p> <p>Core Strategy Policy H4</p>
<b>Agricultural Appraisal</b>	<p>For any application for new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings.</p>	<p>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.</p> <p>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.</p>	<p>National Planning Policy Framework</p>	<p>NPPF 55, 109-116</p> <p>Core Strategy Policy H6</p>

<b>Agricultural Diversification Plan</b>	<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 28</p> <p>Development Policy DP8</p>
<b>Air Quality Impact Assessment</b>	<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"> <li>• Assessment methodology</li> <li>• Significance appraisal</li> <li>• Mitigation measures</li> </ul> <p>Contact Environmental Protection on 01206 282 581 for further information.</p>	<p><a href="#">CBC Air Quality Management Order</a></p> <p><a href="#">CBC Air Quality Area Map</a></p> <p><a href="#">Essex Air Quality Website</a></p>	<p>NPPF 124</p> <p>Colchester Air Quality Action Plan</p> <p>Environment Act 1995</p>
<b>Amendments Statement</b>	<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>	



<b>Archaeological Assessments</b>	<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</p>	<p><a href="#">CBC: Archaeology and the Planning Process</a></p>	<p>NPPF 128 Core Strategy UR2 Development Policy DP14</p>
<b>Biodiversity Checklist, Survey and Report</b>	<p>A Biodiversity Checklist will be required for all development proposals unless the development is for</p> <ul style="list-style-type: none"> <li>• Removal or variation of a condition</li> <li>• Advertisement consent</li> <li>• Change of use or internal subdivision of an existing building</li> <li>• Minor operations (e.g. erection of a fence, wall or gate, dropped kerb)</li> <li>• A lawful development certificate</li> <li>• Prior notification of agricultural or forestry development</li> </ul>	<p>An ecological survey and assessment should be carried out wherever the proposed development is likely to have a significant biodiversity impact, particularly where this involves a protected species or sites designated as important for nature conservation. 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.</p> <p>It shall include an assessment of existing structures or potential natural habitats where they are to be removed or naturally affected by the proposals.</p>	<p><a href="#">Essex Biodiversity Action Plan</a></p> <p><a href="#">Essex Wildlife Trust</a></p> <p><a href="#">The Conservation of Habitats and Species Regulations 2010</a></p>	<p>NPPF 109 Core Strategy Policy ENV1 Development Policy DP21</p>

<p><b>Community Facilities Justification</b></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>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"> <li>(i) In the case of a business, the current and projected trading performance;</li> <li>(ii) In the case of a community facility, the current and projected patterns of use;</li> <li>(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;</li> <li>(iv) The extent of the local catchment including the location of the premises in relation to local settlement pattern and accessibility;</li> <li>(v) The nature and location of comparable facilities;</li> <li>(vi) The potential to relocate the use into other premises in the community;</li> <li>(vii) In respect of public houses, the approaches and attempts to transfer from a chain of tied pubs to a free house;</li> <li>(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;</li> <li>(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.</li> </ul>		<p>Development Policy DP4</p>
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<p><b>Environmental Impact Statement</b></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><a href="#">The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</a></p>	<p><a href="#">The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</a></p> <p>NPPF 192</p> <p>Core Strategy Policy ENV1</p>
<p><b>Flood Risk Assessment (FRA)</b></p> <p><b>(also see SUDs section below)</b></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><a href="#">CBC Strategic Flood Risk Assessment</a></p> <p><a href="#">Environment Agency Website</a></p> <p><a href="#">ECC Flood Advice Team</a></p> <p><a href="#">SUDs Design Guide</a></p>	<p>NPPF 93-108, 166, 192</p> <p>Core Strategy Policy ENV1</p> <p>Development Policy DP20</p>

<b>Health Impact Assessment</b>	<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><a href="#">East of England NHS</a> <a href="#">North East Essex CCG</a></p>	<p><a href="#">Essex Local Area Agreement</a></p> <p>NPPF 69, 73</p> <p>Core Strategy Policy SD3</p> <p>Development Policy DP2</p>
<b>Heritage Statement</b>	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> <li>• Designated heritage assets</li> <li>• Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value</li> <li>• Applications for Listed Building Consent</li> <li>• Applications for Conservation Area Consent</li> </ul>	<p>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. 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><a href="#">Historic Environment Practice Guide</a></p> <p><a href="#">Heritage Gateway</a></p> <p><a href="#">Heritage Statements</a></p>	<p>NPPF 126 – 141, 169, 170</p> <p>Core Strategy Policy ENV1</p> <p>Development Policy DP14</p>

<b>Land Contamination Assessment</b>	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).	The information to be submitted is site specific. Applicants are advised to follow the guidance contained in the booklet Land Affected by Contamination which sets out a sequential approach to the assessment.  All applicants are advised to speak to the Environmental Protection team on 01206 282 581 to discuss the specific requirements.	<a href="#">Land Affected by Contamination</a>	NPPF 120-122  Environmental Protection Act 1990  Development Policy DP1
<b>Lighting Assessment</b>	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"> <li>• Proposed hours when the lighting would be switched on</li> <li>• Layout plan with beam orientation</li> <li>• Schedule of the equipment in the design</li> <li>• Light levels and spillage</li> <li>• The size of the light fitting</li> </ul>	The assessment should conform to the methodology identified within the Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice' (2011)	NPPF 125
<b>Parking and Access Arrangements</b>	All applications likely to result in a loss or gain in parking provision.	The existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan.	<a href="#">Vehicle Parking Standards</a>	NPPF 39  Core Strategy Policy TA1, TA5  Development Policy DP19

<b>Renewable Energy Statement</b>	<p>All applications for:</p> <ul style="list-style-type: none"> <li>• Air source heat pumps</li> <li>• Solar Photovoltaic or solar thermal panels</li> <li>• Biomass plants, district / community heating and CHP plants</li> </ul> <p>(Note: An Environmental Impact Assessment may be required for biomass plants, district/ community heating and CHP plants. Please seek advice 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 and visual impact assessment may also be required.</p>		<p>NPPF 87, 88, 93, 97, 98, 118, 123</p> <p>Core Strategy Policy ER1</p> <p>Development Policy DP25</p>
<b>Retail or Leisure Impact Assessment</b>	<p>Applications for any of the following:</p> <p>1) Retail and leisure developments over 2500 square metres.</p> <p>2) Smaller retail and leisure likely to have a significant impact on smaller centres.</p> <p>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>	<p>The assessment should be against the following impacts on centres</p> <ul style="list-style-type: none"> <li>• impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals</li> <li>• impact on town centre vitality and viability, including consumer choice</li> <li>• impact on allocated sites outside town centre being developed in accordance with development plan</li> <li>• impact on trade/turnover both in centre and wider area</li> <li>• if in or on edge of town centre whether of appropriate scale</li> <li>• any locally important impacts on centres</li> </ul>	<p><a href="#">Ensuring the Vitality of Town Centres</a></p>	<p>NPPF 26</p> <p>Core Strategy EC1</p> <p>Development Policy DP6, DP7</p>

<b>Statement of Community Involvement</b>	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.	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.	<a href="#">CBC Statement of Community Involvement</a>	Colchester Borough Council Statement of Community Involvement  NPPF 66, 188, 189
<b>Structural Survey</b>	<ul style="list-style-type: none"> <li>• Applications involving barn conversions or re-use of existing rural buildings.</li> <li>• Applications where it proposed to demolish part of any heritage building due to its condition.</li> </ul>	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.		NPPF 28, 126  Development Policy DP9, 14
<b>Sustainable Drainage (SUDs)</b>  <b>(also see Flood Risk Assessments above)</b>	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>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>	For further advice about SUDs, or the information requested in the ECC Checklist please use the web link:  <a href="#">ECC SUDs Advice</a>  You can also contact Essex County Council using the following email address: <a href="mailto:SuDS@essex.gov.uk">SuDS@essex.gov.uk</a>  You can also view their:  <a href="#">SUDs Design Guide</a>	NPPF 103, 109  Core Strategy ER1  Development Policy 20  The SoS for CLG Written Ministerial Statement on 18 December 2014 setting out changes to planning that will apply for major development from 6 April 2015

<b>Telecommunications Development Statement</b>	Prior approval and planning applications for telecommunication development	<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>	<a href="#">DCLG : Code of Best Practice on Mobile Phone Network Development</a>	NPPF 42-46, 162
<b>Transport Assessment</b>	<p>All developments which are likely to generate significant amount of vehicle movement i.e. major developments</p> <p style="text-align: center;">OR</p> <p>Any development likely to result in a material increase in the character of traffic entering or leaving a trunk road.</p>	Should include details as set out in the Guidance on Transport Assessments and are likely to include 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.	<a href="#">Highways Agency</a>  <a href="#">Transport Evidence Bases In Plan Making</a>	<p>NPPF 32-38</p> <p>The Town and Country (Development Management Procedure) (England) Order 2015 Article 18; Schedule 4</p> <p>Core Strategy TA</p> <p>Development Policy DP17</p>
<b>Travel Plan</b>	All non residential proposals involving 50 employees or more.	The Travel Plan must set out how the reliance on the private motor car will be reduced.	<a href="#">Essex County Council Travel Plans</a>	<p>NPPF 36</p> <p>Core Strategy TA</p> <p>Development Policy DP17</p>



<p><b>Tree survey</b></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"> <li>• Existing trees to be shown on Block Plan / drawings</li> <li>• Question 15 answered on form</li> </ul> <p>b) Applications with Preserved Trees on or adjoining the site (TPO or Conservation Area) which may be affected by the proposal</p> <ul style="list-style-type: none"> <li>• An Arboricultural Statement in accordance with BS5837 will normally be required. This should include: <ul style="list-style-type: none"> <li>○ Tree Survey</li> <li>○ Tree Protection Plan</li> <li>○ Arboricultural Method Statement (if development is taking place within the root protection area)</li> </ul> </li> </ul> <p>c) Major applications where there are a number of trees on site which are proposed to be removed</p> <ul style="list-style-type: none"> <li>• As (b) above</li> </ul> <p>Note: Elements of the assessment may form part of the landscape plan</p>	<p><a href="#">Avoiding Tree Damage During Construction</a></p> <p><a href="#">CBC: Trees on Development Sites</a></p>	<p>NPPF 118</p> <p>Development Policy DP21</p>
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<b>Ventilation/ Extraction System Statement</b>	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).	<a href="#">CBC: Planning and Noise Odour and Light</a>	NPPF 123
<b>Viability Statement</b>	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 financial planning obligation being offered to mitigate the impact of the development where these are required	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).		NPPF 173  Core Strategy SD2

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