



North Warwickshire Borough Council

Planning Application Validation Requirements

July 2014

North Warwickshire Borough Council Planning Application Validation Requirements

Validation of Planning and Related Applications

Introduction

In 2006 the Government set out requirements for the supplementary information that should be submitted with all planning and related applications. This information is mandatory, and applications will only be validated if they are accompanied with this information.

The information takes two forms. Firstly there are National Requirements that will be necessary for every application, regardless of which Authority the application is sent to. Secondly, there are the Local Requirements that are bespoke to each Local Planning Authority. As well as outlining the National Requirements, this document sets out the Local Requirements that North Warwickshire will expect to be submitted with each type of application. These requirements are mandatory if applications are to be validated by the Borough Council.

The Council's Validation Requirements were last reviewed in late 2010. Since then, new types of applications have been introduced and the Planning Policy arena has also been changed with the introduction of the National Planning Policy Framework 2012¹. The requirements document has been re-published in order to bring it up to date as a consequence of these procedural changes.

This document was the subject of consultation, and the Council considered responses made, and where necessary made amendments, before adopting it. It replaces the Council's previous "Planning Application Requirements" document adopted in December 2007.

The document is available on the Council's website at www.northwarks.gov.uk/planning. It will next be reviewed in 2012, or sooner if necessary.

If further clarification is needed on any matter referred to in this document then please contact the Development Control Team at planningcontrol@northwarks.gov.uk or telephone 01827 715341.

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

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1. General Advice

a) The Standard Application Form (The 1App Form)

1.1 The Government advocates that the planning process is greatly improved by the introduction of the Standard Application Form, published by the Secretary of State, whether the planning application is made electronically or on paper. The form covers the following types of application:

- Householder*
- Outline and Full Planning Permission*
- Approval of Reserved Matters
- Listed Building Consent*
- Conservation Area Consent*
- Advertisement Consent*
- Consent under Tree Preservation Orders
- Lawful Development Certificates*
- Prior Notification under the General Permitted Development Order 1995 (as amended)
- Variation of, or Non-compliance with Conditions*
- Discharge of details reserved by Condition(s)
- Material and Non-Material Minor Amendments*
- Extension of time for implementation of a permission*

It is mandatory for those applications marked with an asterisk (*).

b) Information to Support Applications

1.2 Different types of application require different levels of information and supporting documentation to be submitted. In all cases, the Local Planning Authority will specify what is required. This will comprise of the National Requirements, that apply in all cases, and additional items specified locally.

1.3 In essence, the National Requirements include the form(s), the fee, Ownership Certificates and appropriate plans. Appendix B provides more detailed descriptions of these requirements.

1.4 The Local Requirements comprise additional information that the Borough Council can require in order to validate an application. The remainder of this document describes each type of application mentioned in para 1.1 above, and sets out both the National and Local Requirements for each type. This is summarised in a matrix at Appendix A. Appendix B provides more detailed descriptions of these requirements, particularly where they refer to additional documentation rather than to plans. In particular, the purpose for each piece of additional information is set out, and an explanation given as to why and when it is likely to be required, together with the Development Plan background.

c) General Advice

1.5 This document provides a very full outline of what is required with planning applications. Not all of these will apply to every application. The most important advice that can be given is thus to talk to the Development Control team well before the submission of any application, so as to be sure that its content is full, and thus its determination can be concluded without delay.

1.6 As described in the Introduction, the mandatory National Requirements must always be met if the application is to be registered. Whilst these are outlined in the following pages, it is worth emphasising the following:

- All forms and Certificates should be completed in full, signed and dated;
- The plan identifying the site should be on an Ordnance Survey base, with the direction of north shown, the site clearly outlined in red, and other land within the applicant's control outlined in blue;
- Copies of all other plans need to be to scale (metric) and show existing as well as proposed features;
- The fee should be checked with the Council prior to submission, either online at www.northwarks.gov.uk/planning or with officers;
- Electronic submission of applications is strongly encouraged, either via the Planning Portal, or by CD or a USB storage device.
- Where submitted on paper, 1 copy of the forms, Certificates, plans and supporting documents are necessary, except where indicated otherwise.

There are other National Requirements that are set out in legislation that apply to planning applications. Nothing in this document supersedes or replaces these statutory requirements.

1.7 When a planning application falls within the terms of the Environmental Impact Assessment Regulations 2011, then the Council will use this Local Requirements document to assist in drawing up the Scoping Report that will then inform that Environmental Statement. The Scoping Report may however include other matters that are particular to the proposal and that are not included in this document. Further guidance can be found in Appendix B.

1.8 In August 2006, the Government introduced "Design and Access Statements" as a mandatory accompaniment to almost every planning application. Although, this requirement was relaxed in 2013, this continues to be the case with some applications. The Local Requirements outlined here are additional to such Statements.

1.9 The Government sets out its planning policy in the National Planning Policy Framework 2012 "The NPPF". This contains more detailed information on particular matters than can be provided here. Hence there is cross-referencing within the text. The NPPF can be found on the Department for Communities and Local Government's website at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>.

1.10 It is important that this document reflects North Warwickshire's own local planning circumstances. There is continual reference throughout the document to the Saved Policies of the North Warwickshire Local Plan 2006² and Supplementary Planning Documents². Unless otherwise stated, all policy references are to the Local Plan. In particular they often identify the circumstances in which the additional information that is set out here is required, and are thus crucial to that requirement.

1.11 Given all of this, the advice of requesting a pre-application discussion with Planning Officers is crucial. This can identify both the National and Local Requirements for your application. As stressed above, these requirements are mandatory if an application is to be validated. Time spent at this early stage can prevent delay and frustration. Moreover the Government is encouraging such discussions, as well as giving consideration to developers themselves undertaking pre-application consultation with Local Communities.

² www.northwarks.gov.uk/planning

2. Householder Applications

2.1 The most common form of planning application is that for householder development. Our aim is to determine these quickly, as they usually are straightforward. The most important considerations in dealing with these applications are an evaluation of the impact of the development on neighbouring residential amenity and the impact of the design on the street scene. It is thus important that full information concerning these issues, is submitted with the application from the outset.

2.2 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
 - The appropriate fee;
 - A Site Location Plan;
 - Other plans and drawings or information necessary to describe the subject of the application;
 - Design and Access Statement if necessary;
- Appendix B provides more detailed descriptions of these requirements.
- Appendix C provides more detailed advice on when a Design and Access Statement is necessary.

b) Local Requirements

- If the application site is located within or adjoining a designated Conservation Area, then the Council will require a Conservation Area Statement. Conservation Area maps are available at www.northwarks.gov.uk/planning.
 - If the dwelling is a Listed Building, or the site contains Listed Buildings or structures, then the Council will also require a Listed Building Consent Application. Additional accompanying information will be required (see Section 6).
 - Dependent upon the application site, the location and the nature of the proposals, the Council may require additional information set out in Appendix B.
- Appendix B provides more detailed descriptions of these requirements.

2.3 Where a Planning Application with Listed Building Consent Application is submitted by post or by hand, 1 copy of the forms, Certificates, plans and supporting documents are sought.

Policy Drivers

2.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 3 and 11 (Saved), and Saved Policies ENV4, ENV6, ENV8, ENV11, ENV12, ENV13, ENV14, ENV15 and ENV16 of the North Warwickshire Local Plan 2006. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance entitled, "A Guide to Householder Developments" dated September 2003 available at www.northwarks.gov.uk/planning.

3. Full Planning Applications

3.1 This application form should be used where no specific form for the proposed development exists. This includes change of use applications.

3.2 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
- The appropriate fee;
- A Site Location Plan;
- Other plans and drawings or information necessary to describe the subject of the application;
- A Design and Access Statement if necessary;
 - Appendix B provides more detailed descriptions of these requirements.
 - Appendix C provides more detailed advice on when a Design and Access Statement is necessary.

b) Local Requirements

- For proposals involving the erection of new dwellings or buildings with a sensitive end use, if the application falls within an area of potential contamination or at risk of migrating land gas, a Phase I Environmental Report MUST be submitted. Advice on whether the site falls within such an area can be sought from the Council's Environmental Health department on 01827 715341.
- For proposals within a Coal Mining Development Referral Area, other than a change of use application, a Coal Mining Risk Assessment MUST be submitted. Advice on whether the site falls within such an area can be sought from Coal Authority's website at http://coal.decc.gov.uk/en/coal/cms/services/planning/strategy/N_Warwickshire/N_Warwickshire.aspx
- For proposals within an area at risk of flooding, a Flood Risk Assessment (FRA) may be necessary. Advice on preparing a FRA can be found on the Standing Advice pages of the Environment Agency's website at www.environment-agency.gov.uk. Where an FRA is required, this MUST be submitted.
 - Appendix B provides more detailed descriptions of these requirements.
- Additional information that may be required depending on the nature and type of proposal, the characteristics of the site, or the nature or character of the area involved, could include any of the items included within Appendix B.

Policy Drivers

- 3.3 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 1, 2, 3, 5, 6, 8, 10 and 11 (Saved); and Saved Policies ENV1 to ENV17, HSG1 to HSG5, ECON1 to ECON12, COM1 to COM3, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF together with its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance available at www.northwarks.gov.uk/planning.

4. Outline Planning Applications

4.1 Applications for outline planning permission generally need not give details of any proposed reserved matters, unless it is for access details. However if the Council receives an outline planning application, but considers that it ought not to be considered separately from other reserved matters, it will notify the applicant within one month of the receipt of the application that further details are required. The details to be submitted will be specified.

4.2 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
- The appropriate fee;
- A Site Location Plan;
- Other plans and drawings necessary to describe the subject of the application;
- Information on the proposed Operational development and/or Use(s) for the site:
 - Use – the use or uses proposed for the development and any distinct development zones within the site identified;
 - Amount – the amount of development proposed for each use;
 - Indicative access point(s) – an area or areas in which the vehicle, cycle and pedestrian access point(s) will be situated;
- A Design and Access Statement if necessary.
 - Appendix B provides more detailed descriptions of these requirements.
 - Appendix C provides more detailed advice on when a Design and Access Statement is necessary.

4.3 In addition to the above, if the outline application includes some reserved matters (e.g. access arrangements), then full detailed scaled plans of that Reserved Matter are required.

b) Local Requirements

- For proposals involving the erection of new dwellings or buildings with a sensitive end use, if the application falls within an area of potential contamination or at risk of migrating land gas, a Phase I Environmental Report MUST be submitted. Advice on whether the site falls within such an area can be sought from the Council's Environmental Health department on 01827 715341.

- For proposals within a Coal Mining Development Referral Area, other than a change of use application, a Coal Mining Risk Assessment MUST be submitted. Advice on whether the site falls within such an area can be sought from Coal Authority's website at http://coal.decc.gov.uk/en/coal/cms/services/planning/strategy/N_Warwickshire/N_Warwickshire.aspx.
- For proposals within an area at risk of flooding, a Flood Risk Assessment (FRA) may be necessary. Advice on preparing a FRA can be found on the Standing Advice pages of the Environment Agency's website at www.environment-agency.gov.uk. Where an FRA is required, this MUST be submitted.
 - Appendix B provides more detailed descriptions of these requirements.
- Additional information that may be required depending on the nature and type of proposal, the characteristics of the site, or the nature or character of the area involved, could include any of the items included within Appendix B.

Policy Drivers

- 4.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 1, 2, 3, 5, 6, 8, 10 and 11 (Saved); and Saved Policies ENV1 to ENV17, HSG1 to HSG5, ECON1 to ECON12, COM1 to COM3, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance.

5. Approval of Reserved Matters

5.1 This type of application is only appropriate where a prior outline planning permission exists. Should this not be the case, you should submit a Full Planning Application (see section 3).

5.2 We shall require the following:

a) National Requirements

- The completed form OR an application in writing containing sufficient information to enable the Council to identify the outline planning permission in respect of which it is made.
 - The appropriate fee;
 - A Site Location Plan;
 - Other plans and drawings or information necessary to assess the Reserved Matters (any or all of the following: layout, scale, appearance, landscaping, access).
- Appendix B provides more detailed descriptions of these requirements.

b) Local Requirements

- Additional information that may be required depending on the nature and type of proposal, or the nature or character of the area involved, could include any of the items included within Appendix B.

5.3 For all applications, the Council recommend that the 1App Form is completed (see section 1). This will ensure the application is clear in which Reserved Matters are being applied for, and to which application.

Policy Drivers

5.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Saved Policies ENV1 to ENV17, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance available at www.northwarks.gov.uk/planning.

6. Listed Building Applications

6.1 These are applications that are required under the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990³. In particular Section 10 states what has to be provided with such applications. Besides plans and drawings, the Act enables the Council to set out “other particulars” that might be required. This document sets out such particulars. In short, much more detailed information is required with these applications.

6.2 The Council has a statutory duty, when determining such applications to have “special regard” to the impact of the proposal on the special architectural or historic importance of the Listed Building. In other words, the Council is evaluating the impact of the proposals on these special features. It is looking for the least intrusive or invasive proposals. It thus follows that the Council needs to fully understand the proposal. This can only come from a detailed and informative submission by the applicant. It is thus important that plans, drawings and reports are detailed, scaled and accurate. Hand drawn sketches should be avoided at all times, unless they clearly are illustrations.

6.3 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
 - A Site Location Plan;
 - A Block Plan;
 - Existing and Proposed Elevations;
 - Existing and Proposed Floor Plans;
 - Existing and Proposed Site Sections and Finished Floor and Site Levels;
 - A Design and Access Statement where required.
- Appendix B provides more detailed descriptions of these requirements.
- Appendix C provides more detailed advice on when a Design and Access Statement is necessary.

b) Local Requirements

- Plans showing Existing Elevations and Floor Plans MUST show the existing layout of each floor, all external elevations and the roof plan. Internal features should be identified and described or illustrated (e.g. original plaster work, staircases, fireplaces, cornices, architraves, etc);
- Plans to show Proposed Elevations and Floor Plans MUST clearly distinguish between existing and new works, and identify quite clearly any structural alterations or changes. In addition these plans need to show details such as new rainwater goods, new ventilation and extraction details, positions of new meter boxes, any new ducting, security alarms and security lighting. Details of how sound and thermal installation, including new damp proofing to be installed must also be illustrated.
- A Listed Building Statement will be required with each application in addition to the above plans and drawings. See Appendix B for details;

³ www.legislation.gov.uk/ukpga/1990/9

- A Structural Survey, either partial or complete if there are to be significant structural works, repair or maintenance (e.g. underpinning, partial demolition or internal removal of walls and new internal openings). See Appendix B for details. If the building is a timber framed building, then a Structural Survey MUST be submitted so as to identify the function of each timber member. Alternatives to structural alterations need to be evaluated within the Statement described below, in order to establish whether there are other less intrusive measures that can be taken;
- A Detailed Schedule of Work or Repairs. Works that involve timber framed buildings and/or involve structural alterations need to be cross-referenced to the structural survey as outlined above. See Appendix B for details.
- Additional information that may be required depending on the nature and type of proposal, the characteristics of the site, or the nature or character of the area involved, could include any of the items included within Appendix B.

- 6.4 It is advised that detailed plans, preferably at 1:2, 1:10 or 1:20 scale, are submitted which clearly show the detail of new fixtures and fittings, new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative detail. This is in order to assist in the smooth determination of the application and negate the need for attaching conditions to any approval.
- 6.5 Particular care needs to be taken with works to Listed Buildings where there might be a conflict between the requirements of the Building Regulations and the fabric of a Listed Building. This usually relates to the provision of fire safety, access, drainage and insulation measures. Early discussion with Council Officers is essential prior to submission of any application in these circumstances
- 6.6 Further advice on Listed Building applications, can be found in the NPPF and its Technical Guidance and also in publications by English Heritage.
- 6.7 It is always advisable to contact Development Control prior to the submission of any Listed Building application in order to establish the level and nature of the supporting information required.

Policy Drivers

- 6.10 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 3 and 11 (Saved), and Saved Policies ENV15 and ENV16 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance.

7. Applications for Consent for Demolition in a Conservation Area

7.1 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
- A Site Location Plan;
- Survey drawings of the buildings to be demolished;
- A Design and Access Statement.

b) Local Requirements

- A Demolition Statement justifying the proposed demolition. See Appendix B for further detail.

7.2 Further advice on Conservation Area Consent applications and the accompanying Statements, can be found in the NPPF and its Technical Guidance, and also in publications by English Heritage.

Policy Drivers

7.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 3 and 11 (Saved), and Saved Policies ENV11 and ENV15 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance.

8. Applications for Advertisement Consent

8.1 Applications for this Consent are determined under the 2007 Advertisement Regulations.

8.2 We shall require the following:

a) National Requirements

- The completed form;
 - A Site Location Plan;
 - A block plan where proposed advertisements are not upon building elevations;
 - Existing and proposed elevations where proposed advertisements are upon building elevations, showing all existing and proposed advertisements;
 - The appropriate fee
- Appendix B provides more detailed descriptions of these requirements.

b) Local Requirements

- Advertisement drawings at a scale of 1:50 or 1:100, showing lettering and any images, materials and colours to be used, extent of projection and details of the method and colour(s) of illumination (if applicable).
 - If the proposal involves the removal or replacement of existing signage then those to be removed need to be identified.
 - In the case of applications that involve illuminated advertisements, a lighting assessment MUST be included. This will identify any adverse light impacts, and mitigating measures proposed.
 - In the case of applications within or adjacent to a Conservation Area, a brief Conservation Area Statement is required.
 - Additional information that may be required depending on the nature and type of proposal, or the nature or character of the area involved, could include any of the items included within Appendix B.
- Appendix B provides more detailed descriptions of these requirements.

Policy Drivers

8.3 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 3 and 11 (Saved), and Saved Policies ENV1, ENV2, ENV11 to ENV13, ENV15, ENV16 and TPT1 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance entitled, "A Guide for Shop Front Design" and "A Guide for the Design of Lighting Schemes", both dated September 2003 and available at www.northwarks.gov.uk/planning.

9. Applications for works to trees subject to a Tree Preservation Order (TPO)

9.1 Applications for this Consent are determined under the Town and Country Planning Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

9.2 We shall require the following:

a) National Requirements

- The completed form;
- A Site Location plan showing the location of all trees subject of the application;
- A clear and full Specification of Works proposed (see 9.4 below);
- A Statement of Reasons for the proposed work.

➤ Appendix B provides more detailed descriptions of these requirements.

b) Local Requirements

- Evidence in support of the above Statement of Reasons. In particular you should provide: a report by a tree professional if your reasons relate to the health and/or safety of the tree(s), and/or a report by an engineer or surveyor together with one from a tree professional if you alleging subsidence damage;
- Where the proposed works are in conjunction with an application for operational development, a method statement illustrating compliance with BS 5837:2005 (Trees in Relation to Construction) is necessary.

➤ Appendix B provides more detailed descriptions of these requirements.

9.3 The reports referred to above should avoid such general statements, and be completed and signed by qualified professionals. Photographs may help illustrate the proposed works.

9.4 The Specification of Works needs to be precise and detailed. Stating that the application is for “the removal of branches” is insufficient. Please refer to the ‘Works to Trees and Hedgerows’ pages of www.northwarks.gov.uk/planning for advice on correctly describing the proposed works.

Policy Drivers

9.5 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policy 3 (Saved), and Saved Policies ENV4 and ENV15 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance.

10. Notification of Proposed works to trees in Conservation Areas (Section 211 Notice)

10.1 The Planning (Listed Buildings and Conservation Areas) Act 1990 is relevant to these applications.

10.2 We shall require the following:

a) National Requirements

- Written notification of the intent to undertake works (preferably on the standard application form);
 - A Site Location plan showing the location of all trees subject of the application;
 - A clear and full Specification of Works proposed (see 9.4 on the previous page);
- Appendix B provides more detailed descriptions of these requirements.

10.3 The Specification of Works needs to be precise and detailed. Stating that the application is for “the removal of branches” is insufficient. Please refer to the ‘Works to Trees and Hedgerows’ pages of www.northwarks.gov.uk/planning for advice on correctly describing the proposed works.

Policy Drivers

10.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policy 3 (Saved), Saved Policies ENV4 and ENV15 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance.

11. Prior Notification of Proposed Developments (under the General Permitted Development Order 1995, as amended)

11.1 These applications are submitted to enable the Council to determine whether it requires further detail to be provided in respect of specific matters that are defined by legislation for certain types of development. As such the requirements vary according to the development proposed.

11.2 We shall require the following:

a) National Requirements

- The completed form
- A Site Location Plan clearly identifying the location of the proposed structure or works or buildings the subject of the proposed change of use, or in the case of demolitions, the buildings to be demolished
- Details of any Site Notices required to be displayed by the applicant.
- The appropriate fee.

11.3 In order to assist the Council as to whether the further approval is required for any additional details of the proposal, it is recommended that the following detail is submitted with the original application. This will depend on the nature of each type of application. Submission at the beginning should quicken the whole process.

b) Local Requirements

11.4 In the case of **Agricultural Determinations** then:

- Details of the siting, design and external appearance for new buildings and structures including scaled floor plans and elevations together with details of the materials to be used.
- Details of the construction for any private right of way.
- Details of the siting of any excavations or the deposit of waste material, and
- Details of the location or assembly of any tank in any waters.

11.5 It may be necessary to determine whether the proposal is “reasonably necessary for the purposes of agriculture”, and why other buildings or arrangements can not be used, as, should it be found not to be reasonably necessary, the Prior Notification procedure can not be used. In such cases, the Council will request such evidence as soon as reasonably practicable after the application is received.

11.6 In the case of **Telecommunications Development** then:

- Evidence that the developer has given notice of the proposed development to those landowners affected by it in accordance with paragraph A3 (1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995, as amended.
- Where the proposal consists of the installation of a mast within three kilometres of the perimeter of an aerodrome, evidence that the developer has notified the Civil Aviation Authority, the Secretary of Defence or the aerodrome operator in accordance with paragraph A3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995, as amended.

- The area of search; details of alternative sites rejected with a justification for that rejection and an explanation if no alternatives have been considered.
- A map showing the application sites' relationship to existing Schools and other Educational establishments.
- A planning statement
- An ICNIRP Certificate
- A Technical Justification to establish the evidence for the site, together with appropriate information concerning the proposed site in respect of the existing network.
- A statement setting out the reasons for the choice of design
- Any other information as set out in Appendix F of the Code of Best Practice on Mobile Phone Network Development.

11.7 In the case of **Demolition Determinations** then:

- Details of the proposed method of demolition and any proposed restoration of the site.
- Details of the site notice displayed by the applicant in accordance with paragraph A2 (b) of Part 31 to Schedule 2 of the General Permitted Development Order 1995, as amended.

11.8 In the case of **Householder Extensions (Up to 30/5/16)** then:

- A written description of the proposed development including measurements of how far it extends from the rear wall of the original dwelling house; its maximum height and the height of its eaves
- A scaled plan illustrating the site and the proposal
- The addresses of adjoining premises
- The developer's contact address or e-mail address.
- Additional information as may be required to enable the Council to assess the impact on the amenity of any adjoining premises eg. a sun and day light analysis; fenestration details or additional dimensions.

11.9 In the case of **Changes of Use from Offices to Residential (Up to 30/5/16)** then:

- A written description of the proposed development
- A plan indicating the site and the proposed development
- The developer's contact address or e-mail address.
- Traffic generation figures whilst in office use and the likely generation in residential use.
- Evidence of past or recent flooding
- A Phase One Site Investigation Report if requested by the Council

11.10 In the case of **Changes of Use of Buildings to State Funded Schools (Up to 30/5/16)** and **Changes of Use of Agricultural Buildings to Other Uses (Up to 30/5/16)** then:

- A written description of the proposed development
- A plan illustrating the site of the proposed development
- The Developer's contact address or e-mail address

- Traffic generation figures whilst in agricultural use and the likely traffic generation in the proposed use.
- Evidence of past or recent flooding
- A Phase One Site Investigation Report if requested by the Council
- A noise Impact Assessment if requested by the Council

c) Policy Drivers

11.11 These requirements are based on the need to establish whether the proposal accords with Development Plan policy as set out in saved Core Policies 3 and 11, and saved Policies, ENV1, ENV3, ENV4, ENV6, ENV8, ENV9, ENV10, ENV11, ENV12, ENV13, ENV14, ENV15, ENV16, ENV17, ECON7 and ECON9 of the North Warwickshire Local Plan 2006 together with the NPPF. Additional guidance on how the Council will look at Telecommunications proposal is to be found in the Council's Best Practice Note entitled, "Telecommunications Development" dated May 2005 available at www.northwarks.gov.uk/planning.

12. Lawful Development Certificate Applications (Sections 191 and 192 of the 1990 Act)

12.1 These are particular applications designed for a specific purpose. The detail required will thus be prescribed by the actual application.

12.2 We shall require the following:

a) National Requirements

- The completed form;
 - A Site Location Plan;
 - The appropriate fee;
 - Evidence verifying or supporting the proposed or existing use or operation or activity.
- Appendix B provides more detailed descriptions of these requirements.

b) Local Requirements

- In the case of an application for a proposed operation (i.e. operational development), Site layout, Elevational and Floor Plans, drawn to scale, MUST be provided;
 - Any other information as is considered to be relevant to the application (see 11.3 & 11.4).
- Appendix B provides more detailed descriptions of these requirements.

12.3 For Certificates of Lawfulness for an Existing Use or Operation or Activity including those in breach of a Planning Condition (Section 191 of the Act), it is important that the description of the existing use or operation is fully detailed and precise, as well as the exact extent of the site being demarcated. The onus is on the applicant to provide the evidence to substantiate their claim for a Certificate. It is also very important from the outset, before submission if possible, that the applicant establishes which time period is to be used – ten or four years. The information that should accompany the application needs to be evidential in nature, and cover the complete time period. Sworn affidavits should relate to the site applied for and relate to a full description of the use, or the built development. Audited accounts and reports are very useful if provided over a ten year period, but they should relate to the actual application site, not to a general address. Similarly Council tax records, utilities bills or receipts of work undertaken on the property are all informative. Aerial photographs and other photographic material are useful if dated and signed. Circumstantial and hearsay evidence should be avoided at all times. If plans are to be submitted they must be properly scaled.

12.4 For Certificates for a Proposed Use or Development (Section 192 of the Act), then full descriptions of existing uses and buildings are necessary together with evidence supporting them. The proposed development needs to be described in detail. All descriptions of proposed uses should include information on all of the processes and uses to be undertaken, working hours, number of employees, the nature and operation of the use, details of vehicle licences if appropriate, and traffic generation figures. For a proposed built development accurate dimensions and distances of the proposal from other buildings are crucial together with relationships to existing buildings. As a consequence properly scaled drawings are needed showing both the existing and the proposed situations. Historical information, particularly if related to the site's planning history is also very useful.

13. Applications to Vary a or Non-Compliance with a Condition, and applications for Material Minor Amendments (Section 73 of the 1990 Act)

13.1 This type of application seeks variation or non-compliance with a condition, or conditions, of an extant or implemented planning permission. It is also used to seek material minor-amendments to planning permissions, where an appropriate condition exists.

13.2 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
- The appropriate fee.

b) Local Requirements

- Applications to vary or to remove a condition (including, where relevant, applications to seek material minor-amendments) MUST provide a full and reasoned justification for the applicant's case. It may be necessary for additional information to be provided particularly, if there has been a change in circumstances, or if that justification has to address potential or likely impacts arising from an approval. The Council may require additional information from Appendix B, or other sections in this document, dependent upon the nature of the case and the condition (e.g. the removal of a condition about working hours could involve a Noise Impact Report due to extended hours late at night).
- Applications to seek material minor-amendments MUST provide relevant Block, Elevational, Floor and Site Level plans drawings and plans where the amendments relate to the site layout and/or buildings and structures. However, this is not an exhaustive list and the Council may ask for the submission of additional detail as set out in Appendix B and elsewhere in this Report.

13.3 There is no statutory definition of a material minor amendment. As such it is for the Council to make this decision. Consequently, you are advised to approach the Development Control team informally ahead of submitting your application to ascertain as to whether you are required to make a fresh application altogether.

Policy Drivers

13.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 1, 2, 3, 5, 6, 8, 10 and 11 (Saved); and Saved Policies ENV1 to ENV17, HSG1 to HSG5, ECON1 to ECON12, COM1 to COM3, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance available at www.northwarks.gov.uk/planning.

14. Applications for a Hedgerow Removal Notice (under the Hedgerow Regulations 1997)

14.1 These Regulations require notice of removal to be given to the Council in certain circumstances. There is a prescribed form for this.

14.2 We shall require the following:

a) National Requirements

- The completed form, or a written application set out in the manner indicated at Schedule 4 of the Hedgerow Regulations⁴;
- Where a written application is made instead of using the form, reasons for the removal of the hedgerow must be supplied;
- An up to date Site Location Plan, illustrating clearly the location and length of the hedgerow(s) to be removed;
- Evidence of the date of planting of the hedgerow.

b) Local Requirements

- Dependent upon the circumstances, an Arboricultural Implications Assessment of the proposed removal, and/or an Ecological Survey of the existing hedgerow and potentially a report on the historical significance of that hedgerow.
 - Appendix B provides more detailed descriptions of these requirements.

Policy Drivers

14.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 3 and 10 (Saved); and Saved Policies ENV1, ENV3 and ENV4 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance.

⁴ www.legislation.gov.uk/ukxi/1997/1160/contents/made

15. Application for Approval of Details reserved by Condition

15.1 This process is used to discharge the requirements of a condition, or conditions, of an extant or implemented planning permission. It is also used where written confirmation of compliance with conditions attached to a permission is sought.

15.2 We shall require the following:

a) National Requirements

- The completed form, or a written application clearly setting out the conditions to be discharged and sufficient information to identify the permission to which the conditions are attached;
- The appropriate fee.

b) Local Requirements

- Reports and information, elevational, block, levels plans and other plans or drawings as relevant to discharge the condition(s). These are often dependent upon the details required by the condition.
 - Appendix B provides more detailed descriptions of these requirements and other likely reports/information required.

15.3 Early discussion with the Council can assist in identifying the nature and scope of the detail required. This may involve the submission of additional detail as set out in Appendix B and elsewhere in this Report.

15.4 The need for conditions can be avoided by providing the information “up front” with the initial application.

Policy Drivers

15.5 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 1, 2, 3, 5, 6, 8, 10 and 11 (Saved); and Saved Policies ENV1 to ENV17, HSG1 to HSG5, ECON1 to ECON12, COM1 to COM3, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance available at www.northwarks.gov.uk/planning.

16. Applications for non-material minor amendments (under Section 96A)

16.1 This type of application is used to seek non-material minor-amendments to planning permissions, where an appropriate condition exists.

16.2 Only a person who has an interest in the land to which the non-material amendment relates, or someone else acting on their behalf, can apply⁵. Examples of people with a legal interest in the land are: a freeholder; a holder of a lease of over seven years; a mortgagee; or someone with an estate contract.

16.3 We shall require the following:

a) National Requirements

- The completed form;
- The appropriate fee.

b) Local Requirements

- Applications to seek non-material minor-amendments MUST provide relevant drawings and plans where the amendments relate to the site layout and/or buildings and structures. Block, Elevational, Floor and Site Level plans are common examples of the types of drawings necessary, however, this is not an exhaustive list and the Council may ask for the submission of additional detail as set out in Appendix B and elsewhere in this Report.

16.4 There is no statutory definition of a non-material minor amendment. As such it is for the Council to make this decision. Consequently, you are advised to approach the Development Control team informally ahead of submitting your application to ascertain as to whether you are required to make an application under Section 73 instead (see section 13) or make a fresh application altogether. Further guidance is available in the Department for Communities and Local Government's 'Greater flexibility for Planning Permissions' guidance document¹².

Policy Drivers

16.5 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 1, 2, 3, 5, 6, 8, 10 and 11 (Saved); and Saved Policies ENV1 to ENV17, HSG1 to HSG5, ECON1 to ECON12, COM1 to COM3, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance available at www.northwarks.gov.uk/planning.

⁵ www.communities.gov.uk/publications/planningandbuilding/greaterflexibilityguidance

17. Application to extend the time limit for implementation of a planning permission, Conservation Area consent or Listed Building consent

17.1 This type of application is used to allow developers further time to implement an extant planning permission, Conservation Area or Listed Building Consent. It was introduced under amendments to the General Development Procedure Order in 2009, and at the time of adoption of this document, only applies to permissions granted on or before 1 October 2010.

17.2 We shall require the following:

a) National Requirements

- The completed form, including the completed Ownership Certificate (A, B C or D as applicable) and the Agricultural Holdings Certificate;
- A Site Location Plan, and other plans and drawings or information necessary to describe the subject of the application (only required for Listed Building Consent or Conservation Area Consent);
- The appropriate fee (not required for Listed Building Consent or Conservation Area Consent).

b) Local Requirements

- Applications to seek such a time extension MUST provide updated reports, information and drawings where the circumstances have altered since the time of the original application. Ecological and Bat surveys, Flood Risk Assessments and Energy Statements are common examples of the types of reports necessary, however, this is not an exhaustive list and the Council may ask for the submission of additional detail as set out in Appendix B and elsewhere in this Report.

17.3 There are certain eligibility criteria for this type of application. You are advised to check the guidance at www.northwarks.gov.uk/planning or speak to a member of the Development Control team before submitting your application.

Policy Drivers

17.4 These requirements are based on the need to establish whether the proposal accords with Development Plan Policy as set out in Core Policies 1, 2, 3, 5, 6, 8, 10 and 11 (Saved); and Saved Policies ENV1 to ENV17, HSG1 to HSG5, ECON1 to ECON12, COM1 to COM3, and TPT1 to TPT6 of the North Warwickshire Local Plan 2006, and the NPPF and its Technical Guidance. Additional guidance on this type of application and how the Authority will look at each proposal is to be found in the Council's Supplementary Planning Guidance available at www.northwarks.gov.uk/planning.

18. Applications to Retain Works under Section 63 of the Planning Act

- 18.1 These are commonly known as applications to seek retrospective planning permission.
- 18.2 There are no special forms for this type of application. In all cases the requirements will be those for the type of planning permission being sought retrospectively (e.g. householder permission or Advertisement Consent). Hence, reference needs to be made to the appropriate section in this document. Dependent upon the nature of the development concerned, photographs might be acceptable.

	Page	Relevant Fee ¹	Relevant Application Form(s)	Ownership Certificates/Notices	Agricultural Holdings Certificate	Site Location Plan	Block/Site layout plan (existing)	Block/Site layout plan (proposed)	Elevations (existing where relevant)	Elevations (proposed)	Floor plans (existing where relevant)	Floor plans (proposed)	Existing levels/contours plan	Design and Access Statement	Planning or Other Statement	Conservation Area Statement	Listed Building Appraisal/Statement	Arboricultural Assessment	Biodiversity/Ecology survey	Affordable Housing Statement	Flood Risk Assessment	Phase 1 Contamination Report	Coal Mining Risk Assessment	Lighting Assessment	Noise Impact Assessment	Energy Statement	Transport Assessment/Green Travel Plan	Structural Survey	Draft Legal/Section 106 Agreement							
Householder Application	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																								
Householder Application in a Conservation Area	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓																				
Householder Application with Listed Building Consent	3 & 9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓																			
Full application	4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	◇	◇	◇			◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇						
Full application in a Conservation Area	4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	◇	✓	◇	✓		◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇						
Full application with Listed Building Consent	4 & 9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	◇	✓	◇	✓	✓	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇						
Full application with Advertisement Consent	4 & 12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇						
Outline planning application (all or some Matters Reserved)	6	✓	✓	✓	✓		◇		◇		◇	◇	◇	✓	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇						
Reserved Matters application	8	✓	◇		✓	✓	✓	✓	✓	✓	✓	✓	◇		◇	◇	◇	◇		◇				◇												
Listed Building Consent	9		✓	✓		✓	✓	✓	✓	✓	✓	✓		◇		◇	✓													◇						
Listed Building Consent with Advertisement Consent	9 & 12	✓	✓			✓	✓	✓	✓	✓	✓	✓		◇		◇	✓							◇						◇						
Conservation Area Consent for Demolition	11		✓	✓		✓	✓	✓	✓	✓	✓	✓				✓														◇						
Advertisement Consent	12	✓	✓			✓	✓	✓	✓	✓						◇	◇						◇	◇												
Works to Tree(s) subject to a Tree Preservation Order (TPO)	13		✓			✓									✓			✓												◇						
Notification of Works to Tree(s) in Conservation Areas	14		◇			✓									✓																					
Prior Notification (Agricultural Buildings/Structures)	15	✓	◇			✓			✓																											
Prior Notification (Agricultural Surface Development/Other Works)	15	✓	◇			✓																														
Prior Notification (Demolition)	15	✓	◇			✓									✓																					
Prior Notification (Telecommunications)	15	✓	◇			✓									✓																					
Lawful Development Certificate (Existing Structure or Use)	17	✓	✓			✓									✓																					
Lawful Development Certificate (Proposed Structure or Use)	17	✓	✓			✓		◇		◇		◇	◇																							
Vary/non-compliance with condition(s)/Material Minor Amendment	18	✓	✓	✓	✓	✓		◇		◇		◇	◇			◇	◇	◇	◇		◇	◇	◇	◇	◇	◇	◇	◇	◇	◇						
Hedgerow removal notice	19		✓			✓									✓				◇																	
Approval of details reserved by condition	20	✓						Submit information sufficient to discharge the relevant condition(s)																												
Non-material Minor Amendment	21	✓	✓			✓		◇		◇		◇	◇																							
Extension to Time Limit for Implementation	22	✓	✓	✓	✓	✓		◇		◇		◇	◇					◇	◇		◇	◇	◇	◇	◇	◇	◇	◇	◇							

✓ Required ◇ See relevant page number to ascertain whether this is required

¹ The Town and Country Planning Fees Regulations 1989 (as amended) apply here. Where appropriate, the 'free-go' or exemptions apply.

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National Requirements

A) The Application Form, or a written application

This is mandatory for all applications. Whether a written application is acceptable in lieu of the standard 1App Application Form will depend on the type of application made. This is stated in each of the application types outlined in this document.

When completing the form, you are required to complete all sections of it as appropriate. When completing the form at the Planning Portal, it will tailor the remaining questions depending on your responses. For both methods, you should note where it requires supplementary reports or information as a result of your answer(s) to that section.

Ownership and Agricultural Holdings Certificates form part of the form, and must be completed correctly. Where relevant, appropriate Notice must be served on land owners.

B) Site Location Plan

This is an up to date Location Plan that identifies the land to which the application relates, drawn to an identified scale and showing the direction of North. This plan is preferred to be on an Ordnance Survey Base at a 1:1250 scale (or 1:2500 if necessary). It must be large enough to show surrounding property and roads.

The application site **MUST** be clearly edged with a red line, and include all land necessary to carry out the proposed development (e.g. land required for access, visibility splays, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

C) Design and Access Statement

Design and Access Statements are documents that explain the design thinking behind a planning application – how the individual site and the context of it has informed the design and how the proposal reflects the local setting. They also describe how everyone can use and access the “place” that is being created. More specific guidance can be found at Appendix C or at Section 6.7 of the Government Guidance on Information Requirements and Validation (March 2010)⁷.

Design and Access Statements must cover the following points:

- Design
- Access
- Layout
- Use
- Landscaping

D) Appropriate Fee

This is set by The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations effective at the date of validation of the application. A summary of these fees is available at www.northwarks.gov.uk/planning.

⁷ <http://www.communities.gov.uk/publications/planningandbuilding/validationguidance>

a) Other Plans and Drawings

What are these?

- **Block Plan**
 - 1:200 or 1:500 scale plan showing the site boundaries in detail, particularly in relation to neighbouring buildings, dwellings and land.
 - It MUST include existing extensions and other structures within the application site, as well as those at immediate neighbouring properties.
 - Where they influence or would be affected by the proposal, all roads and public rights of way, trees, hard surfacing and boundary treatments MUST be shown.
 - For application sites with neighbouring dwellings, it MUST identify the location of windows on these neighbouring properties.

- **Existing: Elevations, Floor Plans, Roof Plans, Site Sections and Ground Levels**
 - 1:50 or 1:100 scale plan(s) which MUST include all existing buildings, extensions and areas of hardstanding.
 - The plan(s) MUST illustrate any existing fences, trees and hedgerows, on or adjacent to the site, together with any existing drainage infrastructure.
 - For Site Sections and Ground Levels, neighbouring property should be identified.

- **Proposed: Elevations, Floor Plans, Roof Plans, Site Sections and Finished Floor Levels**
 - 1:50 or 1:100 scale plan(s) which MUST show the layout and elevations in detail.
 - Any alterations to, or proposed, fences and walls, trees and hedgerows, access arrangements and parking, drainage arrangements, and ground levels MUST be identified.
 - For Elevations, all affected sides of the proposal MUST be shown and these should indicate, where possible, the proposed facing materials, including windows and doors in order to minimise the need for attaching conditions to any approval.
 - 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. For Householder applications in particular, the plan MUST illustrate the 45-degree line from windows on adjoining property.
 - Where proposals include the use of roof space, cross sections clearly indicating the position of any openings and finished floor heights MUST be included.

When are they required?

Where there are physical changes proposed to the application site and/or buildings upon it, in order to meet the requirements of saved policies ENV4, ENV10 to ENV17, ECON9 and TPT6 of the North Warwickshire Local Plan 2006. Visual examples of the above can be found at www.northwarks.gov.uk/planning.

b) Supporting Planning Statement

What is this?

This Statement identifies the context and need for a proposed development. In particular it is expected to provide information and argument to show how the applicant considers that his proposed development accords with relevant National and Development Plan Policies, Supplementary Planning Documents and Development Briefs. It should also include the details of any consultation with Statutory Consultations undertaken prior to submission.

When may it be required?

- With all “major” applications.
- With all applications that are for “inappropriate” development in the Green Belt, setting out the applicant’s “very special circumstances“ of his case.
- With all applications that will be assessed against the following saved policies ENV5, ENV7, ENV17, HSG3, ECON3, ECON7, ECON8, ECON9, ECON10, ECON12, COM2 and COM3 of the North Warwickshire Local Plan 2006.
- With all applications which concern the loss of existing tourist accommodation. Particular reference should be made to the Council’s Economic Development and Tourism Action Plan and the Framework for Rural Action.

c) Conservation Area Appraisal

What is this?

An appraisal which firstly describes the significance, special character and appearance of the Conservation Area, drawing on the appropriate Designation Report⁸ and the existing local situation on the ground within the Area. The importance of the application site and its contribution to that Area will be identified. Secondly, the Appraisal will evaluate the impact of the proposal on the character and appearance of that Area, with special attention to the immediate, as well as to the wider, setting. It is essential that the Appraisal explicitly identifies how the proposal preserves or enhances this local character and appearance. The principles of how the proposed built form, scale, mass and appearance have been arrived at will also be identified. It will be necessary to show how alternatives have been dismissed. Thirdly the Appraisal will identify any adverse impacts and explain how these might be mitigated. Attention should also be paid to any change in the ambience of the Area. If the proposals r adverse, then full reasons need to be supplied to demonstrate why the proposal should be allowed.

Further advice can be particularly found within the NPPF at chapter 12.

When may it be required?

- With all applications that adjoin or include land within a Designated Conservation Area, or where the character and appearance of a Conservation Area might be affected by a new development, in order to meet the requirements of saved policy ENV15 of the North Warwickshire Local Plan 2006.

⁸ Available on the Heritage and Conservation pages of www.northwarks.gov.uk/planning

d) **Listed Building Statement**

What is this?

This Statement will firstly describe the existing historic and architectural features of the building, cross referencing with the plans and drawings. Particular features or significant detail will be identified. In some cases, an outline of the historical evolution of the building will also be necessary. Secondly, the Statement will identify the impact of the proposals upon these historic and architectural features. This shall include impacts on the built form, existing layout and external elevations, and on the internal detail of the building. This assessment will cross reference with the plans, drawings and particularly to the Schedule of Works⁹, paying especial attention to new works. This assessment will also evaluate alternative solutions and options to the works proposed, in order to establish if there is any other less intrusive or invasive proposals. Finally, the Statement will also evaluate the impact of the proposals on the setting of the Listed Building, the significance of the heritage asset(s) affected and the contribution of its/their setting to that significance by looking at each individual alteration and cumulatively at their combined impact, together with their impact, if appropriate, on a streetscene.

As with Conservation Areas, further advice can be particularly found in the NPPF at chapter 12.

When will it be required?

- With all development proposals affecting the setting or curtilage of a Listed Building or Structure, in order to meet the requirements of saved policy ENV16 of the North Warwickshire Local Plan 2006 and the NPPF.

e) **Structural Survey**

What is this?

A technical structural survey of an existing building undertaken by a Qualified Building Surveyor, identifying its condition, and the likely impact of the development proposals on that structure. In particular the survey will identify a Detailed Schedule of Works/Repairs needed to undertake the proposal including measures such as underpinning, structural support, demolition, partial removal, rebuilding, repair and maintenance. This survey will include an internal and external photographic record of the existing building

Where a Detailed Schedule of Work/Repairs is necessary, this will describe how, where and why certain work is to be undertaken. For instance how dry and wet rot is to be treated, how joinery, brick or stone repairs are to be carried out, how new brickwork is to be installed including details of bonding and mortar mixes, as well as methods of adding a damp proof course or any form of underpinning. All full or partial demolition work detail will be identified within the Schedule, together with full details of how propping and shoring is to be installed.

(e) is continued over...

If the building is a Listed Building of timber frame construction, then the Structural Survey MUST identify the function of each timber member. Alternatives to structural

⁹ See (e) of this Appendix

alterations need to be evaluated within the Schedule of Works described below, in order to establish whether there are other less intrusive measures that can be taken.

When may it be required?

- With all applications involving a rural building that will be assessed against Policy ECON9 of the North Warwickshire Local Plan 2006;
- With all applications, where appropriate, involving proposals for a Listed Building or a building within a Conservation Area in order to allow it to be assessed against saved policies ENV15 and/or ENV16 of the North Warwickshire Local Plan 2006, and the NPPF.

f) Heritage Statement

What is this?

Supporting information, including plans, that describes historic and archaeological features that may exist on or adjacent to the application site. These features could include Listed Buildings and Structures, Historic Parks, Gardens, and Battle sites as well as Scheduled Ancient Monument Sites. Additional guidance is available in the NPPF, and from English Heritage and the Warwickshire Museum¹⁰. Where a development proposal affects or impacts upon a recognised historic site, an Assessment report will need to be commissioned that identifies the scope and scale of the impacts of the proposal on that site, including mitigation and recording measures.

Discussion at pre-application stage will identify potential sites that will require either a desktop study, or a site survey and assessment to be undertaken prior to submission, the findings of which will need to be submitted with the application. In the case of sites identified at the consultation stage, such information will still be required before determination.

When may it be required?

- With all applications that are adjacent to, or include a Scheduled Ancient Monument Site, a recognised Historic Park, Garden or Battle Site; and with some applications that affect the curtilage or the setting of a Listed Building (see Section 6) in order to allow it to be assessed against saved policies ENV15 and/or ENV16 of the North Warwickshire Local Plan 2006, and the NPPF.

¹⁰ www.warwickshire.gov.uk/museum

g) Demolition Statement

What is this?

A visual and written architectural and historic record of the building(s) concerned. It will include an analysis of the contribution that the building(s) and their site makes to the character and appearance of the relevant Conservation Area. This will need to refer to the respective Conservation Area Designation Report¹¹. Thirdly it will assess the loss of the building and evaluate whether any replacement is of greater value to the heritage of the area than the existing situation. Finally, this exercise must also address and evaluate the historical value in retaining the existing situation, and any change in the ambience of the Area.

When may it be required?

- With all proposals to demolish a building or protected structure within a Conservation Area in order to allow assessment under saved policy ENV15 of the North Warwickshire Local Plan 2006, and the NPPF.

h) Transport Assessment

What is this?

Where developments will have significant transport implications, Transport Assessments must be prepared. The NPPF advocates the need for these Assessments. The content and detail of these should reflect the scale of the development proposal and the extent of the transport implications. For major proposals, the accessibility of the site by all modes of transport should be illustrated, along with the likely split of types of journey to and from the site. It should give details of proposed measures to improve access by public transport, walking and cycling, to reduce car parking needs and to mitigate impacts.

The Local Authority shall determine where a Transport Assessment is necessary, and can be applicable to all highways within the Borough. The Highways Agency will require Assessments on their controlled routes where:

- development generates more than 30 two-way trips during any peak period;
- development falls into any of the categories of Appendix B to the DfT's Guidance on Transport Assessment¹²;
- development where construction traffic may adversely impact on the operation of the network for a limited period;
- development which may lead to visual distraction.

Transport Assessments should be prepared in accordance with the DfT's Guidance on Transport Assessment²³ and the DfT Circular 02/2007¹³. Advice on the scope of these Assessments is best agreed at pre-application stage with the Borough Council and the appropriate Highway Authority.

(h) is continued over...

When may it be required?

¹¹ Available on the Heritage and Conservation pages of www.northwarks.gov.uk/planning

¹² <https://www.gov.uk/government/publications/guidance-on-transport-assessment>

¹³ <http://webarchive.nationalarchives.gov.uk/+/dft.gov.uk/pgr/regional/strategy/policy/circular207planningandstrategic.html>

- With all applications that exceed the triggers outlined in saved policy TPT1 of the North Warwickshire Local Plan 2006;
- In cases where the proposed traffic generation from the site could have an impact under the criteria of saved policy ENV14 of the North Warwickshire Local Plan 2006, particularly if they are for “major” applications.

i) Draft Green Travel Plan

What is this?

These are plans that outline the way in which the transport implications of a proposal are going to be managed in order to ensure that the proposal will reduce dependence on the car, and enhance other modes of transportation. They should also have measurable targets, arrangements for monitoring and enforcement, and include a strategy for marketing and promoting the Plan to occupiers, users, visitors and residents of the site. This accords with Government Policy as set out in the NPPF. Additional guidance is available from the Department of Transport’s Making Residential Travel Plans Work¹⁴. Warwickshire County Council has guidance and advice including a draft “template” for such a Plan.

When may it be required?

- With all applications that exceed the triggers outlined in saved policy TPT1 of the North Warwickshire Local Plan 2006;
- With all major applications, otherwise not included in TPT1.

j) Local Services/Community Facilities Statement

What is this?

This is an evidence based Statement that describes an existing local service or community facility; how it is presently used, and it’s contribution to the local community, assessing the likely impact on that community if the service or facility is lost. The Statement should also include evidence and conclusions of search for any alternative service or facility that might make use of the site to be lost. Such a search should be in liaison with local community groups, businesses and other relevant bodies. Additionally, the Statement will include mitigation or compensatory measures so as not to reduce the value of the facility/service to the community.

When may it be required?

- With any proposal that will be assessed against saved policies ECON12, COM2 and COM3 of the North Warwickshire Local Plan 2006.

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<http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/makingresidentialtravelp lans5775>

k) Retail Assessment

What is this?

This will assess the need for the development, whether it is of an appropriate scale, location and whether it would have any adverse impacts on existing service centres. Advice on these Assessments is to be found in the NPPF chapter 2.

When may it be required?

- With all retail planning applications that trigger an assessment under the NPPF;
- With all retail planning applications that are affected by saved policies ECON5 and ECON12 of the North Warwickshire Local Plan 2006.

l) Agricultural/Equestrian/Rural Economy Statement

What is this?

When a new dwelling is being proposed outside of a defined development boundary, and it is being argued that it is essential to have permanent residential accommodation on that site, a full functional and financial statement is to be provided. This will be evidence based and attempt to show that that building, including its size, is essential rather than being desirable. Alternative options must be evaluated, such as making use of the applicant's existing accommodation, acquiring, renting or building that accommodation within a settlement, the potential of converting existing buildings on site, and temporary or seasonal on site residential accommodation. The Statement shall include a full Business Plan. The Statement should follow the framework as set in paragraph 55 of the NPPF, which utilises the guidance from Annex A of PPS7¹⁵.

When a new agricultural building (other than a dwelling) is proposed, a Statement will be required to show, with an evidential base, why that building, and one of that size, is necessary for the agricultural operations at that holding. Alternatives must be assessed, particularly the adaptation of existing buildings.

When the proposal involves Farm Diversification, a full Business Plan must be submitted to demonstrate how the venture will contribute towards sustaining the long term operation and viability of the farm holding.

When may it be required?

- With all applications for residential accommodation that are outside of a development boundary and which are to be assessed against saved policy HSG3 of the North Warwickshire Local Plan 2006;
- With all applications where saved policies ECON7 and ECON8 will be relevant.

¹⁵ <https://www.planningportal.gov.uk/planning/planningpolicyandlegislation/previousenglishpolicy/ppgpps/pps7>

m) Affordable Housing Statement

What is this?

An outline of how locally affordable housing is to be provided and managed in line with Development Plan policy. This will set out the numbers of the units, the tenure mix of the units and their size and specification, their location within the development, how they are to be “locally affordable”, how that affordability is to be continued in perpetuity, and how local people will benefit. The Statement will outline how need has been assessed, how numbers have been arrived at, how “affordability” has been defined and how these units will be managed in perpetuity. The Statement should include details of any Registered Social Landlord acting as partners in any development proposals.

If the required provision, as defined by Local Plan Policy, is not being proposed, the Statement will set out the precise reasons for not doing so, supporting that argument with factual evidence.

Further advice on these Statements is available in the Council’s Affordable Housing Supplementary Planning Document (2008)¹⁶.

When may it be required?

- With all planning applications where locally affordable housing is required under Core Policy 8 (Saved), saved policies HSG1, HSG2 and HSG5 of the North Warwickshire Local Plan 2006, and the Affordable Housing SPD 2008.

n) Open Space Statement

What is this?

A statement, or information, identifying areas of existing and proposed open space within or adjoining the application site. This should identify how they are presently used, how they are to be managed in the future and how they can be enhanced or integrated into the proposal. As planning consent is not normally given for development of existing open spaces that local communities need, a full justification will be necessary. An audit was undertaken in 2008 and is relevant to preparing this Statement¹⁶.

When may it be required?

- With all applications involving saved policies ENV5, COM2, and COM3 of the North Warwickshire Local Plan 2006, and the Green Space Strategy SPD 2008 - 2018.

¹⁶ Affordable Housing SPD and Green Space Strategy SPD available at www.northwarks.gov.uk/planning

o) Landscape Appraisal

What is this?

A survey which outlines the character of the landscape in which the application site is located. This will include the immediate setting and identify the outer limit of the study¹⁷. This will depend upon the landscape itself, the nature of the proposal, the degree of public accessibility and any indirect impacts arising from the development (e.g. lighting).

An Appraisal will then be undertaken by a qualified Landscape Architect in order to assess the impact of the development proposal on the character of the existing landscape at the site, its environs and to the outer limit of the visual envelope as justified by the survey. The Appraisal will also include measures that are needed to mitigate against adverse visual impacts, both on and off site, as well as take the opportunity to outline measures that could as a consequence of the development, enhance a landscape character, particularly when identified by the survey.

When may it be required?

- With all major applications outside, or to the edge, of settlements with a Development Boundary.
- With all applications where saved policies ENV1 and ENV2 of the North Warwickshire Local Plan 2006 will be critical to determination.

p) Landscaping Maintenance Statement

What is this?

A Statement outlining in full, the landscaping proposals for the development showing how they have been arrived at as an integral part of the built form, and how they are to be maintained and managed in the future. The Statement will identify the reasoning behind the selection of species and the planting specification. For the purposes of this requirement, landscaping includes soft as well as hard landscaping.

When may it be required?

- With all applications where the proposals create areas of public open space, involve inappropriate development within the Green Belt, and/or that are departures from the Development Plan in order to allow assessment under ENV1, ENV2, ENV4 and ENV5 of the North Warwickshire Local Plan 2006.

¹⁷ The Forward Planning department may be able to assist here: 01827 715341 or planningpolicy@northwarks.gov.uk

q) Arboricultural Implications Assessment (also referred to as a Tree Survey)

What is this?

A survey, undertaken in accordance with BS 5837:2005, of the existing tree and hedgerow cover on site and on adjoining land. This will include identification of the species, spread, roots, and position of these trees and hedgerows. It will include a professional judgment on the condition and amenity value of each tree and length of hedgerow. It must indicate any trees to be felled and those affected by the development. The survey shall if necessary be extended to include trees and hedgerows in adjoining sites if they might be affected by the proposal.

Where relevant, the Assessment should justify how the built form has been arrived at so as to retain existing trees and hedgerows, and identify why alternative built forms could not be proposed. The Assessment will include the measures to be adopted during construction works to protect trees and hedgerows that are to be retained.

When may it be required?

- With all applications involving works to, or land carrying, trees protected by a Tree Preservation Order; all major applications where there is existing tree and hedgerow cover; and other applications where there is a need for the survey, in order to allow assessment under ENV1, ENV2 and ENV4 of the North Warwickshire Local Plan 2006.

r) Nature Conservation/Biodiversity Assessment (including Bat Survey & Ecology Report)

What is this?

This will identify the location of any areas statutorily designated, or otherwise recognised for their local, regional or National ecological interest. The Assessment will explain the significance of the site, and then evaluate the various impacts of the proposed development upon the site. These will include analysis during the construction phase as well as longer term impacts. Measures will be recommended to compensate or mitigate adverse impacts, including loss of habitat and reductions in bio-diversity. Such measures will include long term site maintenance and management, together with possible off-site measures. Each development proposal will also need to show how the biodiversity of the site can be enhanced as a consequence of the proposal.

Where sites are not recognised, but there are likely to be significant wildlife habitats or features that might impact on species protected under the Wildlife and Countryside Act 1981, The Conservation (Natural Habitats) Regulations 1994, or other animals protected under their own legislation (e.g. Badgers), then survey work will be necessary together with recommendations for measures to be incorporated into the proposed development in order to compensate for, or mitigate against the adverse impacts of that proposal. Enhancement measures to encourage habitat diversity will also be expected.

Advice on dealing with impacts can be found in the NPPF. The Warwickshire Museum¹⁸ will also assist in the identification of sites, and likely recognised habitats.

(r) is continued over...

When may it be required?

¹⁸ www.warwickshire.gov.uk/museum

- With all applications where an ecological interest is identified at pre-application or at consultation stage;
- With all major applications affected by, and other applications identified to be affected by, saved policy ENV3 of the North Warwickshire Local Plan 2006;

s) Noise Impact Assessment

What is this?

Application proposals that raise issues of noise disturbance, are considered to be a noise sensitive development, or are to be proposed adjacent to a noise sensitive site will need to be supported by a Noise Impact Assessment prepared by a qualified Acoustician. Assessments will need not only to assess the impacts arising from new proposals on the existing environment, but also to assess the impacts on the occupiers of new developments arising from neighbouring uses. The Assessment will outline the existing noise environment and then assess the impacts arising from the new development, or the impacts upon that development. Recommendations will include mitigation measures that can be incorporated into the development proposals. Such sites will be identified at pre-application stage, but where there is no such discussion, the Assessment will be required at consultation stage and prior to determination. Advice and guidance is available in the NPPF and from the Council's Environmental Health Section.

When may it be required?

- With all applications involving noise sensitive development proposals; new development adjoining a noise sensitive site; and where noise disturbance could impact on residential amenity of existing and/or future occupants, in order to allow assessment under saved policies ENV9 and ENV11 of the North Warwickshire Local Plan 2006.

t) Air Quality Assessment

What is this?

A full technical report outlining existing conditions, and predicting likely impacts on air quality arising from new development proposals. Further advice and guidance is available within the NPPF and from the Council's Environmental Health Section.

When may it be required?

- With all applications where development is proposed inside, or adjacent to an Air Quality Management Area (AQMA) as defined on the Local Plan Proposals Map;
- With all applications that could in themselves result in the designation of an AQMA;
- With all applications where the grant of a planning permission might render the Council's Air Quality Action Plan unworkable;
- With any application that would have the scope for affecting air quality in the immediate or adjoining area, in accordance with saved policy ENV9 of the North Warwickshire Local Plan 2006.

u) Lighting Assessment

What is this?

A technical assessment to identify the existing lighting levels, spillage and glow at a site, adjoining the site and at a distance, in order to identify adverse impacts that might arise from any proposed lights, both internal but particularly external, on the locality. The Assessment will identify measures that should be undertaken to reduce adverse impacts that can be incorporated into the development proposal, or that can be undertaken off site.

Further advice is available within the Government's "Lighting in the Countryside: Towards Good Practice" (1997)¹⁹.

When may it be required?

- With all applications where lighting proposals form an essential or significant part of the proposal, especially proposals in the open countryside or Green Belt, in respect of saved policies ENV1 and ENV2 of the North Warwickshire Local Plan 2006.
- With any application that is identified at consultation stage, where lighting becomes a recognised issue, particularly in respect of saved policy ENV11.
- With applications involving illumination either from advertisements or external lights, of Listed Buildings and in Conservation Areas, and in respect of saved policies ENV15 and ENV16.

v) Flood Risk Assessment

What is this?

This will assess the risks to all forms of flooding to and from the development, and demonstrate how these flood risks will be managed, taking climate change into account. It should also show how sustainable drainage methods have been introduced into the development proposal.

Given the current impact of climate change, and the known historic nature of much of the existing infrastructure throughout the Borough, there will be an increasing requirement to provide such Statements even when the development might be minor in scale.

When may it be required?

- With all applications for development proposals of 1 hectare or more in Flood Zone 1, for some development proposals that are located within Flood Zones 2 and 3, or other areas where the Environment Agency or other bodies have indicated that there may be drainage problems. These Flood Zones are prepared and published by the Environment Agency, who also define where a Flood Risk Assessment is necessary. Relevant advice is given in the NPPF and its Technical Guidance and on the Environment Agency's website²⁰.
- With all applications where saved policy ENV8 of the North Warwickshire Local Plan 2006 applies.

¹⁹ <http://webarchive.nationalarchives.gov.uk/+/http://www.communities.gov.uk/publications/planningandbuilding/lighting>

²⁰ www.environment-agency.gov.uk

w) Land Contamination/Stability Report

What is this?

A full technical summary of the state of a site in respect of its ground conditions. This can include the structural stability of a site, particularly where there is a difference of levels, or where there is known to be past or current landfill, surface or subterranean coal workings, or “made” land operations. Surveys can include desktop studies or full ground surveys involving trial bore holes and pits. It will certainly include situations where there is likely to be site contamination. The reports will identify measures needed to remediate, or mitigate against the survey findings.

Advice and Guidance on Phase I and Phase II Contamination Reports is available from the Council’s Environmental Health section. Advice and Guidance on Coal Mining Risk Assessments is available on the Coal Authority’s website²¹. In particular the scope and content of survey work will be identified as a consequence of discussion with the Council’s officers.

When may it be required?

- With all applications that involve any site, or land adjoining any site, that is recognised in the Council’s Land Contamination Register and Records, to allow assessment under saved policy ENV6 of the North Warwickshire Local Plan 2006.
- With all applications that involve a site, or land adjoining a site that is identified by the Coal Authority, or by local knowledge, as being one with potential stability or gas migration concerns, in accordance with saved policy ENV6.

x) Photographs and Photomontages

What is this?

A simple photographic record of the existing situation in respect of the application site and its setting. This can then be supplemented to include the development proposal surmounted on the photographic record, in order to give a visual interpretation of the proposal.

These records will be particularly useful in support of proposals where saved policies ENV1, ENV2, ENV11, ENV12, ENV13, ENV15 and ENV16 will be critical. This will be identified at pre-application stage.

When may it be required?

- With all major applications;
- With all applications where a street scene is required, particularly with “infill” sites;
- With all applications that will impact on the character of the landscape, in accordance with saved policies of the North Warwickshire Local Plan 2006 as outlined above.

²¹ http://coal.decc.gov.uk/en/coal/cms/services/planning/strategy/N_Warwickshire/N_Warwickshire.aspx

y) Site Waste Management Plan

What is this?

Proposed new development should be supported by site waste management plans of the type encouraged by the Department of Trade and Industry's Code of Practice published in 2004. These identify 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 can be minimized and managed.

When may it be required?

- With all major applications.

z) Sustainability Statement

What is this?

These outline how the proposal addresses sustainable development issues, particularly in respect of its location and scale. It will identify the environmental, social and economic implications of the proposal both in terms of benefits and disbenefits. Sequential testing will be undertaken in order to assess these issues. This testing will also address alternative quantum of development at the site as well as alternative locations for the proposal.

When may it be required?

- With all applications that are departures from the Development Plan;
- With all applications where an Environmental Statement is required (see (bb));
- With all applications involving saved policy ECON2 of the North Warwickshire Local Plan 2006.

aa) Draft Community Infrastructure Levy (CIL) or Section 106 Agreement

What is this?

This sets out the compensatory and mitigation measures that might arise from the impacts of the proposal, both on and off site. Dependent on the relevant impacts and Development Plan policy, CIL or Section 106, or a combination of both, will be used. They will include as a minimum, the draft terms of the Agreement or the Unilateral Undertaking together with Proof of Title. The draft terms should have been clarified before an application is submitted, and should arise directly from the development itself.

(aa) is continued over...

A standard template should be used where available. Further advice on these Agreements can be found in Circular 5/2005²² and the accompanying Best Practice Note, and Community Infrastructure Levy Guidance²³.

When may they be required?

- With all applications that are accompanied by an Environmental Statement (see below) that identifies impacts that need to be compensated or mitigated;
- With all major applications, unless otherwise agreed by the Council;
- With all applications requiring the provision of, “locally affordable housing” in accordance with Core Policy 8 (Saved) and saved policies HSG2 and HSG5 of the North Warwickshire Local Plan 2006.
- With all applications being dealt with as departures from the Development Plan;
- With all applications involving a Green Travel Plan;
- With applications involving saved policies COM3 and ECON4 of the North Warwickshire Local Plan 2006;
- With all applications that involve the loss of Open Space in accordance with saved policy ENV5 of the North Warwickshire Local Plan 2006.

bb) Environmental Statement

What is this and when is it required?

This arises from a statutory obligation invested in The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011²⁴. It requires a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects as defined by the above regulations) to enable the Council to give proper consideration to the likely environmental effects of a proposed development. Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided.

If you are in doubt as to whether your proposal would require the submission of an EIA, you may seek a ‘Screening Opinion’ from the Council prior to submitting your application. The Council will then set out whether an EIA is necessary, and if so, for what reasons. Where an EIA is deemed necessary, you may also request a ‘Scoping Opinion’, which will set out what the Environmental Statement should address.

Where an Environmental Statement is required, and a prior Screening Opinion from the Council does not indicate otherwise, your application will not be validated until such a time where the necessary Statement has been provided.

²² http://www.planningportal.gov.uk/uploads/pins/gpa_16.pdf

²³ <https://www.gov.uk/government/publications/community-infrastructure-levy-guidance>

²⁴ <http://www.legislation.gov.uk/uksi/2011/1824/schedule/6/made>

Design and Access Statements

These must accompany many types of applications for planning permission: Since their introduction in 2006, the requirements for such Statements have been relaxed under Statutory Instrument 2013 No. 1238²⁵. Currently, Design and access statements are required as set out below:

- Development which is defined as major development*.
- Where any part of the development is in a designated area**, development consisting of—
 - (i) the provision of one or more dwellinghouses; or
 - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.
- A Listed Building Statement is required for all applications related to Listed Building as set out in part 6 of this documents on pages 9 and 10.

* Major development - defined as being schemes of more than 10 houses (or over 0.5ha where number of units not defined), for other uses over 1000sq.m in floorspace or where the site area of the development itself is above 1ha in size.

** Designated site – Conservation Area or World Heritage Site

A Design and Access Statement is about:

- (a) The design principles and concepts that have been applied to the development; and
- (b) How issues relating to access to the development have been dealt with.

The Design and Access Statement shall;

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

More information can be found at www.northwarks.gov.uk/planning.

²⁵ http://www.legislation.gov.uk/uksi/2013/1238/pdfs/uksi_20131238_en.pdf

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