

**NATIONAL AND LOCAL LIST OF PLANNING
APPLICATION REQUIREMENTS
JANUARY 2011**



INTRODUCTION

The information required to make a valid planning application consists of the mandatory national list of information requirements specified in the GDPO and the information specified by the local planning authority on their local list of information requirements. This document is therefore split into two main sections as follows:

CONTENTS

SECTION 1: NATIONAL LIST OF PLANNING APPLICATION REQUIREMENTS

SECTION 2: LOCAL LIST OF PLANNING APPLICATION REQUIREMENTS

You should carefully review these two lists before you submit your planning application. Where an item specified in either the national list or local list is not provided with an application the applicant should explain clearly in a covering letter why they consider the information to be unnecessary. If the local planning authority disagrees with the applicant and considers that the omitted item is necessary then the application will not be considered.

There is no right of appeal against a local planning authority's decision not to consider an application due to missing information. Applicants are therefore strongly recommended to contact us prior to submitting their applications. Details of our pre-application advice service can be found on our website at www.n-somerset.gov.uk.

After an application has been registered with us and during we may consider it necessary to request additional information. In such circumstances the case officer would normally contact the applicant/agent to explain what additional information is required. Failure to submit the requested information may result in a refusal decision.

SECTION 1: NATIONAL LIST OF PLANNING APPLICATION REQUIREMENTS

The national list of planning application requirements includes:

1. Location plan
2. Site plan
3. Information required by the standard application form (3 copies unless submitted electronically)
4. Ownership certificates notices (required on the standard form)
5. Agricultural land declaration (required on the standard form)
6. The correct fee
7. Design and access statement (where one is required)

Each of these items is explained in more detail below.

1. Location Plan (3 copies unless submitted electronically)

Applicants must submit “a plan which identifies the land to which the application relates”. This is the location plan. All applications must include copies of a location plan that:

- Is based on an up-to-date map
- Is at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).
- Identifies sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- Shows the site edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
- Shows any other land owned by the applicant, close to or adjoining the application site edged with a blue line

2. Site plan (3 copies unless submitted electronically)

Applicants must submit a site plan that:

- Is drawn at an identified standard metric scale.
- Accurately shows:
 - a. The direction of North
 - b. The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

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

- c. all the buildings, roads and footpaths on land adjoining the site including access arrangements
- d. all public rights of way crossing or adjoining the site
- e. the position of all trees on the site, and those on adjacent land
- f. the extent and type of any hard surfacing; and
- g. boundary treatment including walls or fencing where this is proposed

3. Information required by the standard application form

An application must be submitted using the appropriate form. The standard application forms can be accessed by the applicant directly, through the Planning Portal via the following link: www.planningportal.gov.uk, or via our website. The form allows for all applications for planning permission, except those for mineral development, as well as associated consent types. These include:

- Householder consents
- Outline and full planning permission and approval of reserved matters
- Listed building consent
- Conservation area consent

- Advertisement consent
- Lawful Development Certificates
- Applications for Prior Approval under the Town and Country Planning (General Permitted Development) Order 1995 (the GPDO)
- Removal or variation of conditions
- Consent under Tree Preservation Orders and Notification of proposed works to trees in conservation areas
- Extensions to the time limits for implementing existing planning permissions; and
- Non-material amendments to existing planning permissions.
- Works to trees/TPO
- Applications to amend or remove conditions (section 73 applications)
- Applications to extend existing planning permissions

4. Ownership certificates and notices (found in the standard application form)

A local planning authority must not consider an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years.

Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable.

A notice to all owners of the application site must be completed and served in accordance with Article 6 of the GDPO. As noted in paragraph 50 above, site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired.

5. Agricultural Land Declaration (found in the standard application form)

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site.

The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

6. The correct fee

Planning applications incur a fee. The relevant fee must be paid in full before an application can be considered. These are described in CLG circular 04/2008, Planning-Related Fees. The Planning Portal also includes a fee calculator which is useful tool to help applicants.

7. Design and access statement (where one is required)

A design and access statement must be submitted for some types of planning application, and in some designated areas. The statutory requirements for design and access statements are set out in Article 4C of the GDPO, as amended. See section for further details.

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

Design and access statements are required for all planning applications, with the following exceptions. Applicants are advised to refer to Article 4C of the GDPO for full details but, in summary, a design and access statement is **not required** for:

- engineering or mining operations
- development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area*

- a material change in the use of land or buildings, unless it also involves operational development (i.e. building works)
- extensions to the time limits for implementing existing planning permissions
- development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area*
- the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area*
- the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a listed building
- development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area
- the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area; or development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

* “designated area” means a World Heritage Site or a conservation area.

Design and access statements are not required for applications relating to advertisement control, tree preservation orders or storage of hazardous substances. Neither are they required for applications for prior approval for proposed development, or non-material amendments to existing planning permissions.

Design and access statements **are required** for applications for listed building consent.

Plans and drawings

Depending on the nature and scale of the proposal other plans and drawings (in addition to the location plan and site plan) may also be necessary to make clear exactly what is proposed and the impact of the proposal upon neighbouring buildings and properties. All plans and drawings must be accurate and include a recognised scale. Such plans and drawings may include any of the following:

Existing and proposed elevations

Existing and proposed elevations should normally be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing and proposed floor plans

Existing and proposed floor plans should normally be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). Where an application relates to a change of use only a floor plan may not be necessary.

Existing and proposed site sections and finished floor and site levels

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

Existing and proposed site sections and finished floor and site levels should be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Roof plans

A roof plan is required when substantial alterations are proposed to an existing roof or when an unusual roof structure is proposed. The roof plan should show the shape of the proposed roof in relation to existing roofs and can be drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

SECTION 2

LOCAL LIST OF PLANNING APPLICATION REQUIREMENTS - NORTH SOMERSET COUNCIL

Adopted 1 January 2011

Table 1. Local list of planning application requirements (More detailed advice about each local list item is given in table 2.)		
Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy ¹	Types of application or development that require this information
1. Affordable Housing Statement	Planning Policy Statement 3 – Housing Local Plan – Policy H4 Note: The provision of affordable housing is required by policy H/4 of the North Somerset Replacement Local Plan for all residential developments of 15 residential units or more and on sites of 0.5 hectares or more.	Required if: 1) The proposal includes an element of affordable housing that is to be operated by a registered social landlord or; 2) Affordable housing is required by an adopted development plan policy.
2. Ecological Survey and Report	Planning Policy Statement 9 – Biodiversity and Geological Conservation 06/2005 ODPM Circular 01/2005 DEFRA Circular	1. All major developments except for change of use. 2. All other developments in or adjacent to: <ul style="list-style-type: none"> • Sites of Special Scientific Interest (SSSI's)

¹ North Somerset Replacement Local Plan Adopted 2007

² Major development includes schemes for 10 or more dwellings or 1,000m² or more of floorspace

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy¹	Types of application or development that require this information
	<p>Wildlife and Countryside Act 1981(as amended) CROW Act 2000, Conservation of Habitats and Species Regulations 2010) Local Plan Policies ECH/10, ECH/11, ECH/12, ECH/13 and ECH/14 Biodiversity and Trees Supplementary Planning Document for developments in North Somerset (2005)</p>	<ul style="list-style-type: none"> • National Nature reserve (NNR) • Site of Nature Conservation Interest (SNCI) • Regionally Important Geological Sites (RIGS) • Local Nature Reserve (LNR) • Special Protection Area (SPA) • RAMSAR site • Special Areas of Conservation (SAC) <p>Except for applications for development to an existing dwelling (householder) and change of use.</p> <p>3. Where there is likely to be nationally or internationally protected species or their habitat.</p>
<p>3. Coal Mining Risk Assessment</p>	<p>Planning Policy Guidance 14 – Development on Unstable Land Local Plan – Policy GDP/2</p>	<p>All development (excluding householder) within the Coal Mining Development Referral Area</p>
<p>4. Economic/Regeneration Statement</p>	<p>Planning Policy Statement Local Plan – Policies E/4, E5, E6, E/7, E/8, and E/9</p>	<p>All major applications where new employment floor space is proposed or it is proposed to develop existing employment land/buildings for a non-employment use.</p>

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy ¹	Types of application or development that require this information
5. Energy Statement	Planning Policy Statement 1 – Delivering Sustainable Development Planning Policy Statement 22 – Renewable Energy Local Plan – Policy GDP/3	All major development for residential, mixed use, commercial, retail, community or leisure uses. All new residential units.
6. Environmental Impact Assessment	Town and Country Planning (Environmental Impact Assessment) Regulations 1999	In accordance with the 1999 Regulations (Schedules 1 and 2 type development)
7. Flood Risk Assessment	Planning Policy Statement 25 – Development and Flood Risk (PPS25) Local Plan – Policy GDP/2	All development over 1 hectare in Flood Zone 1 and any development in Flood Zones 2, 3a and 3b*. *in line with matrix issued by the Environment Agency www.environment-agency.gov.uk
8. Flood Risk Sequential Test Evidence	Planning Policy Statement 25 – Development and Flood Risk (PPS25) Local Plan – Policy GDP/2	All applications (except for minor applications* or change of use only) within flood zones 2, 3a and 3b *see footnote 7 of PPS25

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy ¹	Types of application or development that require this information
9. Flood Risk Exception Test Evidence	Planning Policy Statement 25 – Development and Flood Risk (PPS25) Local Plan – Policy GDP/2	<p>Development that is defined as “highly vulnerable” in flood zone 2, “essential infrastructure” in flood zones 3a and 3b and “more vulnerable development” in flood zone 3a (see tables D.2 and D.3 of Planning Policy Statement 25 - Development and Flood Risk).</p> <p>Applications for minor development* and change of use applications are not required to submit evidence of an exception test.</p> <p>*see footnote 7 of Planning Policy Statement 25 - Development and Flood Risk)</p>
10. Foul Sewerage Assessment	Circular 03/99 Local Plan – Policies GDP/2 and GDP/4	<p>All major applications</p> <p>All applications where non-mains sewerage is proposed</p>
11. Heritage Statement	Planning Policy Statement 5 – Planning for the Historic Environment Local Plan – Policies ECH/3, ECH/4, ECH/5 and ECH/7	<ul style="list-style-type: none"> • Applications for planning permission affecting a nationally or locally listed building or its curtilage • Applications for Listed Building Consent • Planning applications affecting a conservation area or its setting

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy ¹	Types of application or development that require this information
		<ul style="list-style-type: none"> • Application for Conservation Area Consent • Planning application affecting nationally and locally designated parks and gardens • Planning application affecting an ancient monument or its setting • Planning application affecting undesignated heritage assets that are recorded on the Historic Environment Record including: <ul style="list-style-type: none"> • Known archaeological sites • Known historic buildings
12. Land Contamination Assessment	Planning Policy Statement 23 – Planning and Pollution Control. Local Plan – Policy GDP/2	All applications where contamination is known or suspected or the development site is in the vicinity of such land, and ground works are proposed.
13. Lighting Assessment	Planning Policy Statement 1 – Delivering Sustainable development Local Plan – Policy GDP/2	All applications including/for floodlighting, or a significant amount of external lighting
14. Noise Impact	Planning Policy Guidance Note 24 – Planning and Noise	<ul style="list-style-type: none"> • All applications for noise sensitive development adjacent to major road/transport infrastructure.

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy ¹	Types of application or development that require this information
Assessment	Local Plan – Policy GDP/2	<ul style="list-style-type: none"> • Applications for uses that involve activities that may generate significant levels of noise adjacent to existing noise sensitive uses. <p>Note: Noise sensitive development/uses include residential development, schools and hospitals.</p>
15. Open Space Assessment	Planning Policy Guidance Note 17 – Planning for Open Space, Sport & Recreation Local Plan – Policy ECH/1	1) All major development (10 or more dwellings or 1,000m ² of more) which involve a loss of open space*. 2) All development that includes the loss of part or all of a playing fields or any part of a playing field. * Open space is defined as open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.
16. Planning Obligations / Draft Head(s) of	Circular 05/05 Local Plan – Policies NE12, M1, M15, EC10, H6, H9, L2, L10, CC7, & CC8.	All major development proposals (10 or more dwellings or 1,000m ² of more)

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy ¹	Types of application or development that require this information
Terms	SPD 4	
17. Site Waste Management Plan	Planning Policy Statement 1 – Delivering Sustainable Development Local Plan policies GDP/2 and GDP/3	All developments in excess of 100 dwellings or 10,000m ² of floorspace. All major applications proposing additional dwellings or additional commercial floor space. Subdivision of existing residential units
18. Summaries of Planning Applications	Development Management Policy Annex: Information requirements and validation for planning applications. Communities and Local Government March 2010	Major applications (10 or more dwellings or 1,000m ² of more) where the supporting information (excluding the application forms, plans and drawings) exceeds 100 pages.
19. Telecommunication information	Planning Policy Guidance Note 8 – Telecommunications Local Plan – Policy CF/5	Telecoms development
20. Town Centre Uses - evidence to accompany applications	Planning Policy Statement 4 - Planning for Sustainable Economic Growth Local Plan – Policies RT/1, RT/2, RT/3, RT/4, RT/5 and RT/6	Retail and leisure development not proposed in a town centre comprising 2500 m ² or more of floor space and not in accordance with an up-to-date development plan.

Table 1. Local list of planning application requirements

(More detailed advice about each local list item is given in table 2.)

Local List Item	Justification, including details of the policy driver and national, regional or adopted local policy¹	Types of application or development that require this information
21. Transport Assessment	Planning Policy Guidance Note 13 – Transport Local Plan – Policy T/7, T/8 and T/10	All major development where there are likely to be significant transport implications (see annexe A).
22. Travel Plan	Planning Policy Guidance Note 13 – Transport Local Plan – Policy T/11	All development where there are likely to be significant transportation implications (see annexe B)
23. Tree Survey/Arboricultural Statement	Planning Policy Statement 9 – Biodiversity and Geological Conservation Local Plan – Policy NE3	All planning applications on sites where a protected tree(s) may be affected by the proposals. “Protected trees” includes trees with a Tree Preservation Order (TPO) and trees in Conservation Areas which have a trunk diameter of 75 cm measured at a point 1.5 metres above ground level or higher.
24. Ventilation and Extraction Statement	Planning Policy Guidance Note 24 – Planning and Pollution Control Local Plan Policy GDP/2	All applications where extraction equipment or air conditioning is to be installed.

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>1. Affordable Housing Statement</p> <p>All proposals for 15 or more dwellings require an element of affordable housing to be provided. Therefore, we will require information concerning provisions to be made for both the affordable housing and any open market housing.</p> <p>The Statement should include:</p> <ul style="list-style-type: none"> • the numbers of residential units; • the mix of units, with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units; • plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. • If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. • Design quality standards (Housing Corporation compliant) • Lifetime Homes / Accessibility standards 	<p>Further advice is available in:</p> <ul style="list-style-type: none"> • PPS3: Housing • Affordable Housing Supplementary Planning Document

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>2. Ecological Survey and Report</p> <p>Undertaken by a qualified ecological consultant, information should be provided on the existing wildlife interest of the site and adjacent land and the possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation, avoidance and/or compensation measures, information to support those proposals will be needed.</p> <p>Certain proposals including the demolition of buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to watercourses may affect legally protected species and you will need to provide information on them, any potential impacts on them and any mitigation proposals for such impacts. Information on Section 41 species and habitats is also required under PPS9. The survey should include the results of a data search from the Bristol Regional Environmental Records Centre.</p> <p>Ecological surveys and reports should be undertaken at the appropriate time of the year and submitted before a planning application is registered. Ecological mitigation proposals should be provided within reports where required.</p> <p>Where European Protected Species are present and an offence would be committed under the Conservation of Habitats and Species Regulations 2010 without a licence from Natural England, the applicant's ecological consultant should provide a document which applies the three derogation tests. This is required before a planning application is registered. Please note that in some cases underpinning data may also be required to inform a Habitats Regulations Assessment.</p>	<p>Government planning policies for biodiversity are set out in:</p> <ul style="list-style-type: none"> • PP9: Biodiversity and Geological Conservation (PPS9) • Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005) • Planning for Biodiversity and Geological Conservation: A Guide to Good Practice. • Biodiversity and Trees Supplementary Planning Document for developments in North Somerset (2005) <p>A useful source of information is the Bristol Regional Environmental Records Centre (BRERC) www.brerc.org.uk</p> <p>Further information on ecological surveys and a list of ecological consultants is available on the Council's web site at: http://www.n-somerset.gov.uk/Environment/planning/professionals/DischargeConditions.htm</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>3. Coal Mining Risk Assessment</p> <p>The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see PPG14 for definition). It should contain:</p> <ol style="list-style-type: none"> 1. Site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area). 2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development. 3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development. 4. Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority. <p>Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES.</p>	<p>Planning Policy Guidance 14: Development on Unstable Ground and its associated Appendices and Annexes provides a comprehensive guidance for both Local Planning Authorities and applicants in relation to development in areas which may be affected by land instability issues.</p> <p>The Coal Authority website: www.coal.gov.uk/services/planning</p> <p>The Coal Authority Planning and Local Authority Liaison Department: Telephone 01623 637 119 (direct) or Email planningconsultation@coal.gov.uk</p> <p>The Local Planning Authority has been provided with Coal Mining Development Referral Areas by The Coal Authority.</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>4. Economic/Regeneration Statement</p> <p>Applications proposing new employment floorspace should be accompanied by a report setting out the regeneration benefits of the proposed development, including:</p> <ul style="list-style-type: none"> • details of any new jobs that might be created or supported; • the floorspace totals for each proposed use (where known); • relationship with national, regional and local planning policy; • any community benefits, referenced back to the Community Strategy or any relevant Neighbourhood Plan or study; • reference to any regeneration strategies that might lie behind or be supported by the proposal. <p>Applications involving the loss of land or buildings last used for employment purposes should be accompanied by a report setting out the following:</p> <ul style="list-style-type: none"> • details of existing floorspace to be lost for each use; • evidence that the site has been marketed in accordance with the Council's published guidelines • evidence of why the site is no longer capable of offering accommodation for employment uses; • evidence of why the use of the site for employment purposes raises unacceptable environmental or traffic problems; • a statement explaining why an alternative mix of uses offers greater potential benefits to the community, and explaining why the site is not required to meet economic development or local employment needs. 	<p>Planning Policy Statement 4 'Planning for sustainable economic growth' (December 2009)</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>5. Energy statement</p> <p>Every planning application for a new dwelling or for commercial development of 1000 m² or more will be required to submit an energy statement as required by Policy GDP/3 and explained in paragraph 4.45 of the North Somerset Replacement Local Plan.</p> <p>The energy statement can be included within and form part of the Design and Access Statement. We have produced an guide to explain what is required and which is available at: http://www.n-somerset.gov.uk/Environment/planning/advice/</p>	<ul style="list-style-type: none"> • Code for Sustainable Homes • Building Research Establishment • BREEAM • Regen - South West • Companion Guide to PPS 22 • Decentralised, Renewable and Low-Carbon Energy Sources within new Development June 2008
<p>6. Environmental Impact Assessment (EIA)</p> <p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p> <p>You may request a 'screening opinion' (i.e. to determine whether EIA is required) and a "scoping opinion" (scope of EIA) by writing to us before submitting a planning application.</p> <p>In cases, where a full EIA is not required, we may still require environmental information to be provided.</p>	<ul style="list-style-type: none"> • EIA circulars and further information • EIA Regulations

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>7. Flood Risk Assessment</p> <p>The Environment Agency provides useful advice on their website which explains what information a flood risk assessment should contain. A matrix is also provided which explains when a flood risk assessment is required. www.environment-agency.gov.uk.</p> <p>The statement should address the issue of flood risk to both property and people. It 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 (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<ul style="list-style-type: none"> • PPS25: Development and Flood Risk provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. • Development & flood risk issues June 2010 • Flood zones maps are available from the Environment Agency. The agency has also produced an online flood zone matrix, which sets out whether or not a flood risk assessment is required. • Policy Statement and Practice Guide to PPS25 • FRA & general advice to applicants and agents • Environment Agency - Planning resources • Flood Risk Standing Advice

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>8. Flood Risk Sequential Test Evidence</p> <p>This statement should include evidence to demonstrate that a sequential approach to site selection has been undertaken.</p> <p>Guidance about the requirements of the Sequential Test for applicants can be found within our Advice Note Policy Statement and Practice Guide to PPS25</p>	<ul style="list-style-type: none"> • Development and flood risk June 2010 • Planning Policy Statement 25 'Development & Flood Risk', 'Policy Statement and Practice Guide to PPS25
<p>9. Flood Risk Exception Test Evidence</p> <p>This statement should include evidence to demonstrate that the proposal complies with the three exceptions tests as set out in Planning Policy Statement 25.</p> <p>Guidance about the requirements of the Exception Test for applicants can be found within our Advice Note Policy Statement and Practice Guide to PPS25</p>	<ul style="list-style-type: none"> • Development and flood risk June 2010 • Planning Policy Statement 25 'Development & Flood Risk', 'Policy Statement and Practice Guide to PPS25
<p>10. Foul Sewage and Utilities Assessment</p> <p><u>Foul Sewage</u></p> <p>If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller assessment</p>	<p>Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.</p> <ul style="list-style-type: none"> • Circular 03/99 • Approved Documents including Part H • Environment Agency - Planning

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>will be required including details of the method of storage, treatment and disposal. The submitted document should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.</p> <p>Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p><u>Utilities</u></p> <p>The statement should indicate how the development connects to existing utility infrastructure systems.</p> <p>Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.</p>	<p>resources</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.</p> <p>A statement should demonstrate:</p> <ul style="list-style-type: none"> • that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; • that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; • that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; • where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider. 	

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>11. Heritage Statement (including Historical, Archaeological features and scheduled Ancient Monuments)</p> <p>For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area will be required.</p> <p>For all other applications, such as planning applications, either related to or impacting on heritage assets or their settings, a written statement, supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • plans showing historic features that exist on or adjacent to the application site; • an analysis of the significance of the archaeology, history and character of the heritage asset; • an assessment of the impact on the special character of the heritage asset; <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application, however, general guidance is provided below. Applicants are advised to discuss proposals with the council's Urban Design and Conservation section before any application is made.</p> <p>For applications for listed building consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p>	<p>Advice on heritage assets is provided in Policy Statement & Practice Guide to PPS5</p> <p>PPG16: Archaeology and Planning</p>

Table 2 Detailed description of local list items

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<p>a schedule of all works, including internal works, to the listed building(s); an audit of features of importance (including photographs keyed to a plan), such as ornamental and decorative features and fittings that will be affected by the proposals; an analysis of the significance of archaeology, history and character of the building; the principles of and justification for the proposed works and their impact on the special character of the building and its setting where appropriate, a structural survey</p> <p>For applications for conservation area consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • an analysis of the character and appearance of the building or structure; • the principles of and justification for the proposed demolition; • an assessment of the impact on the special character of the area • where appropriate, a structural survey <p>For applications affecting archaeological assets, the statement should include Desk-based archaeological assessment and archaeological evaluation report in accordance with PPG16: Archaeology and Planning.</p> <p>The assessment should address issues relating to archaeological investigation of the site and the preservation and/or recording of items of historic or archaeological importance.</p>	

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
Applicants are advised to discuss what is required with the council's archaeologist.	

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>12. Land Contamination Assessment</p> <p>A report to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.</p> <p>Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages.</p>	<p>This extended assessment of contamination shall be carried out with reference to Planning Policy Statement 23: Planning and Pollution Control.</p> <p>Further guidance is available in 'Model Procedures for the Management of Land Contamination (CLR11)' by Defra/Environment Agency</p> <p>Advice on Land contamination from Environment Agency</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>13. Lighting Assessment</p> <p>An assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design, plus the expected level of luminance and glare. Lighting assessments will also be required to detail the level of luminance for all advertisements.</p> <p>Where a proposal involves the scheme for the installation of Floodlights for an area (eg a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including 'backlight', which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs.</p>	<p><i>Lighting in the countryside: Towards good practice (1997)</i> demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.</p> <p>Further guidance is provided in:</p> <ul style="list-style-type: none"> • ‘Statutory Nuisance from Insects and Artificial Light – Guidance on sections 101 to 103 of the Clean Neighbourhoods and Environment Act, 2005 • Institution of Lighting Engineers Guidance Notes for the Reduction of Obstructive Light GN01 2005. • Lighting in the Countryside: Towards Best Practice

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>14. Noise Impact Assessment</p> <p>Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.</p>	<p>Advice should be sought from the council's Pollution Control Team for individual requirements.</p> <p>Further guidance is provided in:</p> <ul style="list-style-type: none"> • PPG 24: Planning and Noise • WHO Guidelines for Community Noise. • Planning & Noise Pollution Group Guidance • Technical Advice Note on Acoustic Reports

Table 2 Detailed description of local list items

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<p>15. Open Space Assessment</p> <p>Existing open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which has clearly shown the open space or the buildings and land to be surplus to requirements. Plans should show any areas of existing or proposed open space within or adjoining the application site. Open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. However, in applying the policies in PPG17 open space is taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.</p>	<p>National planning policy is set out in Planning Policy Guidance note 17: Planning for open space, sport and recreation (July 2002)</p>
<p>16. Planning obligations – Draft Heads of Terms</p> <p>Planning obligations, or Section 106 Agreements are private agreements negotiated between local planning authorities and persons with an interest in a piece of land or developers, and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>Details of the draft obligation(s) being proposed should be submitted with the application. It is also helpful to confirm details of the applicant’s solicitor and also proof of title regarding land subject to the planning obligations.</p>	<p>Further advice is available in Circular 05/05: Planning Obligations.</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>17. Site Waste Management Plan</p> <p>Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry (now the Department for Business Enterprise and Regulatory Reform) - <i>Site Waste Management Plans: guidance for construction contractors and clients</i> - detailing the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.</p> <p>Details of the location, volume, management and collection arrangements for waste and recyclable materials generated by the occupation of the development must be set out.</p>	<p>Department for Business Enterprise and Regulatory Reform (www.berr.gov.uk) - <i>Site Waste Management Plans: guidance for construction contractors and clients</i> -</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>18. Summaries of Planning Applications</p> <p>The DCLG document 'Development Management Policy Annexe: Information requirements and validation for planning applications (March 2010)' explains that this document should summaries the whole scheme and be no more than 20 pages long. It should provide an overview of the proposal and a clear description of its key impacts.</p> <p>If the development is subject to an Environmental Impact Assessment (EIA), the non-technical summary of the resulting Environmental Statement should provide the most relevant information so there is no need to further summaries the findings of the ES non-technical summary. Applicants should simply summarise any other key topic areas that are outside the scope of the EIA.</p>	<ul style="list-style-type: none"> • Development Management Policy Annexe: Information requirements and validation for planning applications. Department of Communities and Local Government (March 2010)

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>19. Telecommunication information</p> <p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including:-</p> <ol style="list-style-type: none"> 1. Acoustic report 2. Area of search details 3. Details of alternative sites 4. Relationship to schools and other electronic communications equipment 5. ICNIRP declaration 6. Supplementary information template (Annex F of Code of Best Practice) 7. Technical information (frequency modulation characteristics, power output) 8. Technical justification 9. Visual impact assessment <p>Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>	<ul style="list-style-type: none"> • Code of Best Practice on Mobile Phone Network Development • Planning Policy Guidance Note 8 – Telecommunications

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Description of document	Where to go for assistance
<p>20. Town Centre Uses - evidence to accompany applications</p> <p>To assess the impact of retail and other town centre developments on matters including the vitality and viability of the City centre and town, district and local centres and travel demand.</p> <p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.</p> <p>The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.</p> <p>Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.</p>	<p>Policy Statement and Practice Guide to PPS4</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>21. Transport Assessment</p> <p>A Transport Assessment is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.</p> <p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>For larger schemes where a full statement is required (as listed in Annexe A) the Transport Assessment should be intrinsically linked to a Travel Plan which should be written in parallel, and which is the principal outcome of the assessment process.</p> <p>For smaller schemes, a Transport Statement should simply outline the transport aspects of the application, while for major proposals; the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.</p> <p>The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p>	<p>Further guidance is available in Guidance on Transport Assessment, (March 2007) published by the Department for Transport.</p> <p>A travel plan should also be submitted alongside planning applications which are likely to have significant transport implications, as advised by Planning Policy Guidance Note 13: Transport (DETR, 2001), paragraphs 87-91.</p> <ul style="list-style-type: none"> • DFT - Guidance on Transport Assessment • DFT guidance on Travel Plans • A Guide on Travel Plans for Developers • Building Sustainable Transport into New Development

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>22. Travel Plan</p> <p>A draft travel plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.</p> <p>The Travel Plan should include details of targets and arrangements for monitoring.</p>	<p>Guidance is available on the DfT website</p> <p>Good Practice Guidelines - Delivering Travel Plans through the Planning Process</p> <p>New Travel Plan SPD</p>

Table 2 Detailed description of local list items

Description of document	Where to go for assistance
<p>23. Tree Survey/Arboricultural Statement</p> <p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works.</p> <p>A qualified arboriculturist should prepare the survey.</p> <p>A plan must be provided, and annotated photographs, showing the location of all trees on site and within influencing distance of the proposal. This plan must show where fencing will be installed to protect the trees and the proposed location of any new underground services. An accompanying report must be submitted to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works.</p> <p>Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>	<ul style="list-style-type: none"> • BS5837: 2005 Trees in relation to construction • Planning Policy Statement 9 - Biodiversity & Geological Conservation

Table 2 Detailed description of local list items

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<p>24. Ventilation and Extraction Statement</p> <p>Details of the position and design of ventilation and extraction equipment. This shall include technical specification including predicted noise levels (and existing background noise levels), noise mitigation measures and odour abatement techniques.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required.</p>	<p>Further guidance is provided in Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems, published electronically by Defra, Product Code PB10527.</p>

Transport Assessment Thresholds		
Type of development	Threshold at or above which a Transport Assessment will normally be required	
	1. Small Scheme (brief statement only)*	2. Large Scheme (full statement)**
A1 Food retail	Floor area between 250 – 800 sq.m	Over 800 sq.m
A1 Non-food retail	Floor area between 800 – 1500 sq.m	Over 1500 sq.m
A2 Financial and professional services	Floor area between 1000 – 2500 sq.m	Over 2500 sq.m
A3 Restaurants and cafes	Floor area between 300 – 2500 sq.m	Over 2500 sq.m
A4 Drinking establishments	Floor area between 300 – 600 sq.m	Over 600 sq.m
A5 Hot food takeaway	Floor area between 250 – 500 sq.m	Over 500 sq.m
B1 Business	Floor area between 1500 – 2500 sq.m	Over 2500 sq.m
B2 General industrial	Floor area between 2500 – 4000 sq.m	Over 4000 sq.m
B8 Storage or distribution	Floor area between 3000 – 5000 sq.m	Over 5000 sq.m
C1 Hotels	Between 75 – 100 bedrooms	Over 100 bedrooms
C2 Residential institutions	30 – 50 beds	Over 50 beds
<ul style="list-style-type: none"> ➤ Hospitals / nursing homes ➤ Residential education 	50 – 150 students	Over 150

➤ Hostels	250 – 400 residents	students Over 400 residents
C3 Residential development	50 – 80 units	Over 80 units
D1 Non-residential institutions	Floor area between 500 – 1000 sq.m	Over 1000 sq.m
D2 Assembly and leisure	Floor area between 500 – 1500 sq.m	Over 1500 sq.m

The coverage and detail of the Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal.

*For small schemes that are within column 1 of the table above the Transport Assessment should take the form of a brief statement and simply outline the transport aspects of the application.

**For large schemes the Transport Assessment should fully illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

Travel Plan Thresholds	
Land Use	Threshold at or above which a Travel Plan will normally be required
Retail – Food (Use Class A1)	800m ²
Retail – Non food (Use Class A1)	1500m ²
Financial and Professional (Use Class A2)	2500m ²
Food and Drink <ul style="list-style-type: none"> ▪ Restuarants, cafes, snack bars (Use Classes A3) ▪ Pubs & Bars (Use Class A4) ▪ Take-Aways (Use Class A5) 	2500m ² 600m ² 500m ²
Offices (Use Class B1)	2500m ²
Industrial (Use Class B2)	4000m ²
Warehousing and Distribution (Use Class B8)	5000m ²
Hotels (Use Class C1)	100 bedrooms
Residential Institutions (Use Class C2) <ul style="list-style-type: none"> - Hospitals and nursing homes - Residential education - Hostels 	Over 50 beds 2500m ² 2500m ²

Residential (Use Class C3)	80 units
Non-residential institutions (Use Class D1)	1000m2
Schools (Use Class D1)	State schools: All are already obliged to have a School travel plan. Independent schools: All new schools and extensions to schools that are likely to have a material impact on traffic movements.
Higher and Further Education (Use Class D1)	2500m2
Assembly and Leisure (Use Class D2)	1000m2
Other developments including Bristol International Airport and Portbury Port	To be determined with reference to Replacement Local Plan and Joint Local Transport Plan policies, Guidance on Transport Assessments (DfT) - Indicative thresholds for transport assessments (Appendix B), and other local authority practice.

Please note that a travel plan below the thresholds listed above may still be requested after an application has been received and registered as valid if it would help to address a local traffic problem associated with a planning application that otherwise is likely to be refused permission (see paragraph 9.101 of the North Somerset Replacement Local Plan 2007).